SNOWY MOUNTAINS GRAMMAR SCHOOL

CHALLENGE **BELONG** EXPLORE

Enrolment Policy

Governance

Document Information

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Summary

The Snowy Mountains Grammar School (the School) Enrolment Policy enables prospective students and their families to understand the steps to enrolment, assessment criteria and general enrolment considerations.

While this policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's discretion to decide the appropriate course to take in the circumstances.

Key Definitions

- Parent(s) - A parent is defined as a parent, guardian or other person having custody or care of a child as per the NSW Education Act 1990.
- Disability - in relation to a student is that as defined by the Disability Discrimination Act (Commonwealth) 1992.
- Enrolment Register - a list of students who have active applications to the School and are awaiting confirmation of an interview and Offer of Enrolment if successful.

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Table of Contents

1 Eligibility to Enrol 5

2 Enrolment Application Process 6

2.1 Application for Enrolment Process Overview 6

2.2 Documentation Provided to Parents 6

2.3 Documents Required from Parents 6

2.4 Interview Process 7

3 Enrolment Assessment Criteria 8

3.1 Assessment Review Criteria 8

3.2 Students with Additional Needs 8

4 Offer of Enrolment 10

4.1 Receiving a Successful Offer of Enrolment 10

4.2 Amendment to Receiving an Offer of Enrolment 11

4.3 Receiving an Offer of Provisional Enrolment 11

4.4 Receiving an Unsuccessful Offer of Enrolment Application 11

4.5 Deferment of Offer 11

5 Continued Enrolment 12

6 Termination of Enrolment 13

6.1 Notice of Withdrawal 13

6.2 Withdrawal due to home schooling 13

6.3 Boarding changing to Day Student 13

6.4 Boarding changing full-time to part-time 14

6.5 Holding an Enrolment Place 14

7 Attendance 15

7.1 Satisfactory Attendance 15

7.2 Exemptions of Attendance 15

7.3 Planned Leave of Absence 16

8 Miscellaneous 17

8.1 General Enrolment Considerations 17

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8.2 Fees and charges 17
8.3 Image Use 17
8.4 Use of AI 18
8.5 Confidentiality 18
8.6 Record Keeping 18
8.7 Communicating the Policy 18
8.8 Training and Development 18
9 Conditions of Enrolment 19
9.1 Interpretation 19
9.2 Fees and Charges 19
9.3 Requirements of Students 21
9.4 Requirements of Parents 22
9.5 Progress 23
9.6 Exclusion of Students 23
9.7 Leave ..... Error! Bookmark not defined.
9.8 Educational Offering 24
9.9 Medical/Educational Needs 24
9.10 Health and Safety 24
9.11 Privacy 25
9.12 Court Orders and Provision of Reports 25
9.13 General 26

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1 Eligibility to Enrol

This section refers to the general eligibility for enrolment to the School. Further detail can be found within this policy.

The School is a co-educational, Kindergarten to Year 12, independent day and boarding school that is committed to ensuring students are enrolled at the School in a manner that is transparent, and non-discriminatory and where the School is able to meet the needs of the student. The School strives to be an inclusive, diverse, and high-participatory and high-performing community, educating students with a wide range of interests, abilities, aspirations and is non-selective academically.

When evaluating the suitability for enrolment of any applicant, the School will carefully consider the anticipated likelihood of being able to reasonably meet the holistic educational and care needs of any applicant throughout their potential enrolment term, whilst also considering the ongoing duty of care to pre-existing students and staff. Enrolment is considered on the grounds of overall suitability and further detailed in this policy.

Our School accepts applications for enrolment any time after birth. Due to demand and to avoid disappointment, earlier application allows the School to maintain communication for available places.

Students entering Kindergarten must be 5 years of age on or before 31 July of the proposed year of enrolment. For all other aspects of enrolling in Kindergarten, the School provides a school readiness program called “Let’s Explore” in Term 4 each year to assist in the assessment for each student which is held over a number of sessions. Parents of students entering Kindergarten are encouraged to register their child for the program to ensure specialist school teaching staff can evaluate school-readiness for each child to commence.

The School will communicate with parents of children enrolling in Kindergarten in terms of their readiness or otherwise and provide further guidance where relevant. In the event where a prospective Kindergarten enrolment is not considered by the School to be ready and is unlikely to be ready to commence within the following school term intake period (January-April), the enrolment may be deferred for up to 12-months by the School and reconsidered for the following year’s intake. Parents of children deemed not be ready for school will be communicated with and consulted.

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2 Enrolment Application Process

This section refers to the enrolment application process.

2.1 Application for Enrolment Process Overview

The School welcomes enquiries all year round and they can be made through the school website or by contacting the Enrolments Officer.

The School offers personal campus tours as well as multiple open days throughout the year, as well as some information evenings for particular cohort entry groups. By attending these as early as possibly in the enrolment process, this will allow new families to meet the School's staff, students, and get a sense of the learning environment, community and learn more regarding the co-curricular opportunities. Please note that for the enrolment process to be finalised, at least one Parent and the enrolling child must attend in person at some stage, as part of the School's obligation to assist all parties to make an informed decision. For boarding families, this includes a tour of the boarding facilities and environment.

The Application Process will follow the below procedure:

- Parent(s) enquire about Enrolment at the School either online, email or via a phone call with the Enrolments Officer
- Parent(s) are directed to review the enrolment policy and provided with the link to the online Application for Enrolment
- Parent(s) return the Application for Enrolment form and other requested information including the non-refundable Application Fee
- The Application for Enrolment is processed and acknowledged
- The student is placed on the requested Enrolment Register
- The School undertakes a pre-enrolment assessment and interviews
- At some stage in the process, the enrolling child/ren and at least one Parent attend an in-person campus tour (though timing can usually be flexible)
- In some cases, the School may request a reference or contact with the current/previous school
- The School considers the application, and an enrolment determination is made and communicated.

2.2 Documentation Provided to Parents

Enquiring families will receive enrolment details which include:

- A Welcome Book
- A Boarder's Handbook (if applicable)
- Enrolment Policy and Conditions of Enrolment
- A link to the online Application for Enrolment.

2.3 Documents Required from Parents

As part of the application process, the School only collects personal information necessary to make a decision about whether an enrolment will be offered.

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2.4 Interview Process

All students are invited with their parent(s) to attend an interview at the School with the Principal, or by a senior member of staff appointed by the Principal.

At the interview, among other considerations: The School will seek to establish that the expectations of the parent(s) are consistent with the Vision, Mission, Values, overall Ethos and policies of the School.

At the interview, the School may consider and converse on any or all of the following:

- Alignment of values between the School and family
- The academic progress of the student, including grades, endeavour, attitude, behaviour and effort and overall engagement in the learning process
- The social-emotional development of the students as evidenced by their involvement in activities both in and out of the school environment, and
- Evidence of participation in school, local community, sport, hobbies and cultural activities
- School, class and event attendance
- Any school detentions, suspension/s or expulsion
- Motivation of the student (age appropriate) to attend SMGS (considered for age appropriateness)
- Suitability for residential boarding life, where applicable
- Opportunity for students and parent(s) to ask any questions and enquire further.

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3 Enrolment Assessment Criteria

The following section refers to review of the completed enrolment application information provided to the School for assessment against the School's criteria to determine if a place will be offered for the student(s).

3.1 Assessment Review Criteria

When assessing the enrolment application, the School considers:

- Articulated family's attitudes, values, and priorities compatible with the School's Mission, Vision, Values and Ethos
- School readiness (Kindergarten)
- Evidence of good character (including student leadership), behaviour record, attitude to school and their learning, interactions with peers and teachers
- A student's willingness to attend and ability to contribute to the wider life of the School
- Whether reasonable adjustments can be made by the School to accommodate a child's holistic and individual needs and the duty of care owed by the School to all (prospective student, current students, staff and parents)
- Date of lodgement of the Application Form for inclusion on the Enrolment Register
- References (particularly preferred from the current/previous school where required)
- Room suitability (age, gender) and availability in boarding, where applicable.

When a place becomes available and while further assessing the enrolment application, the School reserves the right to give preference to:

- Current siblings already enrolled at the School
- Children of current or appointed school staff
- Family association with the School (including children or grandchildren of alumni)
- Returning students who were offered priority at the time of departure
- Students commencing at the start of an academic year (as opposed to later that same year)
- The awarding of Scholarships or Bursaries, and
- Boarding applicants.

The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

3.2 Students with Additional Needs

Where a student has declared and evidenced education support needs, or a disability, or other information has been identified by the School indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student (if age appropriate) and parent(s) as part of a collaborative consideration process including any planning to occur.

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The Principal or their delegate prior to making an enrolment decision may:

- Require the parent(s) to provide medical, psychological, or other reports from specialists outside the School as part of the enrolment process, and at their cost, and/or
- Obtain any other independent disability assessment of the student at the parent(s) cost prior to the enrolment process being finalised, and/or
- Agree for the School to contact a suitable nominated educator/counsellor/psychologist from the current/previous school for purposes of sharing relevant pertinent information on student wellbeing, educational needs and adjustments, and/or
- Require the parent(s) to undertake either or both these processes at any time during the course of the enrolment if requested by the School and provide all evaluative reports to the School within 14 days of being received by parent(s).

Where the Principal determines that the student would require measures adjustments or resources to enable the student to participate in the School's courses, programs and facilities, the Principal will seek to identify whether those measures, adjustments or resources required are reasonable in that they balance the interests of all parties affected.

In assessing whether a particular measure, adjustment or resource for a particular student is reasonable, the Principal will comply with the applicable legislation.

Where the Principal determines that the enrolment of the student would require the School to take unreasonable measures, adjustments or actions to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may withhold the offer of a position or defer the offer.

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4 Offer of Enrolment

This section refers to the offer of enrolment should one be made to the parent(s) for enrolment of the child(ren).

4.1 Receiving a Successful Offer of Enrolment

All successful enrolment responses to the application will follow the below procedure:

1. The School makes an offer of enrolment by advising in writing that the application was successful.
2. Parent(s) accept the offer prior to the offer expiration date stated on the letter of offer, or elect to decline the offer.
3. Parent(s) accept the offer by both parent(s) (where applicable) signing a copy of the Offer of Enrolment as acknowledgement and acceptance of the School's Conditions of Enrolment and pay the non-refundable Enrolment Fee and provide fee payment details.
4. Once these are received the student has a confirmed place at the School.
5. The Principal will maintain an Enrolment Register that is retained for up to 5 years before archiving and includes information of students, parent(s), enrolment date, and leaving date or destination.
6. Please note, where there is only one signature on the Offer of Enrolment, unless Family Court Orders are provided stating sole custody or otherwise, the enrolment of the student cannot be confirmed without written consent of both parents. Note that where written consent is provided by the other parent for a sole signatory, or where only a sole parent exists, one parent may sign the enrolment application solely and in this case this parent is solely liable for all fees and payments.

   Please note this does not preclude the non-signing parent from accessing or receiving core information on the child(ren) (i.e. school reports, wellbeing information) where requested unless a court order is in place to restrict access.
7. Please note, failure to accept the offer in the required time may result in the position being re-offered to another student awaiting entry to the School. The non-refundable fee is additional to tuition and other fees and is not credited to the first terms fees. Details of fees and charges can be found on the School's website.

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4.2 Amendment to Receiving an Offer of Enrolment

Where it is subsequently discovered that a parent(s) has not provided information and/or documentation about the child's needs at the time of application which is determined by the School to have been a factor in determining the outcome of an offer of enrolment, the School may retrospectively undertake one or more of the following actions:

- Withdraw the offer of enrolment prior to commencement
- Where the child has commenced the parent may be required to provide all relevant current withheld information and documentation within 14 days in order to continue the enrolment
- The School may terminate the enrolment and require the parent(s) to reapply where consideration against the criteria can be reviewed and determined.

4.3 Receiving an Offer of Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period, normally not longer than one school term or equivalent.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parent(s) or the Principal may terminate the enrolment with seven days' notice during this provisional period. In such circumstances, the enrolment application fee will not be refunded, however, the enrolment deposit will be refunded, and tuition and other fees will be adjusted to cover the pro rata period of enrolment only. No in-lieu of notice penalties will apply.

4.4 Receiving an Unsuccessful Offer of Enrolment Application

Where the enrolment application is unsuccessful, the parent(s) will be notified in writing by the Principal via the Enrolments Officer.

The Principal, via the Enrolments Officer, will maintain an Enrolment Register that is retained for up to 5 years before archiving and includes information of students, parent(s), enrolment date, and leaving date or destination should further consideration be given at another time.

The School reserves the right not to offer any student a place at the School based on its assessment against the criteria or to defer the offer of a place to any student at its discretion.

4.5 Deferment of Offer

Where a family does not wish to take up a place, the family may request to defer the place for another entry year. A request for deferment must be submitted in writing to the Principal via the Enrolments Officer. Approval for deferment will be subject to availability in the year group and subject to the Principal's discretion.

After applying this policy, final offers are made at the Principal's discretion.

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5 Continued Enrolment

This section refers to ongoing enrolment information once enrolment has commenced.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, having satisfactory attendance, and the student and the parent(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time. The Parent's Code of Conduct and Student Welfare and Discipline Policy are available on the School's website. Continued enrolment is also dependent on payment of all fees and charges as set out in the School's invoices to each parent.

During the course of the existing current enrolment, where a student is subsequently diagnosed with additional individual learning needs, disability or requires measures, adjustments, resources or actions to enable the student to participate in the School's courses, programs and facilities, the Principal will seek to identify whether those measures, adjustments, resources or actions required are reasonable in that they balance the interests of all parties affected, by following the same processes when considering to accept an enrolment application prior to commencement. This then will determine the School's ability to maintain the current enrolment in an ongoing capacity or otherwise.

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6 Termination of Enrolment

6.1 Notice of Withdrawal

Notice of withdrawal of a student shall be provided in writing to the Principal at least ten (10) weeks of school term-time, or one (1) full school term, whichever is greater, prior to the date from which the student shall be withdrawn from the School. Where this period of notice is not provided in writing to the School Principal, via the Enrolments Officer, payment of fees in lieu will be incurred as set out below:

- Payment of all tuition fees, including levies, excursions, camps, sports and other expenses incurred during the period of in-lieu notice not provided will be included in the fees to be paid to the School

- The amount to be paid will be pro rata to the notice required to be given and what is actually given. See the examples below as guidance:

    - 10 weeks term-time notice is provided = 0% is payable in lieu of notice provided
    - 5 weeks term-time notice is provided = 50% is payable in lieu of notice provided
    - 2 weeks term-time notice is provided = 80% is payable in lieu of notice provided

6.2 Withdrawal due to home schooling

Under the provision of the Education Act 1990, if a child of compulsory school age is not registered for home schooling with a current certificate of registration, the child must be enrolled in and attend a government or non-government school. Application processes for home schooling can take 8-12 weeks from submission of application to approval.

6.3 Boarding changing to Day Student

A boarding student wanting to withdraw from Boarding and become a day student is required to provide the Principal one (1) term's written notice, or one (1) term's boarding fees may be payable in lieu of notice.

If a boarding student's situation and/or circumstances change and a decision is made to attend the School as a day student only, the student must be under full-time supervision that the School considers appropriate to meet the needs of any student, regardless of age. This includes residing with a parent/legal guardian or bona fide carer (i.e. grandparent, Aunt/Uncle) at the same address in a full-time capacity. Due to potential risks to the student, and/or other students (visiting), the School will not support the enrolment of a student living independently, or living only with part-time supervision, or absent of what the School considers appropriate care and supervision. Any exception to consider extraordinary circumstances must be authorised by the Principal in writing, or the enrolment of the student may not continue.

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6.4 Boarding changing full-time to part-time

A boarder may elect to be full time (seven (7) days per week) or part time (five (5) days per week not including weekends) each school term period by notifying the Enrolments Officer prior to the conclusion of the term prior. Any additional days of a part-time boarder remaining in boarding are paid at a casual rate (i.e. for days 6 and/or 7 on a weekend during that term). This status can only change not less than on a term-by-term basis and prior to the term commencing.

6.5 Holding an Enrolment Place

When accompanied by a Leave Application, an enrolment place guarantee can be granted upon written request and acceptance once the child has already commenced at the School for up to a minimum of one full school term and for a maximum period of four consecutive school terms. Fees apply which can be found in the Tuition Fees on the School's website.

Places at the School will not be held for students who are withdrawn by the parent(s) or where the School terminates the enrolment.

Priority re-entry may be possible at the Principal's discretion and further subjected to available places.

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7 Attendance

7.1 Satisfactory Attendance

Section 22 of the Education Act 1990 establishes parent(s) of children of compulsory school age are legally responsible for their child's enrolment and regular attendance at school, or to register them with NSW Education Standards Authority (NESA) for home schooling.

The Principal of the School is responsible for maintaining a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the School, which includes information for each student as required by Section B7.1 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-government Schools (NSW) Manual (2023).

Student absence and variation to attendance will be recorded using the Minister's codes.

The School will monitor student attendance data and implement intervention strategies to improve unsatisfactory attendance of students. Notification will be provided to parent(s) for poor school or class attendance and unexplained absences will be followed up.

Where the parent(s) of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the Principal will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Principal may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

The School must participate in annual reporting to publicly disclose the educational and financial performance measure and policies of the School. Which includes student attendance rates for each year level and the whole school.

7.2 Exemptions of Attendance

The Principal has delegated authority on behalf of the Minister under Section 25 of the NSW Education Act (1990) to grant or cancel exemptions from attendance for up to 100 days in a 12-month period for any one student in the following circumstances:

- participation in elite arts or elite sporting events
- engagement in approved entertainment industry activities, and/or
- exceptional circumstances
- where deemed by the Principal to be in the child's best interests and wellbeing.

Note this is subject to any changes made by the Minister in s25 of the NSW Education Act (1990).

An exemption is a defence from prosecution for a parent when their child is not meeting the requirements to be enrolled in and attend school.

An exemption certificate cannot be granted retrospectively, therefore the application for exemption from attendance must be given to the School as soon as possible before the leave commences.

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The Principal may grant a certificate of exemption if they are satisfied that condition exist which make it necessary or desirable that such a certificate be granted.

7.3 Planned Leave of Absence

Parent(s) may apply for a planned leave of absence. Subject to Principal's discretion the School may guarantee to hold the students place for a specified payment of school fees for the period of absence. All requests for planned leave of absence must be submitted in writing at least one (1) term in advance in writing to the Principal via the Enrolments Officer. Approval is not guaranteed and will be assessed by the Principal on a case-by-case basis. Full details can be found in the Roll Marking and Absentee Policy available on the School's website. Please see fees applicable for planned leave of absence in Schedule 2 – Conditions of Enrolment.

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8 Miscellaneous

8.1 General Enrolment Considerations

The School also reserves the right to alter the Enrolment Policy from time to time to meet the ongoing needs of the School.

During the enrolment process, the School reserves the right to request additional information or assessment (including from previous schools) to ensure the individual learning, safety and wellbeing needs of the students can be fully catered for prior to offering an enrolment place.

Failure to disclose relevant information or the provision of false or misleading information during the enrolment process may result in an enrolment being declined or terminated once it has commenced.

The School reserves the right to extend an offer or decline an offer or delay an offer of an enrolment place.

When accepting a place at the School, parent(s) are giving their agreement for their child(ren) to participate in the Schools' programs, policies, philosophies, and practices. To this end, a student will be required to be fully involved in the life of the School and its curricular and co-curricular activities.

The School is unable to involve itself in any family matters. In the case of all families, including divorced or separated families, it is the School's assumption and understanding that prior to contacting the School, both parents agree to the application and possible enrolment of the student.

Failure to provide all required information may result in the School declining or delaying placing the student on the required Enrolment Register and may result in the School declining or delaying the student's enrolment.

Placement on an Enrolment Register does not guarantee a confirmed place at the School. Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a position to any student.

If enrolment applications are for future years, these will be acknowledged and placed on the Enrolment Register. Please be aware that the interviews and confirmation of placement only occur the year prior to placement.

8.2 Fees and charges

All applicable Fees and Charges can be found on the School's website. Please note that these are reviewed and updated annually. Parent(s) will be notified in Term 4 each year of any changes for the following year.

8.3 Image Use

On occasion, information such as academic and sporting achievements, student activities, photographs and other news is published in the school newsletters, magazines, on the website and social media pages such as Facebook. If you do not wish such information to be so published, please advise us as part of the application process. Further details can be found in the Image Use Policy on the School's website.

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8.4 Use of AI

On occasion, students may use Artificial Intelligence (AI) to generate materials for educational purposes. When AI is used, students must respect and uphold privacy and data rights, complying with Australian law and avoiding unnecessary data collection. Malicious use of AI by a student may result in termination of their enrolment. Please refer to the School's policy on artificial intelligence.

8.5 Confidentiality

The School will abide by the provisions of the Privacy Act 1988. Confidentiality and privacy require that all staff must ensure that information regarding students and their parent(s) and/or legal guardians is restricted to those who genuinely need to know to fulfil their role reasonably and competently within the School. Further details in relation to the School's Privacy Policy can be found on the School's website.

8.6 Record Keeping

Information concerning applicants will be kept on file. Unsuccessful applications will be kept on site for five years and will be shredded after that time. Successful application information will be kept for the duration of the student's enrolment at the School, for one year on site and then archived off-site for seven years or until the student reaches 25 years of age, whichever is longer.

8.7 Communicating the Policy

This policy will be available on the School's website and is reviewed and updated periodically.

8.8 Training and Development

All relevant staff will undergo professional development to ensure they have read and understand this policy and its application. Relevant staff are encouraged to review and supply feedback regarding this Policy so that necessary amendments can be implemented.

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9 Schedule – Conditions of Enrolment

In accepting and signing an Offer of Enrolment with the Conditions of Enrolment set out, those documents provide the terms of the enrolment contract between the Parent(s) and Snowy Mountains Grammar School.

9.1 Interpretation

- The School means the legal entity, Snowy Mountains Grammar School, ABN 26 077 364 688, including its governing body, employees, and each of its campuses, affiliates and business units as may exist from time to time.
- Parent(s) means the student's parent(s), guardian (or carer) or other person having custody or care of a child as per the NSW Education Act 1990.
- Student means the person who is enrolled as a student at the School.
- Principal means the Principal or Acting Principal of Snowy Mountains Grammar School, by whatever title he or she is known, and/or his or her nominee.
- Fees and Charges means all fees and charges for tuition fees, extra subjects, activities including camps and excursions, and the supply of other goods and services to the student, as determined by the School, or incurred on behalf of the student from time to time.

9.2 Fees and Charges

1. Parents are to pay all Fees and Charges in advance. Payment may be made using a school-approved payment method and paid by the first day of term or first day of school (where no direct debit arrangement or payment plan is in place), or via a school-approved direct debit arrangement. If parents fail to pay an invoice for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which is an estimation of the administrative and financial cost of collecting the outstanding Fees and Charges. The parents may enquire as to the current amount of the overdue charge at the School Finance Office.

2. 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 (for example, excursions, academies, sporting event or competitions, local, interstate, or overseas trips).

3. If an invoice for Fees and Charges is not paid in full within 60 days from its due date, the student's enrolment may be suspended and the Principal may, without further notice, refuse entry of the Student to the School and/or the Principal may terminate the student's enrolment. In such instances, the Fees and Charges remain payable to the School. The School may also cancel the future enrolment of a student from the same family where Fees and Charges remain outstanding.

4. The School may take all actions it considers appropriate to collect overdue Fees and Charges and all other 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 fees) in connection with any failure to pay the overdue Fees and Charges and all other amounts owed to the School.

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5. Parents are to give at least one full term's notice or 10 weeks' term time notice (the greater of) in writing to the Principal via the Enrolments Officer before terminating the student's enrolment. If parents do not give the required period of notice of termination of the student's enrolment, an in lieu of notice payment is required to made to the School – refer to Section 6 of this policy for details.

6. No remission or refund of Fees and Charges, either in whole or in part, will be made if the student is absent due to illness, leave, suspension, expulsion, or any other reason.

7. For approved applications for leave exemptions from school the following fees and charges will apply.

	Accessing schoolwork while on approved leave	*Not accessing schoolwork while on approved leave*
Less than one consecutive full school term	Normal tuition and boarding fees apply.	Normal tuition and boarding fees apply.
One single consecutive full school term	Normal tuition fees apply. Normal residential boarding fees apply and 25% of catering fees apply.	25% of tuition fees apply to hold the enrolment placement. Normal residential boarding fees apply and 25% of catering fees apply.
Two, three or four individual consecutive full school terms	Normal tuition fees apply. Normal residential boarding fees apply, and no catering fees apply after the first full term of leave completed.	12.5% of tuition fees apply for each term to hold the enrolment placement. Normal residential boarding fees apply and no catering fees apply after the first full term of leave completed.

**A school term is defined by being either Terms 1, 2, 3 or 4 and less than a full single school term is considered a partial term.*

8. The School may incur, from time to time, such incidental expenditure on behalf of the student as it may consider necessary. This incidental expenditure will be included in the Fees and Charges invoiced to parents.

9. Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the student including on excursions, tours and overseas trips.

10. The School reviews the Fees and Charges annually and these Fees and Charges are adjusted on an annual basis. Parents are advised of the Fees and Charges prior to the following year, and the timing requirements of the payment options.

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9.3 Requirements of Students

Student expectations are outlined in the Student Welfare and Discipline Policy and further guided by core School values and the ethos of the School. In summary, students are to:

a. Demonstrate high standards of behaviour;

b. Abide by the School rules and code of conduct as they apply from time to time;

c. Act courteously and considerately to each other and to staff, visitors and other members of the School community at all times;

d. Support the goals and values of the School;

e. Meet the minimum standards of effort, attitude and behaviour required by the School;

f. Not do or say anything which may adversely affect the reputation of the School, including in print, or on social or other electronic media whether during or outside of School hours;

g. Not post or publish content about the School on social media or other digital or print platforms without written permission from the School;

h. Attend and, as required, participate in:

    a. chapel services and assemblies

    b. the School sports program and House events

    c. important School events such as Speech Presentation Day/Night or other events determined by the Principal

    d. activities including camps and excursions that are an integral part of the School curriculum.

i. Wear the school uniform as prescribed at school and when travelling to and from school, and on all school occasions unless otherwise authorised, and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community.

j. Attend school during school hours, except in the case of sickness or where leave not to attend has been approved; and

k. Acknowledge that they have read and accept the Student Welfare and Discipline Policy which is available on the school website.

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9.4 Requirements of Parents

Parents are to:

a. Accept and abide by the requirements and directions of the Principal relating to the student or students generally and not interfere in any way with the conduct, management and administration of the School.

b. Be aware of, acknowledge and support the School's Vision, Mission and strategic objectives published on the School's website.

c. Support the goals, values, ethos and Christian Anglican foundation and activities of the School.

d. Accept that important information is published in the school newsletter and through other communications issued by the School including through the parent portal which inform parents on a range of matters or require additional event permissions.

e. Advise the School in writing, to the Enrolments Officer, or via the Sentral parent app (for existing families) of any change of previously communicated information including home, mailing, email address, other contact details, and information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for Enrolment may be cancelled if the School loses contact with the parent.

f. Ensure health and medical information is provided to the School and kept current.

g. Ensure the student meets the uniform requirements as outlined in the School Uniform Policy which is available on the school website, and all other requirements such as textbooks, stationery and other equipment specified by the School are provided to the student to enable learning and participation in academic programs to occur. This includes a laptop device in cohorts where it is required.

h. Accept and abide by the directions of the School and the directions of school staff in relation to picking up and dropping off the student at or near school premises.

i. While on the school's premises or attending school activities elsewhere, comply with school procedures, the requests of school staff, any applicable code of conduct of the School or the sporting association of which the School is a member, and encourage others attending in relation to the student to do the same.

j. Not do or say anything which may adversely affect the reputation of the School, including in print, or on social or electronic media or use of AI technologies.

k. Comply with any school community code of conduct, guidelines and policies.

l. Communicate with students, parents, staff, visitors and other members of the school community in a courteous manner and follow the communication guidelines laid down by the School from time to time.

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m. Use their reasonable endeavours to attend parent-teacher interviews, parent forums, and participate in information sessions offered by the School which are relevant to the student's education, and welfare or wellbeing.

n. Be aware and be advised for safeguarding reasons; students are strictly prohibited from visiting a current and/or former staff member's private residence or travelling in a current and/or former staff member's private vehicle.

   The only exception applies when a staff member's child invites peers to their home. In this case, the staff member's child must be present at all times, written consent must be obtained from the visiting child's parents and the arrangement must be submitted to the Principal in writing prior to the visit. Please ensure your child understands these expectations. Outside of this explicit exception, no student is permitted at a current and/or former staff member's residence.

   Should a parent become aware of a breach of the above requirements, the parent must report the matter directly to the Principal.

o. Parents acknowledge they have read and accept the Parent Code of Conduct which is available on the School website.

9.5 Progress

The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If there are deficiencies in any of these areas, the School may require the student to repeat the academic year, exclude the student from certain activities, temporarily suspend the student or exclude the student from the School.

9.6 Exclusion of Students

1. The Principal may in his or her absolute discretion, temporarily withdraw a student while an investigation is being conducted, suspend or expel the student by terminating the enrolment agreement for:

   a. failing to abide by the requirements set out in this policy document, above
   b. breaches of rules or discipline; and/or
   c. behaviour prejudicial to the welfare of the School, its staff or students.

2. The Principal may in his or her absolute discretion terminate the student's enrolment if:

   a. any parents/carers have failed to comply with these Conditions of Enrolment
   b. any parents/carers have failed to abide by the requirements set out in clause 9.4; and/or
   c. the Principal considers that a mutually beneficial relationship of trust and cooperation between the parent(s) and the School has broken down to the extent that it adversely impacts on that relationship and unable to continue
   d. the School is at any time unable to provide reasonable measures, adjustments, resources or actions to enable the student to participate in the School's courses,

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programs and facilities and are no longer reasonable in that they balance the interests of all parties affected

e. non-compliance with other conditions stated within this policy.

9.7 Educational Offering

The Principal determines the educational and other programs and activities conducted at the School from time to time at his or her absolute discretion, and the method of delivery of those programs and activities. The School may change its programs and activities, and the content and delivery of these programs and activities without notice. This may include discontinuation of teaching subjects and other programs.

The student will be required to participate in all compulsory programs and activities unless the Principal agrees otherwise, and the School will determine which programs and activities are compulsory.

9.8 Medical/Educational Needs

1. Parents are to fully disclose any needs, or changes in needs, of the student (including but not limited to any medical, physical, learning or psychological needs) at the time of applying for enrolment by the stated date to the School. By accepting an Offer of Enrolment, the parents warrant that they have provided all relevant information (including any report or diagnosis of doctors or other treating professionals) regarding the student's needs to the School and the Offer of Enrolment is conditional upon the parents having done so. Following enrolment, parents must inform the School of any needs of the student, not previously communicated, as soon as they become aware of those needs, and immediately of any changes in needs previously communicated.

2. Parents are to accurately complete and return the student's medical form/s or plan/s by the stated date as required by the School. Parents must immediately inform the School of any changes to the Student's health previously communicated on the medical forms or plan/s. Parents must also provide any medical information about the student requested by the School, including medical reports.

3. If the student is ill or injured, necessitating urgent hospital and/or medical treatment and if the parents are not readily available to authorise such treatment, the parents authorise the Principal or a responsible member of the school staff to give the necessary authority for such treatment.

9.9 Health and Safety

1. Parents must notify the School immediately if the student has a communicable infection or condition or a notifiable condition under public health regulations.

2. Parents acknowledge that the student may not be covered under any school insurance policy for accidental injury during school-related activities and is advised to contact the School with any enquiries.

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3. The Principal or delegate may search the student's bag, locker or other possessions where reasonable grounds exist to do so and will endeavour to communicate with parent(s) where practical and able to do so. Grounds may consider the safety and welfare of students, staff or members of the school community. NSW Police may be called in circumstances where warranted by the School.

4. Parents acknowledge that the Student's personal property is not insured by the School, and the School cannot accept any responsibility for loss of or damage to the student's personal property.

5. Parents and students are to observe School security procedures as advised.

9.10 Privacy

Parents acknowledge that they have read and understood the School's Privacy Policy and Standard Collection Notice, which are displayed on the School's website, or as otherwise published.

9.11 Court Orders and Provision of Reports

1. In agreeing to these Conditions of Enrolment, the parents warrant that any guardian or other person that has custody of the child agrees to the enrolment.

2. Parents are to provide to the School all current Family Court or other court orders relating to the student (Court Orders) at the time for applying for enrolment. The parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the School's Privacy Policy.

3. Parents must provide accurate information to the School about any arrangement between parents in relation to the student at the time for applying for enrolment. The parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.

4. The School will provide academic reports in writing to the parents. If the parents are separated or divorced, reports will be sent to each of the parents on request, to the address notified by each of the parents unless there is a Court Order that reports are to be sent to only one of the parents or the School considers that it is in the best interests of the student.

9.12 Leave

Requests for leave from school activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the parents where granted by the Principal or any other process required by the School. No arrangements or commitments should be made prior to the application being approved. In addition, parents are to explain in writing to the Principal any student absence for a part or whole day during term time, including late arrivals or early departures and should follow any other process relating to absences as required by the School as per the Roll Marking & Absentee Policy, which are displayed on the School's website.

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9.13 General

1. Parents must provide the School with all required documents prior to the commencement of the student's enrolment at the School. A complete list of required documents for enrolment can be found in the Steps to Enrolment section of the application process on the school website. If a parent's or student's legal name changes at any time during the student's enrolment, the parents must immediately provide the School with a new copy of the Identity Document showing the new name.

2. The Student must at all times (including on application to the School) be an Australian citizen or a permanent resident of Australia, or one of the parents must be an Australian citizen, permanent resident or otherwise hold an eligible and valid visa. In the case of an overseas student, the student must, at all times, hold an eligible and valid visa to study in Australia for the duration of the student's intended study period at the School. The School may require appropriate documentation to satisfy itself that these requirements are met.

3. The School may change these Conditions of Enrolment, provided the School gives the Parents at least one term's notice in writing.

4. Parents' obligations to the School, as set out in these Conditions of Enrolment, are joint and several.

5. Unless amended, these Conditions of Enrolment continue to apply to the student and their parents for the duration of the student's enrolment at the School.

6. These Conditions of Enrolment continue to apply to the student and their parents until the obligations of the student and their parents have been met.

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