

take such action as deemed necessary to recover unpaid fees or charges, including costs of recovery.

5 SIBLING DISCOUNT

A sibling discount of 5% for the second and 10% for the third and subsequent children applies to all students who commenced from 2000.

A sibling discount does not apply when a student is in receipt of bursary or scholarship benefits.

6 WITHDRAWAL OF STUDENT

A term's notice in writing to the Head of Campus is required prior to any student leaving the School.

Such notice must be received before the first day of the student's last term, otherwise a fee equivalent to a term's fees will be charged. If a student leaves during a term without the appropriate notice, no refund will be made for the remaining portion of the term.

7 DISCIPLINE OF STUDENTS

The School reserves the right to discipline any student. A student may be suspended or expelled if, in the opinion of the Principal, the student is guilty of breaking the School's rules or standing orders, or is guilty of behaviour prejudicial to the welfare of the School, its staff or students.

When the Principal suspends a student, the parent/s or guardian/s shall be notified to that effect and of the duration of the suspension. A student who has been suspended shall not enter upon any of the School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of his/her parent/s or guardian/s during such period. Suspension shall debar a student from any entitlement, express or implied, to sit for public or any other examinations conducted by or at the School.

If, in the opinion of the Principal, it is in the interests of the School, its staff or students that a student should no longer remain enrolled, the student's name shall be removed from the School Roll. The student shall be debarred from attendance at the School for any purpose, and the Principal shall notify the parent/s or guardian/s to that effect. Any student so expelled shall not thereafter enter upon the School grounds.

The attention of parent/s and guardian/s is drawn to the rules contained in the School Handbook.

8 SCHOOL POLICIES

Enrolment of students is conditional upon students and parents/guardians at all times observing all relevant policies and directions of the School, determined by the School from time to time. By applying for enrolment, each parent/guardian accepts these terms.

These terms and conditions may be varied at any time by the School, by written notice to the parent/guardian, or by letter generally circulated to parents through the School's communication systems, and will apply from the time they are promulgated.

November 2003

ABN 69 004 083 247 ACN 004 083 247

PO Box 91 Ivanhoe Victoria 3079 Telephone 03 9490 1877

Fax 03 9497 4060 Email enrol@igs.vic.edu.au

BUCKLEY HOUSE • THE RIDGEWAY SECONDARY CAMPUS • PLENTY CAMPUS

REGISTRATION PAYMENT OPTIONS

I enclose cheque

money order

payable to Ivanhoe Grammar School. (See Schedule of Tuition Fees.)

Or please charge my credit card

Bankcard

Mastercard

Visa

Card number

Card expiry date

Name on card

Signature

HOW TO APPLY

Please return the completed Application for Enrolment form along with:

- A copy of your child's birth certificate which will be retained with the enrolment application

- The registration fee (see payment options above) to:

The Registrar,

Ivanhoe Grammar School

PO Box 91 Ivanhoe VIC 3079

Please complete the following by ticking the appropriate boxes.

A WHAT PROMPTED YOU TO ENROL YOUR CHILD AT IVANHOE GRAMMAR SCHOOL?

Reputation of the School

Continuing your family tradition

Wide range of choices and opportunities

Academic excellence

Entry open to all, regardless of ability or background

Catering to special needs

HOW TO APPLY continued

Other (please specify)

B HOW DID YOU LEARN ABOUT IVANHOE GRAMMAR SCHOOL?

Family

Friends

Advertisements

News items

Website

Open Day/Tour

Employer

Other (please specify)

Please read the Business Notice, tear off and retain for you records.

OFFICE USE ONLY

REGISTRATION FEE	ENTRY DETAILS
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COMMENCED



IVANHOE GRAMMAR SCHOOL

APPLICATION FOR ENROLMENT



IVANHOE GRAMMAR SCHOOL

