



Terms and Conditions of Admission

Pembroke

1. Enrolment

On acceptance of an offer and the payment of the *Admissions Fee and Tuition Bond* whether day or boarding, the student is enrolled at Pembroke School and the enrolment shall continue until terminated under the terms herewith.

2. Fees

- 2.1 All accounts for fees and charges will be paid within the period requested by the School.
- 2.2 The School may take action to recover outstanding accounts against either or both of the parents or guardians where they have entered in to the enrolment contract jointly or severally.

3. Policies, conduct and procedures

- 3.1 The parents/guardians agree to comply with and uphold the School's policies, rules and procedures (as introduced or amended).
- 3.2 The parents/guardians accept the discretionary authority of the Principal or nominee to impose disciplinary measures, including detention, temporary and permanent exclusion in response to breaches of appropriate standards of behaviours and conduct.

4. Applications

- 4.1 Applications and positions within the waitlist are non-transferrable.
- 4.2 Each child requires an application form to be lodged.

5. Full and true disclosure

- 5.1 An offer of enrolment to Pembroke School is made in good faith based on the representation made by the recipient and that disclosure has been full and true in all matters that are relevant to the school.
- 5.2 An offer may be withdrawn or cancelled if false or misleading information or declarations are given.

6. Withdrawal or leave

- 6.1 The School requires one term's notice to be given in writing to the Principal before withdrawing a student from the School, or before discontinuing any special or extra subject. Failing such notice, the applicable fee for a full term may be charged.
- 6.2 Boarding enrolments are for the full year unless otherwise negotiated.
- 6.3 If the student is to leave the School for a period longer than one term while their family is overseas or for other reasons, application for the period of leave must be made to the School as soon as possible. In such an event if the holding fee is not paid, the student does not have an automatic right of re-entry to the School and the School is not obliged to maintain or hold the student's enrolment.
- 6.4 No remission of fees is required to be made either in whole or in part should the student be absent from school due to illness, leave or suspension. The School may in special circumstances consider remission of fees at the discretion of the Principal.
- 6.5 For other leave please see the [Student Attendance Policy](#)

7. Privacy Policy and Standard Collection Notice

<https://www.pembroke.sa.edu.au/privacy>

8. Health and safety

- 8.1 The parents/guardians must advise the School when applying for enrolment and at all times thereafter, including prior to accepting any offer of enrolment from the School, of any disability or specific learning or behavioural needs or any other relevant matter pertaining to the student, that the student may have and of which the School should be aware. They must also advise of any adjustments or specialised support services they consider should be made available by the School to facilitate the student's ability to access the School's curriculum and educational programmes.
- 8.2 The parents/guardians are required to advise the school as soon as reasonable should any infectious or contagious disease be contracted by the student immediately prior to commencement or whilst enrolled at the school.
- 8.3 The School is authorised to:
 - 8.3.1 Obtain or provide such emergency or urgent medical treatment or first aid for the student should such an action be deemed necessary by the School or a member of staff and
- 8.4 The parents/guardians each indemnify and hold indemnified the School and its agents against any expenses, costs, damages which they might incur as a result of providing or obtaining medical treatment for the student.
- 8.5 The parents/guardians agree to provide the school with the student's current residential address and notify the school in a reasonable timeframe if there are changes.

9. Court Orders

- 9.1 Parents/guardians agree to provide to the School in a timely manner any court orders including intervention orders that relate to the student or which the School should be aware and has relevance to the student's attendance at School.
- 9.2 The parents/guardians agree to comply with any relevant court orders in their dealings with the School.

10. General

- 10.1 In these *Terms and Conditions of Admission* the parents/guardians are references to each parent or guardian who has signed the *Confirmation of Acceptance* contract in relation to the enrolment of their child and, if more than one, each of them jointly and severally. Each of the obligations in these Terms and Conditions of Admission upon the parents/guardians are joint and several.
- 10.2 Pembroke School
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