



Sacré Coeur

## 2021 Business Terms

### Introduction

A place at is subject to agreement by parents/guardians and students to abide by the School's policies and rules which are designed to enhance and assist in the delivery of educational programs. This document sets out the business terms and conditions under which students are enrolled at Sacré Coeur. The information is current at the time of printing, but the School retains the right to alter the terms and conditions from time to time.

Parents/guardians enrolling their daughters at Sacré Coeur are required to sign and return a copy of this agreement as an acknowledgement of their understanding and acceptance of the terms and conditions, which follow.

### Enrolment Application and Confirmation Fees

A non-refundable enrolment application fee must accompany each application for admittance to the School but does not of itself constitute an enrolment. A non-refundable enrolment confirmation fee then is payable by the specified date following the offer of a place.

### Building Levy

A compulsory charge per family is billed four times a year in October of the preceding year, January, April and July.

### Tuition Fees, Levies and other Charges

The annual fees and charges at Sacré Coeur are determined by the School Board. Whilst tuition fees incorporate most of the activities related to the student's education, camps, additional course materials (indicated on the book lists) and notebook program charges will be billed separately to the fee account. Fees are billed four times a year in October of the preceding year, January, April and July. An adjusting invoice will be raised in September to avoid carrying any additional charges into the following year. The due date for payment is 28 days from the date of each fee notice, with the exception of the Term 4 fees for Year 12 which are due by 30 June.

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## **Student Withdrawal**

One full term's notice (wholly within the school term) of the intention to withdraw a student, must be provided by the parents/guardians in writing to the Principal or a charge equal to one-half of the next term's fees will be incurred. The School may require parents/guardians to withdraw their daughter if fees are not paid in accordance with the due dates for payment. In addition, if a family's account is in arrears, no new enrolments will be accepted and a previously accepted enrolment may be cancelled by the School.

## **Co-curricular Activities**

Payment for co-curricular activities must be received by the due date or the student may not be permitted to continue with those activities until payment is received.

## **Part-Term Enrolment**

A pro rata charge is made for new students entering the School after a term has commenced. If a student leaves during a term, no refund will be made for the remaining portion of the term, unless by prior arrangement.

## **Holding Fee**

A non-refundable holding fee is payable if a student is withdrawn temporarily from the School by the parents/ guardians for at least one school term. The holding fee is 25% of the term's fees at the applicable year level, payable for each term of absence and in advance of the absence. The place normally will be held for a maximum of two years.

## **Sibling Discount**

A 10% discount of tuition fees applies to the second and subsequent sisters attending the School at the same time.

## **Prepayment of Fee Options**

It is possible to prepay tuition fees for more than one year in advance. Details can be provided by contacting the Finance Officer in the Business Office.

## **Publication of Student Photographs and Achievements**

There are times when Sacré Coeur students are involved in activities that portray the students and School in a positive manner and are of interest to the media. Photographs may be used in School documents (for example newsletters, bulletins or website) or for marketing purposes. All photographs will be taken with the knowledge of the School. Parents/guardians who do not permit their daughter's photograph to be used are required to notify the Director of Marketing and Communications in writing. There are also times when student work may be displayed, published or photographed for educational or promotional purposes.

## **Contact Details**

Parents/Guardians are required to notify the School of any changes in contact details (address, telephone, email) and to notify the School of any information which may affect the School's care for its students, for example medical updates or details of any court orders which affect the student. Parents/guardians are able to make these changes at 'update your details' on Firefly. If there is a Family (or other) Court order in place for the fee payments and/or responsibility for children attending Sacré Coeur, the School requires a copy of this order to administer the directions of the Court. Parents/Guardians are jointly and severally liable and responsible for fees and charges payable as a result of enrolling a student at Sacré Coeur.

## **Privacy/Collection Statement**

This information is collected within the guidelines of the National Privacy Principles under the Privacy Act. Refer to the website for further details of the Sacré Coeur Privacy Policy.