Enrolment Policy

Please carefully read the College’s Enrolment Policy established by the Wesley College Council in June 1997.

Wesley College is a Christian school operating under the auspices of the Uniting Church in Australia. The College accepts girls and boys into its Junior and Middle Schools from Pre-kindergarten to Year 6 and boys only in the Middle and Senior Schools from Year 7 to Year 12.

Students are offered a place in the school by the Headmaster and no distinction is made on the basis of race, religion or sexual orientation of the parents.

Students are offered a place in the College strictly in order of application, although the Headmaster is authorised to exercise discretion for applicants under the following circumstance.

- children of former students of the College
- children transferring from interstate independent schools whose parents have demonstrated a commitment to independent schools
- children who are siblings of currently enrolled students
- siblings of current Penrhos College students
- children of employees of Wesley College
- children who are awarded scholarships through the Scholarship Policy of Wesley College
- children of the appropriate gender in order to achieve a balance of boys with girls in Junior School
- children who have been listed on a waiting list for entry into the College on the immediate preceding year but failed to gain a place in that year

The Headmaster reserves the right to refuse the enrolment of a child into Wesley College if in his opinion:

- the presence of the child represents a threat to the safety, well-being and happiness of other students
- the parents of the child have indicated an unwillingness to observe the Conditions of Enrolment as described upon the College’s Memorandum for the Acceptance of an Offer of Enrolment

CONDITIONS OF ENROLMENT

1. The Application Form must be accompanied by an Application Fee of $110 which is non-refundable. Receipt of Application by the College does not guarantee entry into Wesley. Places are allocated strictly in the order of the application date, however, the Headmaster is authorised by the College Council to exercise discretion for applicants in special circumstances. The Headmaster reserves the right to refuse the enrolment of the child into Wesley College.

2. If Wesley College offers the signatories to this agreement a place at the College for a student, that offer will be conditional upon you paying the College a non-refundable Endowment Fee, equal to 30% of the Senior School’s day boy annual tuition fee, as shown on the then-current Fees and Charges Schedule. However, unlike many schools, Wesley offers both discounted rates and options for payment. Please ask the Manager of Enrolments for details. The Endowment Fee is based upon families. You will only need to pay it when your first child enters the College and not for subsequent children. If the first child is a girl entering Junior School, and the following child is a boy, you will be asked in addition to pay 50% of the calculated rate which applies in the year of entry of the boy.

3. The Annual Fee set out in the Fees and Charges Schedule is payable in equal instalments or in advance at the beginning of each academic year. Charges for goods and services are payable as rendered. A student may not be permitted to enter the College at the beginning of any Term unless all fees and charges are paid up to date.
4. If a confirmed enrolment is postponed the student will return to the waiting list for their preferred date of entry. Offers for the new entry year will be made based on the original application date for enrolment.

5. Leave of absence (for students who have already commenced at Wesley College) can only be granted for a one year period. Extensions to this may be requested in writing to the Headmaster.

6. The College may terminate a student’s enrolment at any time if the Headmaster determines that the student is making unsatisfactory progress, has an unsatisfactory attitude, has displayed unacceptable behaviour, or has broken the College’s rules. If the College does so, you will not be entitled to any refund of fees or charges by the College and if you are at that time liable to pay any fees and charges but have not done so, you will not be relieved from any liability to pay those fees and charges.

7. If you wish to remove a student from the College you must give the College written notice at least one full Term in advance, and in default of such notice, you are liable to pay the College an additional instalment of one quarter of the Annual Fee.

8. Boarders are expected to remain as boarders for the full year (two years of entering Year 11) and applications for boarders to become day boys during a year will only be considered in exceptional circumstances by the Headmaster. Any such request must be made to the College in writing at least one full Term in advance of the date upon which you wish the boarder to become a day boy. In default of such notice, you must pay one full Term’s Boarding Fee.

9. For the purposes of Conditions 6 and 7, if the student has not been permitted to return to the College under condition 4, they shall be deemed to have been removed by you from the College at the end of the preceding Term.

10. The student must comply with the College’s rules as amended from time to time, and the College may enforce these rules at the College’s discretion.

11. If the student is absent from the College for any period of time, the payment of full fees is necessary to hold a guaranteed place at the College.

12. The College, at its discretion, may seek to recover from you any damage to the College’s property caused or contributed to by the student, net of any amount the College may recover under the College’s insurance policies.

13. You authorise the College to incur costs on your behalf where they relate to the student’s medical expenses arising from accident or illness.

14. You acknowledge and agree that the College’s responsibility and liability for the student and their personal property will be limited in the following respects:
   a) the student is solely responsible for loss and damage to personal property brought to the College
   b) the College will not be liable for any liability the student incurs to any third party in respect of death, bodily injury or loss or damage to property

15. International students (those with student visas and some temporary visas) are expected to attend as boarders for the full duration of their time at Wesley College. Applications to become day boys during a year will only be considered in exceptional circumstances.

**PLEASE NOTE**

Change of address:

It is your responsibility to inform the College of any change of address or contact telephone number which may occur from the date of this application. In the absence of such notification, and in the event of the College making all reasonable attempts to contact you from time to time, a student’s place on the enrolment list may be cancelled.

Change of intention:

The College wishes to keep an accurate profile of future entrants and would appreciate notification of any change of intention.