

# Learner Enrolment Terms and Conditions

## **Payment of Fees:**

1. We accept responsibility for the payment of the Liger Leadership Academy Fees which include tuition Fees, and any other Fees and expenses required by the Liger Leadership Academy ("Fees").
2. Tuition is fixed by the Board from time to time. Fees are due in accordance with the invoices, which will be sent to you.
3. The initial non-refundable deposit is payable upon acceptance of an offer of place.
4. If payment is via direct debit, we will give at least 10 days prior notice to each direct debit, including the first direct debit in a series.
5. All other Fees and charges are payable on the due date.
6. Where Fees remain unpaid and no arrangement has been made as to their payment, then we reserve the right to remove the student from the Academy.
7. Irrespective of time away on leave, sickness or for other reasons, full Fees will be charged.
8. In the event that Fees and/or charges are not met, or there is a lapse in an installment regime resulting in a debt equivalent to two terms' Fees, the debt will be referred to our solicitors or a debt recovery agency to commence debt recovery. The Liger Leadership Academy will require the withdrawal of the student concerned until all outstanding amounts are recovered.
9. The Liger Leadership Academy Foundation will consider applications for financial support through our Scholarship Fund on a case-by-case basis, in which case, Fees may be partially or fully paid by the Scholarship Fund. Applications for financial support need to be submitted on an annual basis before the start of the school year.

## **Refunds Policy**

1. To be eligible for a pro-rata refund, an application must be made in writing by the Parent/s or Legal Guardian/s acting on behalf of the student.
2. If a student starts at Liger Leadership Academy and decides to leave within one term, or part thereof, Liger Leadership Academy will retain the Fees for one term minimum.
3. Exceptional circumstances include:
  - a. The student's serious illness.
  - b. Death or serious illness of a close member of the student's family. In these circumstances the Academy will retain amounts to cover costs already incurred. The balance will be refunded.
4. All refunds will be remitted to either the parents/legal guardians of the student or to the Agent appointed by the student's parent/s or legal guardian/s and not directly to the student.
5. In determining any refund, the Liger Leadership Academy will take into account:
  - a. The special circumstances of the withdrawing student.
  - b. The cost to the Academy in providing tuition.
  - c. Costs of employing staff and providing facilities.
  - d. Payment of any government levy.
6. No refund will be made for a student who is requested or required to leave the Academy because of misbehavior, poor attendance, non-compliance with Academy rules or regulations, or breach of New Zealand law.
7. Refunds may take up to 6 weeks to be processed.

## **Indemnity**

1. In agreeing with these Terms and Conditions of Enrolment, you, as parent/s or legal guardian/s, declare that you are not aware of any conditions which may affect your student's ability to study or to take full part in Liger Leadership Academy activities.

2. If the Liger Leadership Academy subsequently discovers any undisclosed information, it reserves the right to withdraw the offer of a place at the Academy or terminate the enrolment of the student at the Academy.

## **Notice of Withdrawal from the Academy**

1. Twelve weeks written notice of intention to withdraw the student from the Liger Leadership Academy is required (i.e., one term). This written notification must be addressed to the Principal. For withdrawal at the end of the school year notice is required by the last day of Term 3. Fees are payable over the Notice Period.
2. Where no notice or insufficient notice is given a fee of up to twelve weeks tuition will be charged in lieu of notice.

## **Standard of Conduct**

1. The student is subject to the rules and disciplines of the Liger Leadership Academy. Students and parent/s/guardian/s will be expected to sign the Code of Conduct as a condition of enrolment.
2. The Liger Leadership Academy reserves the right to stand down, suspend, request the withdrawal of or expel the student for any act or omission that is in breach of the rules of the Liger Leadership Academy, or for any act or omission which, in the opinion of the Liger Leadership Academy, justifies such action.

## **Disclaimer of liability**

1. The Liger Leadership Academy accepts no responsibility for any injury suffered by the student while he or she is in the care of the Liger Leadership Academy.
2. The Liger Leadership Academy accepts no responsibility for loss or damage to personal property while on our premises or in our care.

## **Privacy**

1. We collect the following personal information about students:
  - a. Name, ethnicity, and contact information
  - b. The names and contact information of the student's parent/s and/or guardian/s
  - c. Important health information
  - d. Information about any electronic device that connects to the Academy's network
  - e. Information about interactions with staff and other students
  - f. Information about learning and wellbeing.
2. If you choose not to provide personal, health, or other requested information, we will be unable to enroll the student at the Academy. We have a Privacy Policy available on request.
3. We collect personal information in order to:
  - a. record learning progress
  - b. keep students safe and care for their wellbeing
  - c. celebrate achievement and diversity
  - d. record financial information
  - e. pass academic and wellbeing information to another school if a student leaves
  - f. provide library, health, and information technology services
  - g. distribute the Academy newsletter.
4. Besides our staff, we may share some of this information with government agencies, including the Ministry of Education and NZQA, in order to meet the legal requirements of the school. We may also share basic information with reputable partners who provide educational and wellbeing services for the Academy, such as software providers.



5. There are security cameras at the Academy. The camera footage is used to keep students, staff and our property safe and secure. Only a few staff have access to this information.
6. We keep your information safe by locking away written information and using secure computers with passwords for electronic information. We only allow Academy staff to access it.