



# BACCHUS MARSH GRAMMAR ENROLMENT AGREEMENT

## 2026

### Privacy Collection Notice

Please be aware that your personal information may be provided to external providers (who are bound by the Privacy and Data Protection Act 2014 (Victoria) ("the Act")) to assist with the functions and activities of the School. Please refer to the School's Privacy Policy for further information.

Under the Act Bacchus Marsh Grammar is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on the Bacchus Marsh Grammar public website ([www.bmg.vic.edu.au](http://www.bmg.vic.edu.au)) and also available upon request in hard copy from the Bacchus Marsh Grammar office.

Our Privacy Policy describes:

- who we collect information from;
- the types of personal information collected and held by us;
- how this information is collected and held;
- the purposes for which your personal information is collected, held, used and disclosed;
- how you can gain access to your personal information and seek its correction;
- how you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- whether we are likely to disclose your personal information to any overseas recipients.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Bacchus Marsh Grammar Privacy Officer at [privacy@bmg.vic.edu.au](mailto:privacy@bmg.vic.edu.au).

To accept an offer, a non-refundable **Enrolment Confirmation Fee of \$2,000** is payable within **ten (10) days**. This comprises a \$1,000 confirmation fee (non-refundable, non-transferable) and a \$1,000 tuition prepayment, which will be credited to the first tuition account after commencement.

Please complete, sign, and return this Enrolment Agreement together with the non-refundable, non-transferable Enrolment Confirmation Fee by completing the payment section below, **within ten (10) days** of the date of the Letter of Offer attached to this Enrolment Agreement.

This Enrolment Agreement is effective as at the date both the fully executed Enrolment Agreement and Enrolment Confirmation Fee are received by the School. **If both are not received within ten (10) days of the Letter of Offer, the offer will lapse.**

**Note** - Unless otherwise stated, defined terms used in this Enrolment Agreement have the same meaning given in the School's *Conditions of Enrolment*, which is annexed to this Enrolment Agreement and which can also be accessed [here](#).

**STUDENT DETAILS (STUDENT)**

Full Name of Student: \_\_\_\_\_

Entry Level and Year: \_\_\_\_\_

Gender: \_\_\_\_\_

Date of birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Siblings at the School (if any):

Full Name & Year Level: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School start date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Parenting Arrangements**

Are there any Parenting Arrangements or Court Orders applicable to this Student? Y/N

If YES, please provide a brief summary (and attach a copy of all relevant documents to this Enrolment Agreement)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical Conditions**

Does the Student suffer from any medical conditions that the School should be made aware of? Y/N?

If YES, please provide a brief summary (and attach a copy of any medical reports or supporting documentation to this Enrolment Agreement)

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\_\_\_\_\_

\_\_\_\_\_

**PARENT DETAILS**

**Parent / Guardian 1**

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Main language spoken at home: \_\_\_\_\_

What is the highest year of Primary or Secondary School Parent/Guardian 1 has completed? For persons who have never attended school, mark Year 9 or equivalent below.

(Tick one box).

- Year 12 or Equivalent
- Year 11 or Equivalent
- Year 10 or Equivalent
- Year 9 or Equivalent

What is the highest level of tertiary qualifications Parent/ Guardian 1 has completed?

(Tick one box)

- Bachelor degree or above
- Advanced Diploma / Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

### Parent / Guardian 2

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Main language spoken at home: \_\_\_\_\_

What is the highest year of Primary or Secondary School Parent/ Guardian 2 has completed? For persons who have never attended school, mark Year 9 or equivalent below.

(Tick one box).

- Year 12 or Equivalent
- Year 11 or Equivalent
- Year 10 or Equivalent
- Year 9 or Equivalent

What is the highest level of tertiary qualifications Parent/Guardian 2 has completed?

(Tick one box)

- Bachelor degree or above
- Advanced Diploma / Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

### MULTIMEDIA CONSENT

Have you read and understood the School's *Multimedia Policy*? Y/N

Do you consent to the School taking and using multimedia of the Student as part of everyday school-related activities and events? Y/N

**Note:** If YES, this election will remain active for the duration of the Student's enrolment at the School until the election is changed via written request. For any queries, please contact our Marketing and Communications Coordinator at [marketing@bmq.vic.edu.au](mailto:marketing@bmq.vic.edu.au) .

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## Notice of Acceptance

By signing this Enrolment Agreement and paying the Enrolment Confirmation Fee, you (being the Parent and/or Guardian of the Student named above) are accepting the terms and conditions contained in this Enrolment Agreement and Conditions of Enrolment and you agree that:

1. You have read, understood and agreed to be bound by this Enrolment Agreement and the attached Conditions of Enrolment for the Student named above.
2. You have parental responsibility for the Student.
3. The Student must not commence at the School until the Enrolment Confirmation Fee has been paid and until this Enrolment Agreement has been signed by each Parent and/or Guardian and returned to the School.
4. The Fee Schedule, as applicable from time to time, sets out the Fees that are payable by you in consideration for the Student's attendance at the School. You acknowledge that the current Fee Schedule which can be accessed [here](#), and that the School may make variations to the fee structure from time to time in accordance with the Conditions of Enrolment.
5. This Enrolment Agreement and the accompanying Conditions of Enrolment constitute a legally enforceable agreement between you and the School.
6. This Enrolment Agreement can be terminated by the School or you in accordance with clause 6 of the Conditions of Enrolment.
7. You agree that you are jointly and severally responsible for all Fees, interest and charges stated in each school account relating to the Student and payable as a result of the Student's enrolment at the School. Responsibility for these Fees subsists with all enrolling signatories to this Enrolment Agreement, irrespective of any present or future relationship of the enrolling signatories. You understand the School may take any steps necessary, including legal action (including debt recovery), to recover unpaid fees or accounts from you either individually or jointly.
8. The School does not guarantee any specific educational, academic, sporting, or other outcomes for the Student. Nothing in this Enrolment Agreement or other documents, prior conversations or discussions should be interpreted as a promise regarding the Student's performance or achievements in any area.
9. The information provided by you to the School is true and correct in every particular. You acknowledge that providing false, misleading or incomplete information or omitting relevant details (whether intentional or material) will be considered grounds for termination of this Enrolment Agreement, at the Principal's reasonable discretion and in accordance with the Conditions of Enrolment.
10. You have read, understood and agreed to the Codes of Conduct and School Rules and Policies including the annual Business Notice, each of which can be accessed [here](#) and you understand the obligations for both the Student and you.
11. This Enrolment Agreement can be signed in counterparts. If you sign this Enrolment Agreement electronically (e.g., via e-signature), you agree that it will have the same legal effect as if you had signed a physical copy.

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**Name Parent/Guardian 1:**

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**Name Parent/Guardian 2:**

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**Signature of Parent/Guardian 1**

**Date:**     /             /

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**Signature of Parent/Guardian 2:**

**Date:**     /             /

**\*\* Please retain a copy of this signed Enrolment Agreement prior to submitting \*\***

<b>OFFICE USE ONLY:</b>		
Enrolment Number: _____	Receipt Number: _____	Date: _____



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*[This section will be destroyed after processing]*

## Enrolment Confirmation Fee\* (\$2,000.00)

\*The Enrolment Confirmation Fee will not be charged if you have a child enrolled at Bacchus Marsh Grammar prior to 24/08/2018 and who will remain enrolled next year. Refer to the *Enrolment Policy*.

Please Debit My       Mastercard       Visa Card

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholders' No.

Expiry Date:

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