



Al Faisal College

CONDITIONS OF ADMISSION, ENROLMENT AND ENTRY

Al Faisal College, Auburn NSW
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APPLICATION FOR ADMISSION

1. All applications for admission must be made on the College's *Application for Enrolment Form* and be submitted with a copy of the student's birth certificate and passport sized photograph.
2. The College is an open entry school; however, an application for admission does not guarantee a place at the College. An offer of a confirmed place will be made at the discretion of the Principal.
3. Students entering kindergarten must be 5 years of age by 30th June in the year of entry.

CONFIRMATION OF ENROLMENT

1. To confirm an offer of enrolment the School requires payment of a deposit. The deposit comprises a non-refundable one term is payable in advance per student.
2. School fees are non-refundable. The book bond is refundable subject to text books being returned to the College Library and all other amounts due to the College having been paid. In the event of a cancellation of enrolment prior to commencement, the College will not refund the deposit.

TUITION FEES

1. Tuition Fees are determined in September of each year with these charges applying from January of the following year.
2. Tuition fees are payable one term in advance. For example, the tuition fee for Term 1 (January – March) will be charged in the preceding October. Payment of each term's tuition fee must be made within 21 days of the statement date.
3. New enrolments to the School will receive a charge for a full term's tuition fees in advance in the October preceding commencement.
4. Mid-term enrolments to the School will be charged a full term's tuition fee in advance.
5. If the account remains unpaid after a further fourteen days and no contact has been made with the College, the College may issue a letter advising that the student/s may be asked not to attend the College, and that their future at the College cannot be guaranteed.
6. No student may commence a new term unless the previous term's fee commitment has been settled.
7. If a student is withdrawn from the College for one term or more and a place is to be kept pending the return, the term fees will be charged.
8. In the event that an account remains unpaid the College reserves the right to recover such amounts via legal collection. The costs of any such legal collection will be added to the account with responsibility for settlement borne by the account-holder.
9. If a student leaves the College without the Principal's approval, other siblings will lose their places at the College.

CONDITIONS OF ENTRY

- a. Students are expected to abide by all school policies and procedures, including, welfare and discipline, uniform and appearance, class work, homework, and assessment, attendance and use of school facilities and services including internet access.
- b. Students must satisfactorily complete all set studies, homework and pass all assessment tasks to progress to the following academic year. Failure to do so will result in termination of enrolment.
- c. Students are required to become active members of the school community and are to behave in a way expected by the staff of the College and indicated by the code of behaviour published in the College diary.
- d. Parents and guardians agree to abide by the regulations of the College. If a student's progress and performance are such that, in the opinion of the Principal, he/she is not benefiting from the academic courses provided by the School, the student may be advised to leave the College.
- e. **All students at our school study Arabic (K-10). 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.**
- f. Parents and guardians permit their child(ren) to have their image or work published as part of the educational promotions approved by the College.
- g. The College recognises and will comply with orders made by the Family Court of Australia but unless expressly prohibited by the Court, the College reserves the right to supply copies of all College correspondence to parents in accordance with the concept of shared parental responsibility.
- h. Students are expected in their work and extra-curricular activities to contribute to the welfare of the College. In particular, they are required:
 - i. to participate in College sports and to play for College teams when selected; and
 - j. to go on excursions and to participate in any other activities which form part of the College's program
- k. School uniform must be worn.
- l. In the case of any authorization or approvals being required by the College in respect of a student it shall be sufficient for the College to act upon if signed by either or both parents or by the designated guardian
- m. In the event of any accident or illness to a student at school or while participating in any school activity and the parent/s or guardian/s cannot be contacted, the parent/s or guardian/s hereby specifically authorize the school to arrange for all necessary immediate medical treatment and/or hospitalisation and to consent to any operative treatment including general and local anaesthetic
- n. Failure to disclose any medical condition or learning or behavioural difficulties which a student may have at the time of applying for admission to the College or at any time during enrolment could prejudice the ability of the College to educate or provide necessary care for the student. Failure to disclose a known condition or difficulty will be regarded as a serious breach of the terms of admission and could result in a refusal of admission or termination of enrolment of the student.
- o. It is essential that the College be informed of any change of address or other alteration to personal particulars of the applicant or student

- p. Students are required to satisfactorily attend school. Extensive absenteeism may result in the student not being permitted to continue into the next academic year. This will be at the discretion of the Principal. Extensive Absenteeism is
 - i. Years K-10: 20 or more days per academic year
 - ii. Years 11-12: 15 days or more per academic year
- q. Students are expected to arrive at school by 8.40 a.m. If a student is late on 3 occasions in one term, they will be issued with an after-school detention. If a student incurs 9 days late in a term they will be issued with a suspension from the College. Continued lateness (9 days or more) 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 Principal.
- r. Parents requesting leave for their child(ren) to take during the course of the year for any reason must apply in writing to the Principal. Bulk leave from the College (3 or more consecutive days) will not be accepted, unless for medical reasons. Approval for request for leave is at the discretion of the Principal.
- s. Parents and guardians are also required to attend any functions organised by the school including parent-teacher evenings and information days.
- t. Students caught with items not permitted at the College as stated in the student diary will be suspended from the College.
- u. Students will not be permitted to attend class without correct uniform, appearance or resource materials, including school diary.
- v. Parents and guardians are required to view and student diaries on a weekly basis
- w. Any form of vandalism or damages caused to College property may results in termination of enrolment. Damages caused to College property must be paid for by parents of the students responsible for vandalism/damages.
- x. Parents and guardians permit their child(ren) to leave College grounds on any properly organised and supervised excursion/activity for education purposes. Parents and guardians also indemnify the school against any claim or litigation arising out of injury or sickness during, or as a result of the excursion/activity.