



## APPLICATION FOR ENROLMENT – OVERSEAS STUDENTS

This application form is intended for students who wish to make an application and will attend on a student visa.

It is the School's policy to only enrol overseas students on Students Visa as Boarder students, at the Senior School level, from Year 7 to Year 12.

### CHECKLIST

- ✗ \$400.00 (AUD) Application fee (non-refundable).  
*Cheque to Knox Grammar School or Credit Card details*
- ✗ A copy of applicant's birth certificate\* and passport.
- ✗ Copy of current Visa (if applicable).
- ✗ If applicant is already at school, a copy of his two most recent school reports and NAPLAN results (if available).
- ✗ If applicant was educated overseas, a copy of his AEAS English assessment.
- ✗ Attach two **written** parent references.
- ✗ Signatures for both parents/guardians along with acceptance of the Privacy Policy.

\*Original and English translation.

**So that we can process your application, please ensure you submit all pages of the application form and supporting documentation**

Thank you for your interest in enrolling your son as a student at Knox Grammar School. This application form along with the Enrolment Application Fee is to allow the School to consider offering a place to you for your son to attend the School. Completion of this form does not guarantee a place at the School.

Please carefully read this form and, in particular, the Conditions of Enrolment and the Fee information. If an offer of a place at the School is made to you, you will be required to agree to and sign the then current Conditions of Enrolment in order to accept that offer.

### HOW TO SUBMIT YOUR FORM

#### EMAIL

enrol@knox.nsw.edu.au

#### POST

Enrolments Team  
Knox Grammar School  
PO Box 5008  
Wahroonga NSW 2076  
AUSTRALIA

NAME OF BOY

Given names

Surname

Date of birth

Country of birth

Nationality

Religion

Place of worship

Admission in year group  
*Please note, we are not registered by NESA or CRICOS to enrol overseas students for primary school (K-6)*

Admission type

Boarder

Year of entry

Present school and year level *(if applicable)*

Child’s **current residential** address. This information is required for government compliance - the School must be notified if the child’s residential address changes.

Parent signature to certify this is the child’s current residential address.

Date of signature

BOY’S BACKGROUND INFORMATION

**Please provide proof of nationality for the student**

The following documents are accepted:

Copy of Passport

If the student already holds an Australian residency visa, please provide a copy of the Visa Grant Notice.

Overseas Student

Other Temporary Resident

Bridging/Tourist Visa

If this is not the student’s first enrolment at an Australian school, what was the student’s first date of enrolment at an Australian school? Please provide copies of school reports.

Are you aware of any social, emotional or intellectual difficulties or special medical or learning needs which may impact on the student’s ability to take full advantage of the programs offered by the School? Failure to disclose any relevant information may jeopardise your son’s enrolment, or continuation of enrolment.

Please indicate below, and provide documentation if applicable:

Gifted	Support program in numeracy
English as second language	Integration*
Support program in literacy	Medical conditions
Other <i>(please specify below)</i>	

*\*Integration is program support for a disability or impairment*

## (BOY'S BACKGROUND INFORMATION CONTINUED)

Has the boy had a brother at Knox Grammar School?  
(Give name, last year attended and House)

Is the boy the son of an Old Boy?  
(Give name of OKG, final year and House)

Does the boy have a brother at Knox Grammar School at present?  
(Give name, year group and House)

Is the boy the grandson of an Old Boy?  
(Give name of OKG, final year and House)

Does the boy have a brother with a place at Knox Grammar School?  
(Give name, year of entry)

Is there any other connection with Knox Grammar School?

\*.....\*

## PARENTS' PARTICULARS

The student resides with:

Both Parents

Guardian

Mother

Father

If natural parents are not living together please complete the section below. (This is important information to help avoid confusion and embarrassment).

Parents Separated

Parents Divorced

Mother Deceased

Father Deceased

Mother Remarried

Father Remarried

Please attach copies of any Family Court or other court orders.

### PARENT/GUARDIAN A

Relationship to boy:

Mother

Father

Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone (*home*)

Telephone (*work*)

Mobile

Email address

### PARENT/GUARDIAN B

Relationship to boy:

Mother

Father

Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone (*home*)

Telephone (*work*)

Mobile

Email address

## PARENT REFERENCES

The **written** Parent References must focus on the parents themselves, and include the length of time (a minimum of five years) that each referee has known and interacted with the family of the student.

They must not be close relatives. Church references are welcome. Please also provide the names, full addresses and contact details for the two referees below.

The parent reference details and written reference letters must accompany the Application for Enrolment.

### PARENT REFERENCE 1

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone (*home*)

Mobile

### PARENT REFERENCE 2

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone (*home*)

Mobile

## PAYMENT

### CHEQUE

Please make cheque payable to Knox Grammar School.

### CREDIT CARD

Please charge my credit card \$400.00 (AUD)

Mastercard

Visa

American Express

Name of cardholder

Card number

- - -

Expiry date

Signature

\* ..... \*

## SIGNATURES

Both Parents or Guardians (Responsible For Fees) must sign below in order for this application to be processed.

We:

- Apply to have our son considered for enrolment at Knox Grammar School;
- Have read the information contained within this Application for Enrolment;
- Understand that we will need to agree to the then current Conditions of Enrolment to accept an offer for a place at the School;
- Confirm that the information contained in the Application for Enrolment is accurate and complete and that the supporting documentation has not been altered in any way and we agree to keep the School informed of any changes;
- Understand the Policy regarding refund of fees for Overseas Students

**PARENT/GUARDIAN A**

Date

**PARENT/GUARDIAN B**

Date

Overseas students must sign below in order for this application to be processed.

## ENROLMENT PROCESS - OVERSEAS STUDENTS

This enrolment information is relevant to students with an International background, including students from schools outside Australia, and is not determined by the residential status of the student.

In order to be considered for enrolment at Knox Grammar School, International Students are required to:

- Fully complete an Application for Enrolment form signed by BOTH parents
- Pay the Application Fee (currently \$400.00)
- Provide a copy of the student's birth certificate, translated into English if necessary
- Provide a copy of the information page from the student's passport
- Provide a copy of the visa page from the student's passport or the visa paperwork, if applicable
- Provide a copy of the student's latest school report, translated into English if necessary
- Provide evidence of English language fluency

\* Students whose first language is not English are required to have their readiness for entry into the School supported by an AEAS Test report. Register for an AEAS Test at <https://aeas.com.au/how-to-register>. The AEAS report must accompany the Application for Enrolment, or may be requested by the School prior to an offer of a place being made.

If the application is complete, and a place is available in the grade and the year requested, the applicant will receive a letter or email from the Head of Enrolments, or the Overseas Student Coordinator (OSC), offering a provisional place.

To progress the application, the applicant will receive an invitation to attend an Enrolment interview for their son with the Headmaster, Head of Enrolments and/or Head of Knox Boarding, after which an offer of enrolment may be made by the School.

## AEAS TESTING AND INTENSIVE ENGLISH LANGUAGE STUDY

Students whose first language is not English are required to have their readiness for entry into the School supported with a satisfactory AEAS Test report.

The results required are:

- For entry to Year 7 – AEAS 70
- For entry to Year 8-10 – AEAS 75
- For entry to Year 11 – AEAS 80

As the AEAS levels required by the School are high, students may need to undertake an English Language Intensive Course for Overseas Students (ELICOS) prior to commencement.

The School recommends Elite College of English (ECE) in Chatswood, Sydney, and Avalon College, in Victoria.

## FORMALISATION OF ENROLMENT

Following review of an Application for Enrolment, if a position is available, and the applicant is successful, a Confirmation of Enrolment and offer of a place will be made with a Written Agreement being issued.

To accept the position, the School requires the following:

1. Payment of the Enrolment fee (currently \$A2,750.00) and the Entrance fee (currently \$A2,400.00); Total payable \$A5,150.00 (2025 fees schedule)
2. A signed copy of the Overseas Student Written Agreement letter
3. A signed copy of the Conditions of Enrolment and Continuing Enrolment – Overseas Students

The offer of a place for the student is open for a period of 30 days.

In accordance with Australian Immigration guidelines and time frames, an electronic Confirmation of Enrolment (eCoE) and Confirmation of Approved Accommodation and Welfare Arrangements (CAAW), will be issued to enable the student to apply for a student visa to enter Australia.

Approximately one month prior to commencement an invoice for one semester's fees will be sent and this payment must be paid prior to the student's commencement at the School.

Tuition fees and other charges are subject to change and may vary from year to year. Any increase in fees during the period of study will apply to both new and continuing students.

# CONDITIONS OF ENROLMENT AND CONTINUING ENROLMENT

## Overseas students - (CRICOS 00399E)

These Terms and Conditions of Enrolment are to be signed by both Parent/s or Legal Guardians and provided to the School with the acceptance of the School's enrolment offer for the Student. However provision of these is not a guarantee of a place, which is subject to the School's discretion and its enrolment processes.

### 1. DEFINITIONS

Unless the context otherwise requires:

- 1.1 "Boarding Fee" means the boarding fee applicable to the Student in the Knox Fee Schedule
- 1.2 "Enrolment Application Form" means the form completed by Parents to apply for enrolment of the Student at the School
- 1.3 "Fees and Charges" means all fees and charges for boarding, co-curricular activities, elective subjects, excursions, sport, technology and camps and the supply of goods and services to the Student or fees and charges incurred on behalf of the Student from time to time
- 1.4 "Headmaster" means the Headmaster or acting Headmaster of the School
- 1.5 "Knox Fee Schedule" means the documents that outline the fees and charges set by the School including Application Fee, Enrolment Fee, Entrance Fee, Tuition Fees (as applicable to Students and Overseas Students), Boarding Fees and charges or payments applicable to the Student paid in Australian dollars (\$AUD)
- 1.6 "Overseas Student" means an overseas student studying on a subclass 500 visa or its equivalent.
- 1.7 "OSEWA" means the Overseas Student Enrolment Written Agreement that applies to the enrolment of Overseas Students.
- 1.8 "Parent" means the Parent/s or Legal Guardian of the Student
- 1.9 "School" means Knox Grammar School but not Wahroonga Preparatory School
- 1.10 "School Year" means each calendar year
- 1.11 "Student" means the Student who is named in the Application for Enrolment Form, including overseas students studying on a subclass 500 visa.
- 1.12 "Tuition Fee" means the tuition fee applicable to the Student in the Knox Fee Schedule

### 2. OBLIGATIONS OF STUDENTS

Students are required to have high standards of behaviour and:

- 2.1 abide by the School rules, policies and codes of conduct as they apply from time to time,
- 2.2 behave courteously, respectfully and considerately to each other and to staff at all times,
- 2.3 not do anything which may bring the School into disrepute, including in print and electronic media and any form of social media,
- 2.4 support the goals and values of the School,
- 2.5 attend and, if required, participate in compulsory School activities or other events determined by the School,
- 2.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at

school in accordance with the School's guidelines and the expectation of the School community, and

- 2.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

### 3. OBLIGATIONS OF PARENTS

#### 3.1 Parents:

- (a) must accept and abide by the requirements, policies, and directions of the School relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School, including the School's requirements for discipline, home study, attendance and leave,
- (b) are required to support the goals, values and activities of the School, and
- (c) should view the School's parent portal on a regular basis and read the weekly newsletter and communications on any digital platform used to communicate with Parents.

#### 3.2 Parents must promptly advise the School:

- (a) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the Parent or mail is returned,
- (b) if the Student will be absent from the School due to ill health or other reason,
- (c) in writing at the time of applying for enrolment and at all times afterwards of any orders or arrangements that affect the Student, including arrangements between the Parents, or are relevant to the Student's education and welfare and written change to them and provide copies of orders or documented arrangements to the School.

#### 3.3 Parents also:

- (a) must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- (b) must communicate with students, other Parent/s, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time and observe the standards of behaviour expected by the School including any relevant code of conduct,
- (c) should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education and assistance to the School in a voluntary capacity from time to time,
- (d) must not disseminate inaccurate, misleading or defamatory information on social media in relation to the School, staff, students or other members of the School community,
- (e) must support the Student in undertaking his obligations whilst enrolled at the School.

### 4. ACCEPTANCE OF OFFER OF ENROLMENT

- 4.1 An offer of enrolment must be accepted by both Parents unless the School agrees to waive this requirement. The acceptance of the offer of enrolment must be accompanied by the Enrolment Fee set out in the Knox Fee Schedule. If the Enrolment Fee is not paid, the Student's place will be forfeited.
- 4.2 Upon acceptance of an offer of enrolment, all signatories to these Terms and Conditions of Enrolment will be jointly and severally liable in respect

of the obligations contained in these Terms and Conditions of Enrolment including payment of all Fees and Charges.

- 4.3 Acceptance of an offer of enrolment for the Student implies that the Student will complete his schooling at the School, and where he is enrolled as a boarder, complete his schooling as a boarder in each case so long as conditions of enrolment are met.
- 4.4 No refund of the Application Fee, Enrolment Fee and Entrance Fee will be granted if the application is withdrawn, or the Student is withdrawn or excluded from the School at any time after the Parents have accepted an offer of enrolment unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol a student at another school will not, of itself, constitute special circumstances.
- 4.5 If a Student does not commence enrolment:
  - (a) the enrolment will be cancelled;
  - (b) the School will consider whether an offer of enrolment will be made to the student for another entry year, noting that there is no guarantee that the request for a new date of entry will be accommodated and such requests are generally only able to be accommodated in exceptional circumstances; and
  - (c) a further Application Fee, Enrolment Fee and Entrance Fee will be required.
- 4.6 If, after the Parents have accepted an offer of enrolment, the Student does not enter the School for any reason (other than being refused commencement by the School or FFOS Visa refusal), and the School is unable to fill the Student's place for that term, the provisions of clause 7 below apply in relation to notice required to be given and the charge payable if adequate notice is not given.

## 5. CONDITIONAL ENROLMENT

- 5.1 All enrolments are at the discretion of the School and conditional upon the School being satisfied in its reasonable discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the Student's needs cannot be met.
- 5.2 The School may, acting reasonably, require Parents to provide reports and assessments necessary to determine the particular needs of the Student.
- 5.3 Competence in English is a prerequisite for enrolment. If the School reasonably considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

## 6. FEES AND CHARGES

- 6.1 The School determines the Fees and Charges that will be payable from time to time which are set out in the Knox Fee Schedule, which is revised regularly and may be amended each year.
- 6.2 The School may incur expenditure for the Student's needs on behalf of the Parents and add it to the Parents' school account without the Parents' prior written consent where it is not reasonably practicable to obtain that consent prior to incurring that expenditure.
- 6.3 All medical expenses reasonably incurred on behalf of a Student must be reimbursed by the Parents.
- 6.4 All fees and charges, and expenses liable to be reimbursed, must be paid on or before the due date set out in the Fee Statement.
- 6.5 Where Fees and Charges are unpaid by the specified due date, except where special arrangements for payments have been made in writing

and accepted by the School, the School, reserves the right, acting reasonably, to:

- (a) suspend or terminate the enrolment of the Student;
  - (b) not permit the Student to return to School for a new term;
  - (c) apply an administrative charge which reflects the reasonable administrative and financial costs which may be incurred by the School as a result of the non-payment including collecting the outstanding Fees and Charges. Information about the amount of the administrative charge from time to time can be obtained from the School.
- 6.6 The School may take all actions it considers appropriate to collect amounts owed to the School. The Parents agree to reimburse the School for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents) in connection with any failure to pay the Fees and Charges.
  - 6.7 While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (such as interstate or overseas trips).
  - 6.8 If Parents fail to pay Fees and Charges by the due date the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any such other agreed arrangements may result in the enrolment of the Student being terminated without further notice.
  - 6.9 Fees and Charges will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
  - 6.10 If the Student is undertaking activities which incur extra Fees or Charges, not less than six (6) weeks' written notice must be given to discontinue these activities, failing which six (6) weeks' fees for these activities will be charged unless the School in its reasonable discretion agrees to waive some or all of these fees.
  - 6.11 Given that Parents are jointly and severally liable for Fees and Charges, the School may disclose information to both Parents regarding whether the Fees and Charges have been paid including where parents are separated or divorced, and regardless of which Parent is paying the Fees and Charges.

## 7. WITHDRAWAL OF STUDENTS

- 7.1 Where the Student leaves to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 7.2 Subject to clause 8.3, if Parents wish to withdraw the Student from the School, written notice given must be not less than one full term's notice received before the start of the term in which the Student is to be withdrawn and sent to Enrolments; [enrol@knox.nsw.edu.au](mailto:enrol@knox.nsw.edu.au). The notice must be signed by all Parents named in the Terms and Conditions of Enrolment. By way of example, where it is intended that the student is to be withdrawn from enrolment at the end of Term 3, notice in writing must be received and acknowledged by the School no later than the day before the first school day of Term 3.
- 7.3 If the required notice of withdrawal of the Student is not given, and the School is not reasonably able to immediately fill the student's place for that term, 25 per cent of the annual Tuition Fee (at Overseas Student rate if applicable) and Boarding Fee (if applicable), will be charged plus GST.
- 7.4 If the School does not give at least one term's notice of an increase in the Fees payable by the Parent, the Parents may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the School within 30 days of the date on which the notice of the Fee increase was given.



- 7.5 It is the responsibility of the Parents to return School property. If not returned, the Parents will be charged the cost of the unreturned items of School Property.

## **8. BOARDING**

- 8.1 Boarders are expected to remain as boarders for the full School Year unless otherwise agreed in writing with the School. All such requests for a change from Boarder to Day student should be made in writing to the Headmaster.
- 8.2 At least one School term's notice must be given to change the status of a Boarder.
- 8.3 If the School does not give at least one term's notice of an increase in the Boarding fees payable by the Parents, the Parents may change the Student's status from boarding to a day student from the end of the term in which the notice of the Boarding Fee increase was given provided change in status notice is given to the School within 30 days of the date on which the notice of the Boarding Fee increase was given.
- 8.4 If the required notice of change in status of the Student is not given, and the School is not reasonably able to immediately fill the student's Boarding place for that term, 25 per cent of the annual Boarding Fee (at Overseas Student rate if applicable) will be charged plus GST.
- 8.5 The offer of a place in the boarding house does not ensure acceptance as a day student after the Student has commenced. Such a change (from boarding to day) shall be granted subject to vacancies and at the School's discretion, acting reasonably. All such requests for a change from Boarder to Day student should be made in writing to the Headmaster.

## **9. OVERSEAS STUDENT ADDITIONAL CONDITIONS**

- 9.1 These Terms and Conditions of Enrolment and the terms and conditions of the OSEWA apply to Overseas Students. For Overseas Students, the terms and conditions of the OSEWA prevail to the extent of any inconsistency with these Terms and Conditions of Enrolment.

## **10. HEALTH AND SAFETY**

- 10.1 The Parents must disclose in the Application for Enrolment Form any social, psychological, physical, emotional or learning needs that may impact on the Student's ability to fully participate in the curricular or co-curricular programs provided by the School. Further, Parents must advise the School as soon as reasonably practicable of any changes to these needs.
- 10.2 Parents acknowledge that if they fail to disclose or do not fully disclose any social, psychological, physical, emotional or learning needs that may impact on the Student's ability to fully participate in the curricular or co-curricular programs provided by the School, either in the Application for Enrolment Form or subsequently, the School may, acting reasonably, if the Student is not enrolled, withdraw the offer of enrolment, or, if the Student is enrolled, terminate the enrolment.
- 10.3 Parents must complete and return to the School any form seeking health information in relation to the Student required by the School prior to the Student commencing at the School, and provide updates if circumstances change or as required by the School from time to time.
- 10.4 Parents must notify the School as soon as reasonably practicable if the Student has a communicable infection or condition or a notifiable condition under Public Health Regulations.
- 10.5 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery) and where a Parent is not readily available to authorise such

treatment, the Headmaster or, in the Headmaster's absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its agents or employees.

- 10.6 Parents must observe the School's security procedures for the protection and welfare of students, including but not limited to only contacting the Student through appropriate School channels during School hours.
- 10.7 Students are responsible for their personal belongings and the School does not accept any responsibility for the loss or damage to those belongings.
- 10.8 The Headmaster or the Headmaster's delegate may search the Student's bag, locker or other possessions including electronic devices and, if applicable, a Boarder's room, where there are reasonable grounds to do so, in order to maintain a safe and supportive environment for all students.

## **11. PROGRAMS AND ACTIVITIES**

- 11.1 The School determines the educational and other programs and activities conducted at the School from time to time in its reasonable discretion.
- 11.2 The School may change its programs and activities and the content of these programs and activities without notice where reasonably necessary to do so. This may include discontinuance of teaching subjects and other programs.
- 11.3 The Student will be required to participate in all compulsory activities including religious education, chapel, co-curricular activities including all school camps and Cadets in Year 9, excursions, the School sports program including training, matches and supporting school teams as required, both after normal school hours and on Saturdays, important School functions such as Presentation Day, Anzac Day Commemoration and other events as required by the School from time to time, unless the Headmaster or Headmaster's delegate agrees otherwise, acting reasonably. Charges may be levied for some of these activities and will be payable unless the Student is unable to attend due to ill health or other good reason which makes it impossible for the Student to attend.

## **12. REPORTS AND NOTICES**

The School will generally send academic reports and notices to the address or addresses, including email addresses, notified by the Parents. Where Parents do not live together, reports and notices will be sent to both Parents at the address notified by them, unless:

- (a) there is an order of a Court providing that reports and notices are to be sent to only one Parent,
- (b) there is an agreement between the Parents that the reports and notices will be sent to only one Parent, or
- (c) the School, in its reasonable discretion, considers that it is in the best interests of the Student that reports and notices should only be sent to one Parent.

## **13. LEAVE**

If the Parents wish to seek leave for the Student not to attend any School curricular or co-curricular program or activity during a Term, they must apply in writing upon reasonable notice to the School. Leave, including periods of leave at the commencement or end of Term, will usually only be granted in limited circumstances.



## 14. SUSPENSION AND TERMINATION OF ENROLMENT

- 14.1 The Headmaster, or the Headmaster's delegate, may, acting reasonably, suspend or terminate the enrolment of the Student at any time for reasons which may include, but are not limited to:
- (a) a serious breach by the Student of the School's rules or code of conduct;
  - (b) where a Parent has breached these Terms and Conditions of Enrolment or the School's rules or expectations about Parental conduct and communications;
  - (c) where a Student or a Parent has engaged in conduct prejudicial to the welfare of the School, its students or staff; or
  - (d) where the School reasonably believes that a mutually beneficial relationship of co-operation and trust between the School and the Parents or a Parent has broken down.
- 14.2 The School will only exercise its powers under this clause to terminate the enrolment of a Student if it has provided the Student and his Parent(s) with details of the conduct which may result in a decision to terminate the enrolment of the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 14.3 If the Student is suspended there will be no refund of Fees and Charges in relation to the period of suspension. If the enrolment is terminated by the School, the School will refund on a pro-rata basis the amount of Tuition Fees paid for a period which the Student will not be attending the School.
- 14.4 Minimum standards of effort, attitude and behaviour will be required of students before they will be allowed to progress to the next year level. If there are deficiencies in any of these areas, the School also may, acting reasonably taking into account the nature and extent of the deficiency, require the Student to be counselled, require the student to repeat the year, temporarily suspend the Student or exclude the student from the School.

## 15 COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

- 15.1 The Parents acknowledge that they have read the School's privacy policy. The School's full Privacy Policy is available at [www.knox.nsw.edu.au](http://www.knox.nsw.edu.au).
- 15.2 The Parents consent to the School collecting personal information about the Parents and the Student from time to time which may be necessary for the School's function or activities, or as required by law.
- 15.3 The Parents of a Student holding a visa regardless of residency status authorise and the Student authorise the School to log into the Department of Immigration website to check visa entitlements electronically via Visa Entitlement Verification Online system (VEVO) for the duration of enrolment on: <https://www.homeaffairs.gov.au/>
- 15.4 The Parents acknowledge the School's duty at law to collect information on Student background characteristics required by the Australian Curriculum, Assessment and Reporting Authority (ACARA) for the calculation of the Socio-Educational Advantage (SEA) and Disadvantaged Language Background other than English. The enrolment of the Student will not be complete without the provision of the required information.
- 15.5 The Parents authorise and consent to the School's use of such information for the purposes related to the education, health, care, welfare or development of the Student.
- 15.6 The School will take photographs, video recordings or other means of recording images of the Student and may use those photographs, videos and images in any publication such as newsletters, magazines, newspapers, social media and websites which contain personal information, for marketing or fundraising purposes, unless the Parents

advise the School to Enrolments – [enrol@knox.nsw.edu.au](mailto:enrol@knox.nsw.edu.au) they do not wish this to occur. The School conducts ongoing video surveillance through the School to support the safety and welfare of students and by agreeing to these Terms and Conditions of Enrolment the Parents consent to it doing so.

## 16. AMENDMENT OF THE TERMS AND CONDITIONS OF ENROLMENT

These terms and conditions of enrolment may be changed from time to time by the School giving not less than two full terms' notice to the Parents in writing which shall apply to both current and future students and Parents from the date specified in the notice.

## FEES FOR 2025 - KNOX GRAMMAR SCHOOL - FULL FEE PAYING OVERSEAS STUDENTS

International students who attend Knox Grammar School on a Student Visa are required to pay the full fee paying overseas student fee. (CRICOS Provider Code 00399E)

The Schedule of Fees is set by the School Council and is reviewed annually.

### TUITION FEES 2025

#### Senior School

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
7-10	\$16,690	\$50,070
11-12	\$17,640	\$52,920

*Please note, we are not registered by NESA or CRICOS to enrol overseas students for primary school (K-6). It is the School's policy to enrol overseas students as Boarder students at the Senior School level from Years 7 to 12.*

### BOARDING (IN ADDITION TO TUITION)

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
All Levels	\$13,070	\$39,210

*\*Includes GST of \$810*

The Boarding fee covers all meals and laundry services etc during term time.

### OUTDOOR EDUCATION / CADETS - YEARS 7-12 (AS APPLICABLE)

SENIOR SCHOOL	PER INSTALMENT (x3)	PER ANNUM
Outdoor Education	\$560	\$1,680
Cadets	\$600	\$1,800

Outdoor education apparel and equipment, such as sleeping bags, back packs, hiking shoes and Cadet uniform are also required and are to be provided by the student at their own cost. The School provides approved equipment lists. Some items are available for purchase from the School and the School also has recommended suppliers.

### TECHNOLOGY LEVY - COMPULSORY

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
Years 7-12	\$280	\$840

### PAYMENT POLICY

All School fees and other charges are due and payable at the time specified on the account being rendered unless other arrangements are agreed with the School. Upon second reminder, unpaid tuition fees will be subject to a \$50 administration charge.

SCHOOL FEE ACCOUNT	ACCOUNT ISSUED	DUE DATE
1st instalment	January 2025	30/01/2025
2nd instalment	April 2025	8/05/2025
3rd instalment	July 2025	8/08/2025
Periodic Payment Plans – refer to document 'Pay by Payment Plan 2025'	January 2025	February to November 2025

### APPLICATION, ENROLMENT AND ENTRANCE FEES#

FEE DESCRIPTION	FEE
Application Fee (to be sent with Application)	\$400*
Enrolment Fee	\$2,750
Entrance Fee (two years prior to commencement)	\$2,400

*\* Includes GST of \$36.36*

*# Please refer to the Refund Policy for Overseas Students*

## ADDITIONAL FEES AND COSTS

### HSC STUDY CAMP, HOLIDAY ACCOMMODATION SEPTEMBER 2025

Accommodation is available during the September holiday break for boarders in Year 11 and Year 12 only, for an additional fee. One term's notice is required if you wish your son to stay in the Boarding Centre for this program. Full details and tariffs available on request.

\$2,200 for 17 nights; or  
\$1,900 for 12 nights.

*Approximate Fee, including  
service fees and meals*

### OVERSEAS STUDENT HEALTHCOVER (OSHC)

In order to be granted a student visa, all applicants must provide evidence to the Department of Home Affairs (Immigration and Citizenship) that the student has OSHC for the duration of their visa. OSHC is arranged by the family.

\$692 single cover for 12 months

*Estimate depending on  
selected provider*

### HIGHER SCHOOL CERTIFICATE (HSC)

The New South Wales Government Education Standards Authority (NESA) charges overseas students an administration and marking fee to cover costs associated with the Higher School Certificate (HSC). This is paid once only, usually when the student is in Year 12.

\$1,399 for 2025  
HSC students

### BUILDING FUND

This is a voluntary donation of \$350 with each fee account to support ongoing improvements to our existing buildings and new developments.

\$1,050 per year

### TECHNOLOGY LEVY

All students in Years 7-12 are issued with a School-owned laptop device. A compulsory Technology Levy is payable to cover supply, insurance and maintenance. Students must use a School device and may not use a personal device.

\$840

*Per year in Years 7-12*

### PRINT CHARGES

A printing account is set up for students to print at School. An initial credit balance of \$20 is created.

15c per black and  
white page

### SCHOOL UNIFORM

School uniform is compulsory. Regulation School uniform must be worn within the school grounds. Full school uniform (including blazers) must be worn to all formal daytime events and at all evening functions. Correct and appropriate sports uniform is to be worn for when participating in sport. Price list available on request.

\$1,600

*Full school uniform  
approximate initial cost*

### TEXTBOOKS\*

Students must attend class with the required textbooks. Textbook lists are provided for all year groups. Total cost will vary depending on individual subject selections in senior years.

\$900

*Approximately per year*

\*Stationery is not provided by the School and students will need to supply their own as required.

## PRIVATE MUSIC LESSONS

Music tuition is offered in a wide range of instruments and singing. Fees are payable each term in advance.	8 lessons per term <i>Approx. \$54-60 per half hour lesson, depending on tutor</i>
<b>Pipe and Drums Lesson</b>	\$165 per term
<b>AMEB / Trinity Music Exam</b> fees at cost	\$107-\$189 depending on instrument and grade

## SPORTS

Additional fees may be payable for participation in elite sports programs e.g. Sailing	Variable
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## NSW SCHOOL OF LANGUAGES AND VET COURSES

Senior students who elect to undertake Language subjects through the NSW School of Languages or Vocational Education subjects pay a course fee to the NSW School of Languages or TAFE NSW.	<i>NSW School of Languages</i> Years 9 or 10 \$340 per year Years 11 or 12 \$800 per year  <i>VET</i> variable in the range of \$300-\$2,500 per course
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## EXCURSIONS AND ACTIVITIES – SUPPLEMENTARY CHARGES

Supplementary charges to cover the cost of local, regional, international and interstate excursions and camps, recreational sports, special support programs (e.g. Handwriting), extra-curricular activities (e.g. Speech and Drama Club), transport to and from events, and other incidental costs incurred by the School will be added to the fee account. Costs will be advised prior to the event and a permission slip requesting your consent will be forwarded before the event.	Variable
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## INCIDENTAL BOARDING COSTS

The following are not provided by the School and students will require their own funds for: travel to and from airport, medical appointments, weekend leave, personal care items such as toiletries, mobile phones and pocket money.	At the discretion of parents
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Fees are reviewed annually, and subject to change.



**KNOX  
GRAMMAR  
SCHOOL**

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