



TERMS AND CONDITIONS OF ENROLMENT

Terms and Conditions of Enrolment (the **Terms**) is a legally binding document . The Terms apply to students that are offered enrolment at Newhaven College (the **College**) and the Parent(s)/Guardian(s) have accepted the offer for their child (the **Student**) to commence studies at the College , or continue studies at the College.

It is understood that, unless you contact the College disputing the



7. The Student must care for the buildings, furniture and equipment of the College and Parent(s)/Guardian(s) are financial responsible for damage caused through carelessness, neglect, or deliberate damage .
8. The Student must not leave the College property during school hours without permission and/or appropriate prior notice via the College preferred notification system.
9. Whether at the College, at a College function or camp, or travelling, Students are not permitted tobacco, vaping devices, non-prescribed drugs or alcoholic drinks.
10. The College reserves the right to suspend or terminate the enrolment of any Student whose influence is regarded as harmful to the interest of other students.
11. Parent(s)/Guardian(s) acknowledge that the College may change the curriculum or courses that it offers from time to time at its absolute discretion.
12. Students may freely access or be referred to student services such as Wellbeing, Careers Guidance or enhanced learning program, where appropriate. As deemed necessary student services staff will make every effort to inform or involve Parent(s)/Guardian(s), giving due consideration to their respective professional standards.

Parent(s)/Guardian(s) Conduct

13. Parent(s)/Guardian(s) and students will, through attitude and action, respect the teaching staff and cooperate fully in all that promotes their complete education.
14. Parent(s)/Guardian(s) will take an active part where possible in the activities of the College and
15. Parent(s)/Guardian(s) must behave in such a manner that the image of the College is not negatively affected or brought into disrepute and to treat and deal with the College staff, representatives, other parents and students with respect and consideration.
16. If the Principal believes that a mutually beneficial relationship of trust and cooperation between Parent(s)/Guardian(s) and the College or any of its staff has broken down to the extent that it adversely impacts on the relationship with the College, or poses a safety risk to College staff, representatives, other parents and students, the Principal may:
 - a. require the Parent(s)/Guardian(s) to not attend College property and/or College functions;
 - b. with any other Student they have enrolled at the College.
17. Parent(s)/Guardian(s) agree to comply with the College Code of Conduct.
18. Parent(s)/Guardian(s) agree to assist the College in discharging its obligations under the Child Wellbeing and Safety Act 2005 and comply with the College Child Wellbeing and Safety Policy.



Medical Conditions and Special Needs

19. Parent(s)/Guardian(s) must provide all relevant details regarding any medical conditions, to properly care for the Student, and to enable consideration of any reasonable adjustments and facilities that may be required. Such information must be based on all current information available to the Parent(s)/Guardian(s) at the relevant time, as per requirements of clause 4).
20. medical conditions, disabilities, special learning needs or any other conditions affecting the ability to properly care for the Student, and to enable consideration of any reasonable adjustments and facilities that may be required.
21. ability to properly care for the Student, and to enable consideration of any reasonable adjustments and facilities that may be required, authorise the College to take whatever action is considered necessary for the wellbeing of the Student. This may include:
 - a. Obtaining or providing such emergency or urgent medical treatment, as deemed necessary by the College.
 - b. Obtaining any medical treatment, as considered necessary and appropriate in the circumstances.
22. The College will notify the Parent(s)/Guardian(s) as soon as possible and seek permission, where possible, for any





Withdrawal of Student

53. Parent(s)/Guardian(s) are required to provide **a full terms notice** to the Registrar of any intention to terminate enrolment or withdraw Student(s) enrolment, otherwise a term fee will be charged and all fees will be payable (if any unpaid) within 30 days.
54. Any Fees and Charges paid upfront may be refunded, if sufficient notice has been provided.
55. If a Student leaves during a term without providing required notice, no refund of any fees paid