

# Terms and Conditions of Enrolment

## 1. Fees and Charges

1.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. They can be changed at any time by the School upon giving not less than 1 term's notice.

1.2 Fees and Charges are also levied for compulsory incursions, excursions, co-curricular activities, specialized programs and sport which are separately billed.

1.3 All Fees and Charges must be paid on or before the due date set out in the fees notice and are not refundable.

1.4 If there have been repeated instances of late payment the School may require fees to be paid in advance.

1.5 If fees are not paid within 14 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.

1.6 If Fees and Charges are not paid within 30 days of the due date the enrolment of the Student may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements or failure to pay fees required to be paid in advance may result in the enrolment of the Student being cancelled without further notice.

1.7 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

1.8 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.

1.9 If tuition fees for a full year are paid in advance a discount of 5% will be given.

## 2. Withdrawal of Students

2.1 If Parents wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.

2.2 If the required notice of withdrawal of a Student is not given the Parents must pay a School term's fees plus GST.

2.3 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) which replaced the Board of Studies, Teaching and Educational Standards (BOSTES) requires that Parents advise the School in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.

2.4 **If a student who is withdrawing has siblings at the School, the School in its absolute discretion may require the withdrawal of the other siblings.**

## 3. Obligations of Students

3.1 Academic Performance/Study:

(a) Students must satisfactorily complete all set studies, homework and pass all examinations and assessment tasks to progress to the following academic year. Failure to do so may result in the students repeating the following year//being placed on probation/termination of enrolment.

(b) **All students at Al-Faisal College study Arabic (K-8). All students also study the Holy Quran and Islamic Studies (K-12). This is a compulsory school requirement and must be undertaken satisfactorily. Failure to do so may result in termination of student enrolment.**

(c) Students must ensure that they are prepared for class and have their equipment and school diaries at all times.

3.2 Students are required to have high standards of behaviour and:

- (a) abide by the School Rules / Policies and Codes of Conduct;
- (b) behave courteously and considerately to each other and to staff at all times;
- (c) not do anything which may bring the School into disrepute, including in print, social media / electronic media
- (d) support the goals and values of the school;
- (e) become active members of the school community
- (f) attend and participate in:
  - i. assemblies,
  - ii. the school sports program,
  - iii. important school events and/or ceremonies such as ANZAC Day, Remembrance Day, Graduation Day, Presentation Day or other events determined by the Executive Principal/Head of College, and
  - iv. incursions, excursions and other activities that are an integral part of the school curriculum;
- (g) failure to participate in curriculum based programs including incursions / excursion eg sports etc may lead to students awarded an “E” grade on their report and may jeopardize enrolment at the College

### 3.3 Uniform

- (a) Students are expected to wear the school uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the school’s guidelines and the expectation of the school community;
- (b) Students will not be permitted to attend class without correct uniform / appearance eg incorrect haircut / shoes etc .

### 3.4 Attendance

- (a) Students are required to satisfactorily attend school during school hours, except in the case of sickness or where leave not to attend has been given. Absenteeism may result in the student not being permitted to continue into the next academic year. This will be at the discretion of the Executive Principal/Head of College.
- (b) Students are expected to arrive at school by 8.30 a.m. Continued lateness per academic year will hinder a student’s ability to continue their studies into the following academic year. This will be at the discretion of the Executive Principal/Head of College.

## 4. Obligations of Parents

### 4.1 The Parents:

- a) must accept and abide by the requirements and directions of the School Board and the Executive Principal/Head of College relating to the student or students generally and not interfere in any way with conduct, management and administration of the School,
- b) are required to support the goals, values and activities of the School, and
- c) are both required to view the School’s website on a regular basis and read the Newsletter.

### 4.2 The Parents must promptly advise the School:

- a) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Form, within one month of such change. Offers of enrolment may be cancelled if the school loses contact with the parent or has mail returned to it
- b) if the student is to be absent from the School due to ill health and confirm such advice in writing,
- c) in writing of any orders or arrangements with respect to the student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the student’s education and welfare and, if requested, provide copies of any orders to the School.

### 4.3 The Parents also:

- a) must ensure the student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- b) should communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Code of Conduct,
- c) should use their reasonable endeavours to attend parent-teacher interviews and participate in courses offered by the school which are relevant to the student’s education.
- d) not use social media to denigrate the School, staff, students or other members of the School community
- e) should not photograph other students (apart from their own child) or upload them onto websites/social media

4.4 Parents may be required to pay for any School items or property deliberately or recklessly damaged / vandalized by their child, whether at the School or away from the School grounds (restitution).

## 5. Health and Safety

5.1 Parents must advise the School immediately if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs

5.2 Parents must complete and return to the School the required health form for the student prior to the student commencing at the School and provide updates if circumstances change or as required by the School from time to time. The School may require provision of additional medical reports, eg speech therapist, diabetes, asthma reports etc to ensure that students are supported in their Health Care Plan and management of prescribed medications (asthma, epilepsy, diabetes, etc) (Refer to Medical Care Policy).

5.3 If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parents are not readily available to authorise such treatment, the Executive Principal/Head of College or, in the Executive Principal's/Head of College's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parents indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

5.4 Parents must observe school security procedures for the protection of students.

5.5 Students are responsible for their personal property and the school does not accept any responsibility for the loss of their belongings.

5.6 Students must use the College resources, equipment and facilities in an adequate manner. **Any form of vandalism or damages caused to College property may result in termination of enrolment. Damages caused to College property must be paid for by parents of the students responsible for vandalism/damages (Restitution). Any de-faced diaries / text books will need to be replaced.**

5.7 The Executive Principal/Head of College or the Executive Principal's/Head of College's nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## 6. Programs and Activities

6.1 The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.

6.2 The School may change its programs and activities and the content of these programs and activities without notice.

6.3 The Student will be required to participate in all compulsory activities including incursions, excursions and outdoor education unless the Executive Principal/Head of College agrees otherwise. Charges may be levied for these activities and will be payable unless the student is unable to attend due to ill health or other reason where it is impossible for the student to attend.

## 7. Reports

7.1 The School will send academic reports to the address or addresses notified by the Parents. Where an Order of the Court exists, reports will be sent to the nominated parent, if parents are separated or divorced.

## 8. Leave

8.1 Leave will only be granted if the Executive Principal/Head of College views that it is in the child's best interest.

If the Parents wish to seek leave for the student not to attend any school academic or co-curricular program or activity during a term, they must apply to the Executive Principal/Head of College. Approval for request for

leave is at the discretion of the Executive Principal/Head of College.

## 9. Probation of Enrolment, Exclusion, Suspension or Termination of Enrolment

9.1 The School may place a student on Probation Enrolment or exclude a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) a serious breach of the School's rules or Code of Conduct
- b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- c) where the Executive Principal/Head of College or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parents has broken down to the extent that it adversely impacts on that relationship.

9.2 The School will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents or guardians of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond.

9.3 The School reserves the right to terminate an enrolment where the parents have not declared "accurate" information or have supplied false or misleading information pertaining to the student.

## 10. Privacy

10.1 The Parents acknowledge that they have read the School's privacy policy.

## 11. Amendment of Terms and Conditions

11.1 The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parents in writing which shall apply to both current and future students and parents from the date specified in the notice.

## 12. Definitions

In the terms and conditions:

**Parent** means the parents or guardians who entered into the contract of enrolment with the School

**School** means Al-Faisal College

**Student** means the student who is named in the Enrolment Form

**I agree and accept ALL the Terms and Conditions of Enrolment and will abide by the Terms and Conditions if my child is offered a place at the College.**

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date