



2022 ENROLMENT PACK

Muhammadiyah

Australia College



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MUHAMMADIYAH AUSTRALIA COLLEGE

APPLICATION FOR ENROLMENT PROCEDURE

To enrol a student at Muhammadiyah Australia College, please follow the following procedure:

1. Complete and lodge the enrolment form. The form should be signed by both parents or guardians/carers together with a payment of \$50 non-refundable registration fee.
2. Provide proof of citizenship. A copy of the birth certificate is needed. Non-citizens should provide a copy of their passport and visa.
3. Provide the child's up-to-date information, including immunisation records and school reports (for students transferred from other schools).
4. Attend the pre-enrolment interview. An interview will be conducted with parents/guardians and the child for their commitment to adopt the college's vision and values.
5. Accept Offer of Enrolment. The Acceptance of Enrolment form will be issued once the college is satisfied that the application meets all requirements, and will be finalised once all necessary persons, including the Principal, have signed the form.
6. Pay the school Fee. One term school fee should be paid by the nominated date to accept the offer of enrolment.

Queries

The registrar is available to assist you with any queries. Please call 0433374600 during business hours or email: info@macollege.com.au

Please return the completed application form to:

- ✓ MAC Administration Office, 1-3 Killarney Drive, Melton VIC 3337
- ✓ or scan and email it to info@macollege.com.au

Key Dates

Every Tuesday	10:00am – 11:00am	School Tour
17/07/2021	11:00am – 4:00pm	College Open Day
28/08/2021		Expression of Interest Due
14/01/2022		Enrolment Form Submission Due
06/12/2021 to 21/01/2022		Enrolment Interview
Two days after Enrolment Interview		Offer of Enrolment
28/01/2022		First Day Term 1 (Student Free Day)
31/01/2022		Students Commence Term 1
04/02/2022		Parents Induction Seminar
21/02/2022		First Full Week for Foundation

Enrolment at Muhammadiyah Australia College is subject to VRQA Registration of the College.

MUHAMMADIYAH AUSTRALIA COLLEGE

ENROLMENT APPLICATION

STUDENT DETAILS

Surname:

Given names:

Gender: Female Male

Date of birth: (DD/MM/YEAR)

Country of birth:

Citizenship:

Australian citizen Permanent resident Temporary resident

Indigenous:

Aboriginal Torres strait islander Both Not applicable

Address:

Postcode:

Does the student speak a language(s) other than English at home?

Yes (If yes, Please list below) No

1.

2.

Who does the student reside with:

Both parents Mother only Father only Guardian

Previous school:

(If applicable)

Previous year level:

Sibling(s) on the same school:

1.	Gender: M / F	Year level:
2.	Gender: M / F	Year level:
3.	Gender: M / F	Year level:
4.	Gender: M / F	Year level:
6.	Gender: M / F	Year level:
7.	Gender: M / F	Year level:

MEDICAL DETAILS

Doctor's name:

Phone no:

Name of the clinic:

Address:

Postcode:

Does the child suffer from any of the following: *(if yes to any, please attach action plan)*

Asthma Diabetes Anaphylaxis Epilepsy

Other, please

specify _____

Allergies/ Medical alert:

(Please specify any allergies/ medical alerts relating to student applying for enrolment)

Any disabilities: No Yes, specify:

Any long term medication: No Yes, specify:

Immunisations:

Has the immunisation certificate been submitted? Yes No

SPECIAL NEEDS

Indicate whether the student applying for enrolment has any known or suspected **Special needs** (Please tick yes or no for each of the following):

Physical needs	Medical needs	Educational needs	Behavioural needs	Ambulance cover
<input type="checkbox"/> Yes <input type="checkbox"/> No				



PARENTS/ GUARDIANS DETAILS

DETAILS	PARENT/ GUARDIAN 1 <i>(Residing at the same address)</i>	PARENT/ GUARDIAN 2 <i>(Residing at the same address)</i>
Surname:		
Given name/s:		
Relationship:		
Gender:		
Address:	Postcode:	Postcode:
Telephone:	H: W: M:	H: W: M:
Email:		
Occupation: <i>(Please refer to 'LIST OF PARENT OR GUARDIAN OCCUPATION GROUPS' table)</i>	<input type="checkbox"/> Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C <input type="checkbox"/> Group D <input type="checkbox"/> Group N	
Highest level of education:	<input type="checkbox"/> Bachelor/ above <input type="checkbox"/> Diploma <input type="checkbox"/> High School <input type="checkbox"/> Other	
Do you speak any language other than English at home:	<input type="checkbox"/> Yes 1. 2.	<input type="checkbox"/> No 1. 2.

EMERGENCY CONTACT DETAILS

(Other than mother, father or guardian)

Name: Phone: Relation:

Name: Phone: Relation:

BILLING DETAILS

School fees will be paid by: Parent/Guardian 1 Parent/Guardian 2

Other (Please list below)

Given name Family name:

Relation:

Contact number:

Postcode:

Address:

Signature:

Email:

Signature:

Email:

Please note that the completion, signing and lodgement of this Application for Enrolment form is a pre-requisite for consideration of the enrolment of your child at the College, however it does not guarantee enrolment. The enrolment is formalised by all necessary parties, including the Principal, signing the Acceptance of Enrolment subject to an offer for enrolment being made to you by the College. Please refer to the Enrolment Agreement Terms and Conditions for further details and explanation of the terms and conditions that will apply to enrolment at the College, once offered and accepted.

ENROLMENT AGREEMENT - TERMS AND CONDITIONS OF ENROLMENT

1 Definitions

- 1.1 **Principal** means the person who occupies the role of Principal of the College from time to time.
- 1.2 **Education Services** means the education programs, teaching programs, curriculum, co-curricular programs and activities, pastoral care programs and all ancillary programs offered by the College to its students.
- 1.3 **Fee Paying Parents** means both Parents nominated in the Acceptance of Enrolment, unless the College and the Parents agree that one parent is responsible for payment of fees.
- 1.4 **College** means a reference to the company Muhammadiyah Australia College Ltd ACN including, as the context requires, a reference to the school by the same name which the company operates.
- 1.5 **Other Fees** means all fees and levies, including but not limited to, the composite fee, extracurricular fee and building fund fee as outlined in the School Fees Schedule published by the School from time to time.
- 1.6 **Parents** means the person or persons who have legal parental responsibility for the Student (including legal guardianship).
- 1.7 **Policies and Procedures** means all policies and procedures, guidelines, codes of conduct, rules and regulations of the College as amended from time to time.
- 1.8 **School Fees** means all sums payable for the Education Services provided by the College as outlined in the School Fees Schedule published by the College from time to time, including the Tuition Fees and all Other Fees.
- 1.9 **Enrolment Policy** means the Enrolment Policy of the College, as applicable for each of its campuses, from time to time.
- 1.10 **Student** means the student nominated in the Application for Enrolment and enrolled at the College.
- 1.11 **Tuition Fees** means tuition fees as outlined in the School Fees Schedule published by the College from time to time

2 General

- 2.1 These terms and conditions of enrolment set out the terms and conditions on which students are enrolled at the College.
- 2.2 To accept an offer of enrolment provided by the College, the Applicant must sign and return to the College this Enrolment Agreement within the specified time frame.
- 2.3 In signing the Enrolment Agreement and enrolling their child at the College, the Parents accept and agree to be bound by these terms and conditions of enrolment.
- 2.4 An offer of admission must be accepted within the period prescribed in the letter of offer and will become effective once the Principal signs the Acceptance of Enrolment and thereby confirms the College's acceptance of the child's enrolment.
- 2.5 The Enrolment Acceptance Fee is payable upon confirmation of acceptance. The fee is deducted from school fees at the date of commencement of the school year. If a student's enrolment is cancelled the fee is non-refundable and charged per student.

- 2.6 The Parents acknowledge and agree that the College may from time to time vary these terms and conditions of enrolment.
- 2.7 Subject to these terms and conditions, once enrolled, the Student remains enrolled at the College from year to year until the completion of the last year at the College unless the Student's enrolment is withdrawn or otherwise terminated.
- 2.8 At all times the College reserves the right, subject to legal requirements, to select the students who attend the College according to the Enrolment Policy or other relevant Policies and Procedures, as varied from time to time. The College may, in its absolute discretion, reject an application for enrolment.
- 2.9 Any delay by the College to strictly enforce these terms and conditions of enrolment is not a waiver of the College's rights.
- 2.10 Any right, entitlement, obligation or action required by the College under the Contract may be exercised by the Principal on behalf of the College.
- 2.11 This agreement is governed by the laws of the State of Victoria, Australia.

3 Education Services based on Islamic principles and values

- 3.1 The College is an Islamic school that provides education based on Islamic values in accordance with the school of thought of Ahlus-Sunnah (Sunni Islam).
- 3.2 The College's objectives in delivering the Education Services are to:
 - (a) Provide quality, meaningful and relevant education to students in accordance with the Australian Curriculum content and standards
 - (b) Provide education that emphasises the importance of place that includes recognition of the Traditional Owners of the land
 - (c) Provides education that promotes sustainable environmental practices and harmony with the natural environment through engagement with local flora and fauna
 - (d) Provide quality, meaningful and relevant Islamic education for students as part of the curriculum and extra-curricular activities.
 - (e) Create a positive and safe learning culture and environment inside and outside of the College hours by engaging the broader community
 - (f) Challenge students intellectually, spiritually, mentally and physically with extensive opportunities to help them achieve their full potential, and
 - (g) Prepare students to become upstanding citizens who embody the values of Islam in fashion that contributes to the broader Australian community
- 3.3 The College expects Parents to support the mission, values, beliefs and all Policies and Procedures of the College.
- 3.4 We believe that Parents are the first educators of their children and have the obligation to ensure an adequate education for their children, consistent with the rights and obligation of their beliefs and values.
- 3.5 For Muslim students, acceptance of enrolment at the College implies both parents/guardians acceptance of the Islamic foundations, values and practices of the College and the importance of regular opportunities to affirm these values and practices in religious education classes, rituals and College activities. Islamic values are a compulsory part of the College's ethos and a vital element in the spiritual development of students. Continuing enrollment is contingent upon commitment to these requirements.

4 Fees and Other Charges

4.1 The Parents acknowledge, and agree to be bound by, the Enrolment Policy and these Enrolment Agreement Terms and Conditions, as may be amended by the College from time to time.

4.2 The Parents agree that the College may set School Fees annually to reflect inflation, increased capital expenditure and other costs incurred in the operation of the College, or any other reason at the College's discretion.

4.3 Subject to clause 4.4, the Parents are jointly and severally responsible for payment of all School Fees associated with the Student's enrolment and attendance at the College. Joint and several liability means that each Parent that is a party to the Enrolment Application Form is individually responsible for payment of all school fees and levies regardless of actual fee payer arrangements.

4.4 The College and the Parents may agree that only one Parent be nominated as the Fee Paying Parent and solely responsible for payment of School Fees for the Student. However, both Parents agree and acknowledge that all other obligations in relation to the Student's enrolment at the College apply to both Parents jointly and severally.

4.5 Fees for Primary Students will be the same for all levels. The College provides a sibling discount if a parent, guardian or carer enrolls more than 1 child, in accordance with the Enrolment Policy.

4.6 Fees and charges are billed in advance in four equal instalments.

4.7 Accounts are payable within 14 days from the date of issue.

4.8 The Fee Paying Parents agree to pay all School Fees when due and in full as notified by the College to the Fee Paying Parents in writing from time to time. Accounts not paid in full by the due date may be charged an administration fee from the commencement of term.

4.9 If the Student is admitted to the College during a term, tuition fees will be charged on a pro rata weekly basis in respect of that term.

4.10 The Parents agree that all School Fees apply for the period of enrolment of the Student and that period includes any period in which the Student is absent from the College for any reason, including approved absences. Clause 14 of these terms and conditions applies in relation to payment of fees in the case of any periods of approved or unapproved absences.

4.11 No refund of fees paid or waiver of any fees outstanding will be made if the student is withdrawn from the College during a term or is absent for any reason.

4.12 If a student is withdrawn from the College during the school year, a term's notice in writing must be given to the Principal before the removal of a student. If the required notice is not given, a fee of up to one full term's fees may be charged.

4.13 If a student is withdrawn during the term (even if the student has attended the college for a day or so), the parents/guardians are responsible to pay in full any fee for that particular term.

4.14 Parents who are experiencing financial difficulties in meeting scheduled fee payments at any time during the year must contact the College to make suitable arrangements.

4.15 If School Fees are not paid in accordance with the College's requirements, including any other amounts imposed on the student as a result of any breach of the College's Policies and Procedures or amounts imposed in accordance with College's Policies and Procedures as reimbursement of any expenses incurred by or on behalf of the student, the College reserves the right to refuse to allow the Student to continue their education at the College, or may terminate the Student's enrolment at the College.

4.16 The Principal is authorised to take such action deemed necessary, including legal proceedings, to recover any unpaid School Fees and other amounts owing to the College.

4.17 The Fee Paying Parents agree to indemnify the College for all costs incurred by the College in recovering or attempting to recover all outstanding amounts to the College including, but not limited to, legal costs and disbursements incurred by the College.

5 Disclosure

- 5.1 It is vitally important that the Principal is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the School is required to provide additional support to the child.
- 5.2 The Parents confirm that the Application for Enrolment has been completed honestly and correctly, and that the Parents have made accurate, up-to-date and full disclosure in response to the matters and questions raised in the Application for Enrolment.
- 5.3 Prior to and during the period of enrolment, the Parents must supply to the College any additional information as may be requested, including copies of documents such as medical/specialist reports, reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment and enrolment may be refused or terminated where the Parents has unreasonably refused to provide requested information or knowingly withheld relevant information from the College.
- 5.4 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the continuing enrolment of that child that such information is provided to the College promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 5.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the school may result in a suspension or termination of enrolment.
- 5.6 The Parents, by applying to enrol the Student at the College, declare that the student is either an Australian citizen, has Australian residency status, or has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

6 Enrolment of special needs students

- 6.1 The School welcomes Parents who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
 - (a) the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)
 - (b) the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
 - (c) the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the College will work in partnership to achieve these goals
 - (d) any limitations on the College's ability to provide the additional assistance requested.
- 6.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 6.3 As every child's educational needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

- (a) the additional assistance remains necessary and/or appropriate to the child's needs
- (b) the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- (c) it remains within the College's ability to continue to provide the additional assistance, given any limitations that may exist.

7 Policies and Procedures

- 7.1 By accepting enrolment of the Student at the College, the Parents agree that they have read and understood, and accept the Policies and Procedures of the College at the time of enrolment of the Student, and as they are varied or added to over time.
- 7.2 The Parents agree that they will comply with and take all reasonable steps to uphold the Policies and Procedures (as introduced, amended and/or added to by the College from time to time) and support the implementation of the Policies and Procedures including but not limited to those concerning or dealing with:
 - (a) the care, safety and welfare of students;
 - (b) standards of dress, grooming and appearance;
 - (c) complaints management;
 - (d) social media and the use of information, communication and technology systems;
 - (e) student behaviour and conduct and discipline of students, including the Student Code of Conduct;
 - (f) parent behaviour and conduct, including the Parent Code of Conduct; and
 - (g) privacy.
- 7.3 The College will ensure that all of the College's Policies and Procedures are accessible to the Student and to Parents via the College's website.
- 7.4 The Parents agree that the College has absolute discretion in all of its operational and educational matters and offerings, and that the Parents accept and will comply with those decisions.

8 College's responsibilities

- 8.1 The College will be responsible for the care of the Student on College grounds during school hours on scheduled school days or at events and excursions sanctioned by the College. Parents are responsible for the supervision and safety of the Student outside of these hours.
- 8.2 The College will endeavour to educate the Student with due care and skill, acting in the best interests of the Student individually where possible, and the student body generally.
- 8.3 The College does not make any specific promises or representations that the Student will achieve a specific level of academic achievement and no such representations are to be implied on the basis of the College accepting the Student for enrolment. The College will provide every reasonable opportunity to the Student to achieve their best potential.
- 8.4 The College will use its best endeavours to provide all students with an environment that is safe, compassionate, caring and fosters their individual growth. The College attempts to support all of its students, whatever their abilities, in the pursuit of excellence.
- 8.5 The College, at all times, will determine the curriculum and co-curriculum, including which activities are compulsory. The College may also set any performance expectations prerequisites for study in any part of the curriculum or co-curriculum that it determines reasonable.

9 Parents' Responsibilities

9.1 The Parents agree that all persons that have parental and/or legal guardianship responsibility for the Student must sign the Acceptance of Enrolment unless one of those persons can demonstrate in writing, either by evidence of a court order or other sufficient documentary evidence, to the satisfaction of the College Principal, that he/she has sole legal responsibility for:

- (a) the education and enrolment of the Student; and
- (b) payment of all School Fees.

9.2 The Parents will, at all material times:

- (a) ensure that the Student attends the College on every school day for the educational program in which they are enrolled;
- (b) encourage and support the Student to take full advantage of the curricular and co-curricular opportunities offered by the College;
- (c) facilitate the Student participating in mandatory College activities including, but not limited to, camps, excursions, pastoral care programs, curricular and co-curricular activities;
- (d) provide the Student with all necessary resources, books, stationery items, uniforms and equipment that is required for the Student to be able to participate in and benefit from the education offered by the College;
- (e) ensure that the Student attends the College dressed in accordance with the College uniform policy unless the College has approved otherwise;
- (f) attend student led learning conferences, parent-teacher interviews and other meetings desired or required by the College;
- (g) communicate with the College in a manner that is respectful and facilitates a relationship of mutual trust between the Parent, Student and the College;
- (h) uphold the reputation of the College and not bring the College into disrepute;
- (i) encourage and support the Student in complying with the high standard of behaviour expected of students inside and outside of the College;
- (j) reinforce with the Student the need to treat others with courtesy and respect and to make responsible decisions, which show consideration of others;
- (k) support the College and its staff in their efforts to educate the Student including any disciplinary steps taken by the College as set out in any Student management/behaviour plan;
- (l) ensure the College is aware of all relevant medical and personal information to enable it to educate and care for the Student, including keeping the College informed of any changes to that information;
- (m) comply with the requirements and expectations set out in the Parent Code of Conduct or other policy implemented by the School from time to time which sets out the School's expectations of Parents who have Students enrolled with the School.
- (n) comply with all Policies and Procedures, including processes, guidelines and rules set by the College (as introduced or amended from time to time) to ensure that the Student is able to take full advantage of the education offered by the College.

10 Student responsibilities

10.1 At all times during the enrolment at the College, the Student will:

- (a) attend the College on every school day for the educational program in which the student is enrolled;
- (b) take full advantage of the curricular and co-curricular opportunities offered by the College;
- (c) participate in mandatory College activities including, but not limited to, camps, excursions, assemblies, curricular and co-curricular activities which are designed to enrich and extend their education;
- (d) in the case of a Muslim Students, accept the Islamic foundations, values and practices of the College and the importance of regular opportunities to affirm these values and practices in religious education classes, rituals and College activities;
- (e) maintain in neat and functional condition all necessary resources, books, stationery items, uniforms and equipment required for participation in the education offered by the College;
- (f) exercise appropriate self-discipline, follow established College and classroom rules, and behave in a way that does not impact the learning or wellbeing of others or bring dishonour or disgrace to the College;
- (g) communicate with the staff, students and other members of the College community in a manner that is respectful and facilitates a relationship of mutual trust;
- (h) comply with the College's Policies and Procedures (as introduced or amended from time to time);
- (i) meet the expectations of the College regarding uniform and personal appearance and comply with the Student Code of Conduct;
- (j) accept and comply with any and all reasonable behavioural management processes applied for breach of College policies and rules.

11 Discipline

11.1 The College has a high expectation of the behaviour and discipline, personal presentation, conduct, effort in class and general demeanour of the Student.

11.2 The College reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the College.

11.3 The College has an absolute discretion to determine when the conduct of the Student warrants disciplinary action to be taken by the College and the College may apply disciplinary measures that the College deems appropriate in accordance with the Policies and Procedures, and which and which may include:

- (a) withdrawal of privileges;
- (b) detention at such times as the Principal may deem appropriate;
- (c) requiring the student to undertake additional school work during or after normal school hours;
- (d) suspension;
- (e) expulsion; and
- (f) such other consequences as the School considers reasonable and appropriate.

11.4 If a Student is suspended, the Parents shall be notified to that effect and the period for which the suspension shall operate.

11.5 If suspended, the Student shall not enter upon any of the College's grounds for any purpose during the period of suspension without the express permission of the College Principal and shall be the sole responsibility of the Parents during such period.

11.6 The Parents are expected to support the aims, objective, beliefs, rules and policies and discipline of the College. Disciplinary action may be implemented against the Parents if in the opinion of the College Principal the Parents are found to have breached the Parent Code of Conduct.

11.7 Any serious failure by the student to comply with the School's Policies and Procedures may affect the student's enrolment at the School, and that as a result, the student may be suspended from attending the School, their enrolment may be terminated and/or the School may charge or retain all or part of the School Fees for that term.

12 Withdrawal of Student from the College and periods of absence

12.1 Written notice from the Parents, including any prescribed form by the College for this purpose, must be provided to the College if the Parents wish to terminate the Student's enrolment with the College. The College Principal may request an appointment with the Parents to discuss the withdrawal and to seek provision of any necessary documents.

12.2 Parents must give one full term's written notice that they wish to terminate the Student's enrolment with the College (and thereby withdraw the Student from the College).

12.3 The Parents agree that if clauses 12.1 and 12.2 are not complied with, the Fee Paying Parents will be charged School Fees for the period that the Student is enrolled at the College and School Fees for the following full term.

12.4 The Parents agree that under no circumstance are any Other Fees paid refundable upon withdrawal of the Student from the College.

12.5 If School Fees remain outstanding when the Student's enrolment with the College is terminated owing to Parents' withdrawal of the Student from the College, the Fee Paying Parents will have 7 days to make payment in full of the outstanding fees.

13 Attendance

13.1 All the Students are expected to be in attendance at the College for the duration of each College term on the dates and between the hours advised by the College, unless the College enters into a different agreement with the Parents.

13.2 At the beginning of the school year and after school holiday periods it is expected that the Student will join and return to College on the dates published for the commencement of the school year or resuming of each term, unless permission is obtained from the College.

13.3 The Student is not permitted to leave the College at the end of term until the published closing date unless permission is obtained from the College.

13.4 It is the responsibility of the Parents to advise the College as soon as practicable if a Student is to be absent for any reason and the estimated length of absence. If a Student is absent from the College for a period of 5 consecutive days or longer without any contact or explanation from the Parents, or the College is unable to make contact with the Parents, the College is not obliged to hold the enrolment of the Student and may terminate the enrolment in the College's full discretion.

13.5 The Student will not be able to attend College for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.

13.6 Students are only permitted on College grounds during hours of operation as determined by the College and advertised to the Parents. Outside of the ordinary school hours, students will be required to be in designated supervised areas. The Parents may be required to meet the costs of after school care. Students on the grounds outside these hours for an event must follow the directions of the supervising staff member.

14 Periods of absence

14.1 Only in extreme circumstances will permission be given for a student to return late or leave early for term vacations, or to be absent during term. In the case of illness, a written explanation from the parent/caregiver is required for every absence on the next day of attendance at the College.

14.2 All requests for an extended leave of absence must be submitted to the College for approval at least one term in advance. Apart from leave for medical reasons, requests for leave of absence are discouraged. Approval is not automatically granted.

14.3 The College may in its discretion approve a Student's leave of absence, and hold the Student's enrolment open during the period of leave, and in its discretion:

- (a) impose a condition that the Parents make an advance payment of a non-refundable holding fee of up to one term's fees, as determined by the College; and
- (b) depending on the period of leave, impose any conditions on the continued enrolment of the Student at the College.

14.4 If the period of leave is not approved and the Student nevertheless takes the period of leave:

- (c) the Student will not have an automatic right to return to the College and the College is not obliged to maintain or hold the Student's enrolment;
- (d) the College may at its full discretion impose any conditions on the continued enrolment of the Student at the College; and
- (e) any School Fees for the period of leave will be due and payable by the Parents.

14.5 Where the Student is absent from school during the term because the Parents have decided to withdraw the Student from attending school so that they may attend a holiday or for other non-College related matters, the Parents acknowledge and agree that any exam(s) and/or assessment(s) and/or any other curriculum task(s) that fall in or around the absence will not be re-scheduled or amended in any way to take account of the absence.

15 Termination of enrolment

15.1 The College reserves the right to require the Parents to withdraw the Student from the College or to terminate the Student's enrolment at any time if the College reasonably considers that:

- (a) the Student's behaviour, attitude or conduct to school work, other school activities or while attending the College is considered unsatisfactory;
- (b) on grounds of the student's unsatisfactory conduct or performance or for misconduct;
- (c) the Student fails to obey the College's Policies and Procedures or any Student Code of Conduct of the College;
- (d) a mutually beneficial relationship of trust and cooperation between the Parents and the College or any of its staff has broken down to the extent that it adversely impacts on the College, any of its staff or the ability of the College to provide satisfactory Educational Services to the student;

- (e) the Student's progress and performance is such that the Student is not benefiting from the academic courses provided by the College;
- (f) the behaviour or conduct of the Parents towards the College or to any of its staff breaches any Parent Code of Conduct;
- (g) on grounds of any unapproved periods of absences;
- (h) if any accounts or fees payable by the Parents are not paid within the School's terms of payment or within the terms of any written agreement between the School and the Parents permitting a later or deferred payment; or
- (i) circumstances exist whereby the ongoing enrolment of the student at the school is considered to be untenable or is not in the best interests of the student or the School.

15.2 The College decisions on termination are delegated to the discretion of the Principal. The Principal may consult government agencies before terminating a student's enrolment.

15.3 The Parents agree that under no circumstance are any Other Fees refundable.

15.4 If the Student is suspended or the enrollment is terminated by the College, the College shall retain or be entitled to receive the fees for the term in which suspension or termination of enrollment occurs and the Parents shall forfeit all right to recovery of those fees. The Parents acknowledge that such payment of fees will be a proper and genuine estimate of the loss and damage suffered by the College caused by such suspension or termination of enrolment and that such payment shall properly be considered to be by way of payment of liquidated damages.

15.5 Where the Student is suspended or the enrolment is terminated by the College, and the fees are unpaid at the date of suspension or termination of enrolment, the Parents agree that they shall be liable to immediately pay to the College all fees and expenses outstanding in relation to the Student up to and including fees payable to the end of the term in which such suspension or termination of enrolment occurs.

15.6 If School Fees remain outstanding when the Student's enrolment with the College is terminated by the College, the Fee Paying Parents will have 7 days to make payment in full or enter into a payment arrangement that is agreed to, in writing, by the College.

15.7 Whenever an enrolment is terminated, either through withdrawal by the parent or termination by the College, the College Principal will amend the College Enrolment Register and securely archive the terminated student's records.

16 Medical

16.1 The College will notify the Parents of any injury or illness the Student may suffer at the College, which warrants staff intervention or a visit to the College's First Aid. If requested, the Parents will collect their child from First Aid within a reasonable period of time, otherwise the Parents agree to satisfy all costs associated with providing the Student with the required care and medical assistance.

16.2 In the event of injury or illness to the student, arranging an ambulance and necessitating hospital or medical treatment, including injections, blood transfusions and the like and where the parent or caregiver cannot be contacted to authorise such treatment and arrangement or the College considers that it is impractical to do so, the Parents agree that a responsible member of the College staff is automatically empowered to give the necessary authority for such treatment and arrangement as the College considers necessary or expedient in the best interests of the Student, without the College or such person incurring any legal liability whatsoever. The Parents agree to indemnify the College in respect of any claims, costs or expenses that the College incurs as a result of the College taking any action under this clause (including, but not limited, to the cost of ambulance transport).

16.3 Parents are responsible for all hospital, dental and other medical expenses incurred by or on behalf of the Student arising from or in connection with any injury or illness suffered by the Student while attending the College or taking part in the College activities, and the Parents authorise the College to obtain such treatment for the student as the College in its sole discretion may determine.

17 Technology Access

17.1 The College supports student access to electronic information resources and networked services to enhance learning opportunities. Communications on the network are often public in nature and general College rules for behaviour and communication apply. The network is provided for students to conduct research and to communicate with others as part of the educational program. Students are expected to act in a considerate and responsible manner.

18 Personal possessions

18.1 It is the responsibility of the Student and the Parents to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing.

18.2 The Parents agree that the College shall not be liable for any loss, theft or damage to a Student's personal belongings of any description and howsoever caused. The College discourages the Student from bringing personal property to the College which is not necessary for the education of the Student.

18.3 The Parents will indemnify the College for any loss or damage to College property arising from the use or possession of such property by the Student.

19 Liability and indemnity

19.1 The Parents agree that they will indemnify and keep indemnified the College against any loss, damage or liability incurred by the School arising in connection with any failure by the Student to comply with the Policies and Procedures.

20 Communication and privacy

20.1 The Parents agree that the College may act upon the instruction, direction or authority of either Parent, and may contact either Parent, in regard to any issue regarding the Student without obtaining the consent of both Parents unless, to the satisfaction of the College's Principal:

- (a) a written consent to do otherwise is provided by both Parents; or
- (b) a relevant court order is provided to the College.

20.2 From time to time the College may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the College community. The Parents consent to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the College.

20.3 Personal information will be held, used and disclosed in accordance with the College's Privacy Collection Notice and Privacy Policy enclosed in the Enrolment pack and available on the College's website.

20.4 All information pertaining to the Student and the College will be provided to the Parents in accordance with the Privacy Policy. The College will not disclose any information in relation to the Student to any party other than the Parents, subject to the College's Privacy Policy and its other legislative obligations. The Parents consent to the College using their personal information and the Student's personal information for the purposes of receiving marketing communication. The Parents may opt out at any time from such marketing communication.

ACCEPTANCE OF ENROLMENT

By signing this Acceptance of Enrolment, the Parents/Guardians accept the College's offer of enrolment for the Student at the College in the Entry Year and Entry Level specified in the offer of enrolment, and confirm that they have read and agree to be bound by the Enrolment Agreement Terms and Conditions and all Policies and Procedures of the College (including but not limited to the Enrolment Policy).

If this Acceptance of Enrolment is signed and returned to the College at the time of the Enrolment Application and in any event prior to receiving an offer of enrolment for the Student of the College, the Parents/Guardians accept and understand that the Acceptance of Enrolment will only take effect upon an offer of enrolment being made by the College. In any event, the Acceptance of Enrolment will only be effective once it has been signed by the Principal.

This Acceptance of Enrolment must be signed by all persons that have parental and/or legal guardianship responsibility for the Student.

I/ We understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Full name:

Signature:

Relation:

Date: / /

Full name:

Signature:

Relation:

Date: / /

Approved by Muhammadiyah Australia College Principal:

Signature:

Name

Date: / /

Disclaimer: Personal information will be held, used and disclosed in accordance with the College's Privacy Collection Notice and enclosed in this Enrolment Pack and the Privacy Policy available on the College's website

CONSENTS

Internet permission form

During the school year students may be involved in using the internet, under the supervision and guidance of a teacher, for reasons such as publishing work on the school's website, e-mailing or exploring educational websites. Students may be given the chance to have their work displayed on the school website along with only their first name. The school requires that we have a permission form signed by a parent/ guardian.

- I do give permission for my child/ren to use the internet under the supervision and guidance of a teacher and to have my child/ren's work, with only their first name displayed on the school's website.
- I do not give permission for my child/ren to use the internet under the supervision and guidance of a teacher and to have my child/ren's work, with only their first name displayed on the school's website.

Photograph consent

Annual formal school photos are a source of pride and memories for families and the college. Your child may be photographed for a hard copy or digital publication. These photos are also used for school database identification, internal display and school publications. For photographs of your child to be published or displayed, the school requires a permission form to be signed by a parent/ guardian.

Please indicate your preference below:

- I agree for my child to participate in Annual School Photos and acknowledge the above possible use.
- I disagree for my child to participate in Annual School Photos.

In addition, photographs and videos of your child may be taken for educational purposes, promotion of school and events. School personnel also photograph special events and classroom activities for use in displays and posters around the school and within the local community. Please indicate whether you allow use for the below purposes:

Please indicate your preference below:

- Yes, I acknowledge the school may use these images for promotional, educational and external publication use.

- No, I do not consent for any photos to be used for promotional, educational and external publication use.

Local excursion permission form

During the school year teachers may require their class to leave the school grounds on a local excursion such as walking across the school crossing to teach relevant safety procedures or walking around the local area near the school grounds to participate in environmental activities. No travel will be undertaken on any form of transport, other than feet! The school requires that we have a permission form on file signed by a parent/ guardian.

- I do give permission for my child/ren to take part in local excursions outside the school grounds.
- I understand that my child/ren will only be walking and that these excursions are confined to local areas. I consent top my child/ren receiving such first aid as the teacher or Principal may judge to be reasonably necessary and such medical or surgical attention as may be deemed necessary by a medical practitioner.
- I do not give permission for my child/ren to take part in local excursions outside the school grounds.

Parent's/ Guardian's signature_____ Date: ___/___/___

PARENTS/GUARDIANS AND STUDENTS CODE OF CONDUCT AGREEMENT

Name of Child:

Date Received:

Parents, guardians and carers are committed to the core values of Muhammadiyah Australia College which are Faith, Respect, Excellence, Innovation, Entrepreneurship and Enlightenment. Parents, guardians and carers are also committed to supporting College Staff in fostering students to also support the core values of the College.

Parents, guardians and carers of students at the College agree 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
- contact 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 (see Appendix XI)
- actively becoming involved in College life including
 - attending the College Parent Induction Seminar
 - attending parent-teacher meeting opportunities
 - reading the College Newsletter
- providing feedback to the college in the form of advice and complaints

Parents, guardians and carers of students at the College agree to take an active interest in their child's education by

- conducting themselves in a respectful and courteous manner and in compliance with the law
- using courteous and acceptable language in all communications
- never using language that is profane, insulting, harassing, aggressive, or otherwise offensive
- never acting violently towards others, or make physical contact
- never disciplining another parents' child
- never using social media to address concerns or make criticism of the College

When on College Grounds, parents, guardians and carers of students at the College 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

Parents, guardians and carers of students at the College are expected to pay College fees and charges by the due date, these fees include a

- Enrolment Application Fee – non-refundable
- Enrolment Acceptance Fee – non-refundable but deducted from tuition fees
- Tuition Fee
- Composite Fee
- Extracurricular Fee
- Building Fund (voluntary)

Student Declaration

I agree to study at Muhammadiyah Australia College under the following conditions:

1. I recognise that Muhammadiyah Australia College is an Islamic school and I must abide by all the rules, policies and regulations of the College, which reflect Islamic teachings and Islamic moral code.
2. I must respect and obey the teachers and attend, to the best of my ability, to the tasks required of me.
3. I must treat all the students as Brothers and Sisters in Islam with the sense of mutual respect and co-operation.
4. I must respect the school's property and assist in maintaining the college's pleasant environment.
5. I will be required to leave this college at any time if I do not observe the above terms and conditions.
6. I will make all efforts to
 - be self-disciplined and try to create a cooperative learning environment
 - engage in teamwork and trust others
 - communicate respectfully
 - complete set work and homework
 - attend regularly and be punctual for all timetabled classes
 - be prepared to participate fully in lessons by bringing required books and equipment
 - account for absences by providing signed notes from their parents, guardians or carers explaining an absence and lateness
 - obey all reasonable requests of staff
 - respect the rights of others to learn
 - respect the property of others
7. I will make not, under threat of expulsion
 - put myself or others at risk of harm
 - throw food, water, or other material
 - act violently
 - bully or harass other students or College Staff
 - act aggressively or unsafely
 - use obscene language
 - possess or the take drugs, alcohol, or other illicit substances
 - possess or use weapons
 - steal or school property or the property of others
 - fight
 - vandalise or apply graffiti
 - cheat in exams and assessment activities

I _____ accept the above conditions under which I am being admitted to study in Muhammadiyah Australia College.

Signature of student:

Date:

Name of Student:

Full Name of Carer:

Signature:

Date:

Name of College Principal (or delegate):

Unique College Student Identifier:

Signature:

Date:

* note, the student, along with their parent, guardian or carer, need to sign a copy of the Acceptable Use Agreement for the Internet and Digital Technologies form. Enrolment cannot be formalised without signing that agreement.



ACCEPTABLE USE AGREEMENT FOR THE INTERNET AND DIGITAL TECHNOLOGIES

At Muhammadiyah Australia College, the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces is supported. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Part A - School support for the safe and responsible use of digital technologies

Muhammadiyah Australia College uses various Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use these Internet and digital technologies responsibly at school. Parents, guardians and carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Muhammadiyah Australia College:

- has a Student Engagement Policy that outlines our school's values and expected student behaviour, including online behaviours
- has curriculum programs in place to educate students to be safe and responsible users of digital technologies (e.g. eSmart Schools Framework)
- educates students about digital issues such as online privacy, intellectual property and copyright
- supervises and supports students using digital technologies in the classroom
- uses clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
- provides a filtered internet service to block inappropriate content. The College acknowledges, however, that full protection from inappropriate content cannot be guaranteed;
- uses online sites and digital tools that support students' learning;
- addresses issues or incidents that have the potential to impact on the wellbeing of our students;
- refers suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent | Office of the Children's eSafety Commissioner (www.esafety.gov.au/education-resources/parent)

Part B: Student Internet use Agreement

When I use digital technology, I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.
- When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared

online. This means I:

- protect my friends' information in the same way I protect my passwords and don't share them with anyone except my parents or guardians
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

I acknowledge that Muhammadiyah Australia College does not encourage students to bring mobile phones to school and requires that, if it is necessary to bring them, they are handed in to the Office Of Principal on arrival at school

I will use this knowledge at school and everywhere I use digital technologies.

I _____ accept the above conditions under which I am being admitted to study in Muhammadiyah Australia College.

Signature of student:

Date:

Full Name of

Carer:

Signature:

Date:

ACCOMPLISHMENT THROUGH FAITH AND KNOWLEDGE

GROUP A

Senior management in large business organisation, government administration and defence, and qualified professionals

- Senior management in large business organisation, government administration and defence, and qualified professionals
- Senior executives/manager/department head in industry, commerce, media or other large organisations.
- Public service manager (Section head or above), regional director, health/education/police/fire services administrator
- Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- Defence Forces Commissioned Officer
- Professionals generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:
 - Health, Education, Law, Social Welfare, Engineering, Science, Computing professional Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
 - Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

GROUP B

Other business managers, arts/media/ sportspersons and associate professionals

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager [finance/engineering/production/ personnel/industrial relations/sales/marketing]
- Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official]
- Associate professionals generally have diploma/ technical qualifications and support managers and professionals:
 - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
 - Business/administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
 - Defence Forces senior Non-Commissioned Officer

GROUP C

Tradesmen/ women, clerks and skilled office, sales and service staff

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.
- Clerks [bookkeeper, bank clerk/PO clerk, statistical/ actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/ registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/ shipping clerk, bond clerk, customs agent, customer services desk, admissions clerk]
- Skills office, sales and service staff:
 - Office [secretary, personal assistant, desktop publishing operator, switchboard]
 - Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
 - Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

GROUP D

Machine operators, hospitality staff, assistants, labourers and related workers

- Drivers, mobile plants, production/processing machinery and other machinery operators.
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- Office assistants, sales assistants and other assistants.
 - Office staff [typist, word processing/data entry/business machine operator, receptionist, office assistant]
 - Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
 - Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- Labourers and related workers
 - Defence Forces ranks below senior NCO are not included above
 - Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
 - Other worker [labourer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

GROUP N

Person has not been in paid work in the last 12 months.

If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. IF the person has not been paid work in the last 12 months, enter 'N' in the box.

FEE SCHEDULE FOR 2022

Enrolment Application Fee – non-refundable (deducted from tuition fees)	\$AUD50
Tuition Fee	\$AUD1,800
Composite Fee (includes textbooks, stationery, consumable materials and resources, reference materials, equipment and library resources.)	\$AUD300
Extracurricular fee	\$AUD125
Building Fund per family annually (voluntary)	\$AUD250

SIBLING DISCOUNT

1st Child	No Discount	\$AUD1,800
2nd Child	10% Discount	\$AUD1,620
3rd Child	10% Discount	\$AUD1,620
4 th Child	100% Discount	\$AUD0

ACCOMPLISHMENT THROUGH FAITH AND KNOWLEDGE

PAYMENT DETAILS

(this section is destroyed once payment has been processed)

An Application Fee is payable with each application for enrolment. This fee is neither refundable nor transferable.

The application fee is AUD\$50.

Method of payment (please tick appropriate box below)

- Cash (please pay directly at the administration office)
- Cheque (please make cheques payable to *Muhammadiyah Australia College*)
- Credit/charge card (please enter details below)

Credit card payment authorisation (please tick appropriate box below)

- I authorise Muhammadiyah Australia College to charge AUD\$50 to my credit/charge card account

Name on card _____

MasterCard/Visa/American Express (please circle the relevant card)

Credit card number _____

Signature _____ Date: ____/____/____

ACCOMPLISHMENT THROUGH FAITH AND KNOWLEDGE

PRIVACY COLLECTION NOTICE

Muhammadiyah Australia College Ltd ABN 67 626 804 877 collects personal information for the purposes of a student's enrolment with the College. We use this information in relation to providing education services, support services and pastoral care for the student, to manage the student's enrolment, to operate the College more broadly, to satisfy legal obligations (including under relevant Education Acts and Public Health and Child Protection laws) and for related purposes. The information we collect is about the student and about their parents, guardians, care-givers, emergency contact persons and family members. We may collect this information directly from the individual or from another person.

If the above information is not provided, our ability to conduct the above activities may be affected.

We may disclose personal information to our staff, volunteers assisting us, parents, guardians, care-givers, emergency contact people and others, for example our service providers, regulators, education and assessment bodies, other schools, health service providers and support service providers, as necessary for the above purpose or as otherwise required or permitted by law.

For information on your right to seek access to or correction of the personal information we hold about you or your child, or how you can complain about a privacy breach and how we will deal with the complaint, see our Privacy Policy available on our website.

