

Attendance Dues Agreement Enrolment Guideline

Attendance Dues Agreement

The Attendance Dues Agreement must be completed at the time of enrolment, as part of the enrolment procedure.

This document must be used and cannot be incorporated into the school enrolment document.

Physical signatures are required for all enrolments – electronic signatures cannot be accepted on these agreements.

The document has fields completed on a device, but it must be printed and physically signed.

Best practise is that two caregivers sign the enrolment agreement.

The person who completes the agreement must be the same as the person signing the agreement (i.e. grandmother / aunty cannot use the parents' names then sign the document).

The Principal or delegated Authority must also sign the agreement at the time the student is accepted.

The signatures on the document are legally binding.

The agreement cannot be varied or terminated by the parent or caregiver without the prior written consent of the Proprietor.

In the case of a change of caregiver or civil agreements between parents that differ from the original document, the Novation agreement must be signed.

Novation to the enrolment agreement for the payment of Attendance Dues

A copy of the original agreement must be attached to the Novation Agreement at the time of signing.

All parties must consent to and sign the Novation agreement.

The Novation Agreement must be signed by the Principal.

Updated January 2025