

Enrolment Policy

Muhammadiyah Australia College



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Enrolment Policy

1. Purpose

The College Enrolment Policy outlines the process which the College follows to consider enrolment application and the expectations of parents and students during the enrolment application and on enrolment. We want to ensure a consistent and efficient enrolment process at our College that satisfies the needs of both the students and the College.

2. Eligibility for Enrolment

All children who are Australian citizens, Permanent residents, or who have another relevant visa are eligible to apply for enrolment at the College. Parents of prospective students must be committed or commit to the core values of the College and be committed to supporting their child to fulfil their expectations described in the Student Engagement Policy.

The College maintains an open enrolment policy, where anyone is welcome to apply and priority of enrolment will not be provided on the basis of faith. Parents are expected to make informed decisions about whether Islamic education at the College is suitable for their child/ren.

The College Principal is responsible for assessing the eligibility and approving enrolment at the College for individuals who are of compulsory school age (6 and 17 years) and for individuals who fall outside of the compulsory age of schooling. Making an application for enrolment does not guarantee enrolment at the College.

3. Required information for Enrolment

Parents, guardians or carers are required to provide the following information and evidence for enrolment

(see [Enrolment Pack](#))

- date of birth (birth certificate, passport, doctor's note)
- name and address of student and the enrolling parent(s) or carer(s)
- details of medical and other conditions that may require special consideration ● emergency telephone number, including a nominated doctor
- Immunisation History Statement from the Australian Immunisation Register ● name and address of previous school

4. Parental responsibility

The College recognises that each parent of a student below the age of 18 has equal parental responsibility for the child and are equally able to give consent for enrolment and participation in College activities. Where parental consent is disputed, the College:

- avoids involvement in any dispute
- avoids favouring one parent
- acts in the best interest of the child and the community
- acts sensitively to work towards a satisfactory resolution

5. Parent Code of Conduct

Parents are expected to support the College by committing to its core values and by supporting College Staff in fostering students to also support the College core values.

Parents, guardians and carers are expected to take an active interest in their child's education by

- supporting their child to meet the behavioural expectations of the College
- providing information as required to complete and maintain their child's enrolment
- contacting the College when there is a change in their child's circumstances that may affect their learning, development, or requirements for care, including informing the College of emerging medical conditions
- actively becoming involved in College life including
 - attending College Parent Induction Seminar
 - attending parent-teacher meeting opportunities
 - reading the College Newsletter

While engaged with College life parents, guardians and carers are expected to conduct themselves in a respectful and courteous manner and in compliance with the law

- use courteous and acceptable language in all communications
- never use language that is profane, insulting, harassing, aggressive, or otherwise offensive
- never act violently towards others, or make physical contact
- never discipline a student of the College or another child that is not their child
- never use social media to address concerns or make criticism of the College

When visiting the College, parents, guardians and carers are expected to

- respect and follow reasonable requests and directions from the College Staff and College Principal
- support College Staff in maintaining a safe, secure and respectful learning environment
- maintain confidentiality of information obtained at the College in confidence

Please see further Appendix I for the College's Code of Conduct Agreement.

6. College fees

The College fees and charges are determined each year by the College Board for the following year. The annual fees and charges that apply at the College are:

- Enrolment Application Fee – non-refundable \$AUD50 (deducted from tuition fees)

- Tuition Fee – \$AUD1,800
- Composite Fee – \$AUD300 (includes textbooks, stationery, consumable materials and resources, reference materials, equipment and library resources.)
- Extracurricular fee – \$AUD125
- Building Fund – \$AUD 250 per family annually (voluntary)

6.1 Enrolment Application Fee

The Enrolment Application Fee is payable upon lodgement of an application. The fee is non-refundable and non-transferable and is charged to cover the costs of the administration of student admission and is charged per student.

6.2 Tuition Fee

The Tuition Fee is to assist with the provision of operating costs, equipment, resources, payment of salaries and workers' compensation/public liability insurance. Tuition Fee is charged per student with Sibling Discounts.

6.2.1 Tuition Fee Sibling Discount

The College provides a discount if a parent, guardian or carer enrolls more than 1 child. Discounts are as follows:

Child	Discount
First	No discount
Second	10%
Third	10%
Fourth	100%

6.3 Composite Fee

The Composite Fee is to support school resources and includes library resources, Internet facilities, class sets, classroom worksheets, art materials used in the classroom, school diary, accident benefits, and excursions.

6.4 Extracurricular Fee

The extracurricular fee supports the running of extracurricular activities based on the interest of the students.

6.5 Building Fund

The Building Fund is important to the development of College facilities and the College relies on the generosity of each family's payment for the benefit of our children's future. Annual Voluntary Payment for Capital Development per family \$250.00 is encouraged which can be paid in four instalments.

7. Communication of College Fees

The College Board will determine the College Fee structure for each year and publish the fee structure before the end of each school year for the following year.)

8. Family Hardship

When families decide on an Islamic school for their children, they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practice. The College is committed Islamic values and best endeavours will be made to ensure that no child is denied access to an Islamic education due to genuine financial hardship.

Determination of family hardship is at the discretion of the College Principal and is determined on the basis that a family might experience hardship due to illness, unemployment or other cause that diminishes the capacity for the family to discharge their financial obligations to pay fees. Financial hardship may be of limited or long-term duration.

Families may be considered for hardship at the time of enrolment or at any time during a child's enrolment. Families seeking to be considered for family hardship are required to provide documentary supporting evidence determined by the College Principal and attend an interview with the College Principal or delegate.

Any arrangements for financial assistance with payment of school fees will be subject to a review on an annual basis, or more frequently if the College requires. The fact that financial assistance has been provided in the past by the College does not guarantee ongoing financial assistance or the repeat of any arrangements.

The Tuition Fee Sibling Discount is offered for biological siblings, and the College has discretion, but no obligation, to extend similar discounts to step-siblings, foster children or other family members.

9. Collection of unpaid School Fees

Collection is the action of collecting unpaid monies and takes place to secure payment from families who are legally bound to pay College fees.

The College has provisions for addressing families who experience hardship that make it difficult to pay the College fees (see 8). Where the College Principal determines that a family has the capacity to

meet their commitments and fails to do so, debt collection processes will result. This escalation may result in the account being referred to a Debt Collection Agency.

10. Basis for making an offer of enrolment

The College Principal is responsible for assessing a prospective student's eligibility and for admission. The College Principal does not discriminate against any groups or identities, and assesses the College Enrolment Application Form to determine:

- if the College has capacity in the prospective student's current year level
- how well the prospective student's disposition and family matches the College's core values
- the prospective student's suitability and interest in the College Curriculum, particularly
 - Quranic Studies
 - Indonesian and Arabic as second languages

The College Principal may seek to meet with the prospective student and their parent, guardian or carer before making an offer of enrolment.

Once an offer of enrolment is made, the enrolment is formally completed once the College Enrolment Agreement is signed by the parent, guardian or carer, by the student, and by the College Principal.

The decision of the College Principal on an enrolment application is final.

11. College Enrolment Procedure

The College Enrolment Procedure ensures that the School's enrolment register is kept up-to-date.

11.1 Initiating an enrolment

The College Principal is responsible for promoting the College to the broader community through communication channels determined by the College Board. Channels available to the College Board includes open days at the College, promoting the College through community events, and advertising the College through various media. It is through these promotion activities that community members will be invited to initiate an enrolment.

Parents, guardians and carers initiate an enrolment by

- lodging a completed College Enrolment Application Form (see [Enrolment Pack](#))
- paying the non-refundable Enrolment Application Fee
- providing any further information request by College Staff

Parents, guardians and carers may also submit a College Enrolment Agreement (see Enrolment Pack) at the time of lodging the College Enrolment Application Form or wait to sign the agreement after an offer is made.

11.2 Making an offer of enrolment

The College Principal is responsible for assessing all enrolment applications and for making offers to

students. The offer will be made in written form and it can be accepted by the College Enrolment Agreement (see Enrolment Pack) being completed and signed by the parents, guardians or carers, signed by the student and returned to the College. Signing the College Enrolment Agreement binds the student to attend the College and binds the parents, guardians or carers to pay College fees and to comply with all of the College's Policies and Procedures.

When completing the College Enrolment Agreement parents are required to state if their child has any medical conditions. If the student has a medical condition, then a College Medical Condition and Disability Report will need to be completed and attached for processing by the College.

11.3 Finalising an enrolment

An enrolment is finalised when the College Principal or delegate signs a completed College Enrolment Agreement. Before signing the agreement, the College Principal or delegate completes the tasks detailed on the College Enrolment Checklist (see Appendix II).

Finalising an enrolment generally involves a meeting between College Principal or delegate and at least one of the child's parents, guardians or carers. During this meeting the College representative will seek to ensure that all relevant information is declared and that both the child and their carer are fully aware of their obligations. Where a medical issue, disability, educational issue, or developmental issues is identified the College representative and carer will commence discussion on an Individual Learning and Management Plan.

At finalising enrolment meeting the College representative will check and highlight the following areas of the enrolment agreement:

- expectations of parents
- liability for fees
- declaring the child's medical conditions and disabilities
- declaring any further educational or developmental issues
- that there is at least one carer signature
- that the student has read and signed the student agreement
- that consents have been ticked and signed

The College representative will generally ask a parent, guardian or carer to initial these important sections.

In finalising an enrolment, the College Principal will also:

- assign the student a Unique College Student Identifier
- assign the student to a College Homegroup
- enter the student's details on the College Enrolment Register (see Appendices III and IV)
- ensure that all information is properly filed and recorded, including:
 - student at-risk information
 - details of any medical or other condition
 - a copy of Immunisation History Statement from the Australian Immunisation Register
 - a copy of record of any medicine a student required on an ongoing basis

12. College Enrolment Register Update and Review

The enrolment register will be electronic-based using a student management system software to keep the students records. The Principal is responsible for updating and maintaining the register on a continuous basis to reflect the changes in the number of students and in their circumstances.

At the end of each school year the College Principal organises a review of the College Enrolment register. The purpose of this review is to update each student's year level status and review each student's assigned College Homegroup. The annual review will also seek to identify and rectify anomalies, errors and omissions.

13. Refusal of enrolment or withdrawal of enrolment

The College Principal reserves the right to refuse the enrolment or withdraw an offer of enrolment of a child to the College at the Principal's discretion. Refusal of enrolment or withdrawal of enrolment could occur, but is not limited to, due to the following factors:

- the child has been assessed as not ready for schooling at the time of application;
- the Parents' financial circumstances do not accommodate payment of school fees and financial hardship assistance may not be provided by the College in the particular circumstances;
- the Parents have accumulated school fees from previous years;
- the child's age does not meet the government cut-off date for school entry;
- the enrolment application is incomplete or does not have complete supporting documentation, including but not limited to birth certificate, passport, photographs, immunisation certificate, previous school reports or medical action plans as required;
- the application is received after the application closing date;
- the parent(s)/carer(s) have not paid the capital levy payment or other specified fees in advance by the required deadline;
- The Parents have not accepted the offer of enrolment by returning a completed and signed Enrolment Agreement by the required deadline;
- the Parents have indicated an unwillingness to observe the values, beliefs and policies of the College.

14. Privacy

The College will collect, use and disclose personal information for the purpose of completing the enrolment process in accordance with the College's Privacy Policy, available on the College's website.

15. Related policies and procedures

- Enrolment Pack

- Enrolment Agreement
- Enrolment Terms and Conditions
- Student Code of Conduct
- Complaints and Grievance Policy

Appendix I: College Enrolment Checklist

ENROLMENT CHECKLIST

(Office use only)

Things to accompany Enrolment Form:

Completed Enrolment Form

Registration Fee (enrolment form will not be processed unless payment is received)

Birth Certificate

Passport Copy (for non-citizen and non-resident) & copy of current visa

Transfer Note/Previous School Reports

Immunisation certificate (*Prep - Year 5*)

Interview/ assessment

Date: //

Comments/ recommendations: Allocated class: _____

_____ Principal Registrar

Date: // Date: //

If enrolment endorsed (otherwise strikethrough this section)

Unique College Student Identifier assigned

College Homegroup assigned

Details entered on the College Enrolment Register

Documents appropriately filed and recorded including

- student at-risk information
- details of any medical or other condition
- a copy of Immunisation History Statement from the Australian Immunisation Register ● a copy of record of any medicine a student required on an ongoing basis

Name of College Principal (or delegate):

Unique College Student Identifier:

Assigned Homegroup:

Signature:

Date:

Appendix II: College Enrolment Register – Student Record

Enrolment Register – Student Record

Unique College Student Identifier		
Student name		
Student date of birth		
Student Address		
Student Year Level		
Date of Enrolment		
Date Enrolment Ceased		
Enrolment Status		
Permission to use Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Permission to display work on website	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Participation in Annual Photo	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Permission to use School Photo	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Permission to use Images	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Permission for Walking Excursions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Primary Carer A	Primary Carer B
Surname		
Given Names		
Relationship		
Home address		

Telephone	Home: Work: Mobile:	Home: Work: Mobile:
First emergency - other than a primary carer	Name Phone Relation	
Second emergency - other than a primary carer	Name Phone Relation	

Appendix III: College Enrolment Register – School Summary

College Enrolment Register – School Summary

Year Level	Homegroup	Number of Students