



**POLICY TITLE:** ENROLMENT DEPOSIT BOND POLICY

**BOARD APPROVAL DATE:** 11 FEBRUARY 2009

**BOARD REVIEW DATE:** FEBRUARY 2011

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**OVERVIEW:**

The School requires the payment of a deposit bond on enrolling a student at the School. This bond will not be refunded upon a child leaving the school should that child leave prior to completion of Cycle One. If a child leaves the School beyond Cycle one, the deposit will be refunded if a full terms notice is given in writing.

**PRINCIPLES:**

The School requires payment of a deposit bond on enrolment of a student. The purpose of this is to cover costs incurred by the early departure of a student from the School, and discourage caregivers from removing their child from the school prior to completion of Cycle One.

The withdrawal of a child from the classroom has wide reaching effects on the School community, the classroom dynamic and learning environment. Furthermore, the withdrawal of children from the School prior to completion of Cycle One can have a detrimental effect upon the School's finances.

Caregivers should be aware upon enrolling their children at the School that their enrolment is assumed to be for at least the duration of Cycle One.

In support of this principle, caregivers will be informed upon enrolment that the deposit bond will not be refunded if the child is withdrawn from the School prior to their completion of Cycle One.

If a child leaves the School after completion of Cycle One, the deposit bond will be refunded after a full terms notice of withdrawal has been given in writing.

**PROCEDURES:**

The deposit bond is equivalent to a full terms fee, and is payable for each child enrolled at the School.

The bond is required to be paid in addition to the first term fees, and at the same time as those fees are paid.

Caregivers who remove their child from the School will not receive a refund of their bond deposit if their child has not completed Cycle One. Caregivers who intend to remove their child from the School will receive a refund of the bond deposit if:

- Written notice of intention to withdraw the child is received by the School no later than the end of week 1 of the previous term.
- The child has completed Cycle One.
- The School is satisfied that all monies have been paid in full.

If the child is completing Cycle Three, notice of withdrawal is not necessary and the bond deposit will be refunded on the child completing school.

**RELATED AND SOURCE DOCUMENTS:**

Fees Policy and Schedule