



## AL HIKMA COLLEGE

### TERMS OF ENROLMENT

1. All applicants must fill in an Application Form and pay a non-refundable Application Fee of **\$50.00**.
2. All applicants are required to undertake an assessment and/or interview prior to being accepted at the College.
3. The offer of enrolment is at the discretion of the Enrolment Committee who will consider each case on its merits in light of enrolment priorities and the availability of places.
4. A clear letter of offer will be extended to parents/ guardians.
5. Upon acceptance of a position at Al Hikma College the following **additional fees** are payable:

<b>Admission Fee</b> Non refundable	<b>\$420.00</b>
<b>Building Levy</b> (yearly)Non Refundable	<b>\$420.00</b>
<b>Textbook Fee</b> (yearly) Non Refundable	<b>\$80.00</b>

**Once you have accepted the offer of enrolment the additional fees are non-refundable.**

6. **Notice of Withdrawal:** One full term's notice is required in writing as notice of withdrawal of enrolment. A full term's fees will be charged if one term's notice is not given. Should you decide to withdraw the enrolment, the additional fees are **non-refundable**.

7. Parents should note that it is their responsibility to notify the College **in writing** if there are any changes to the information given on the Application Form (e.g. address, phone number). Failure to do so may result in the application losing its place of priority.
8. Parents will cooperate with the college in matters of college management, discipline and acknowledge that this cooperation is important for the well-being and progress of their child. If the school board or the principal believes that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the school, the school council or the principal may require the parent to remove the child from the school.
9. The school will only exercise its powers under this clause to exclude a pupil permanently if it has provided the pupil and parent or guardians of the pupil with details of the conduct which may result in a decision to exclude the pupil and provided them with a reasonable opportunity to respond.
10. Camps and excursions are an integral part of the College curriculum and attendance is compulsory.
11. Participation in the Islamic Studies program is compulsory, as is attendance at daily prayer and other celebrations such as Presentation Night.
12. Wearing the full College uniform correctly is **compulsory** and parents agree to vigorously support the uniform policy.
13. If the principal, or any person deputing for the principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the principal or deputy may exclude the student permanently or temporarily at their absolute discretion.
14. In circumstances of separated parents, the College requires copies of Court Orders, AVO's and Custody Agreements if applicable and parents are expected to abide by the guidelines for 'Communication with Separated Parents'.
15. A condition of entry to the College is that parents or guardians agree to abide by these Terms of Enrolment.

## **BUSINESS AND OTHER REGULATIONS**

It is understood and agreed to that:

- In the interpretation of the regulations the word "fees" includes all fees as applicable and the word "parents" includes guardian/s and caretaker/s.
- The person/s signing the application must be responsible for payment of all fees and charges.
- College fees are payable in advance or by the given date during each year (prior to the commencement of each new term).
- A pro rata charge will be made for new students entering the College for the first time after a term has commenced.
- If a student leaves during a term, no refund will be made for the remaining portion of the term.
- One term's notice is required before withdrawing a student from the College; where insufficient notice is provided, one term's fee is payable in lieu of notice.
- Only in exceptional circumstances, at the discretion of the Board, will a student be allowed to enter a new term if the fees from the previous term are outstanding.
- The College's Finance Manager is authorised by the College Board to take such action as deemed necessary to recover fees or charges, including recovery costs.
- No reduction in fees can be made because of temporary absence from the College.
- Fees are subject to alteration by the College Board from time to time and, where possible, notice of any such alteration will be given in advance.
- Late Payment: There will be an administration charge of \$55.00 per month if fees are not paid by the due date. This fee is subject to change.
- Al Hikma College has a Privacy Policy in conformity with the legislation and a copy is available upon request.

**I have read and understood the above conditions and agree to abide by them.**

**Parent 1 name** \_\_\_\_\_

**Parent 2 name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_