



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. Admission Fee Non-Refundable \$420.00.
3. All applicants are required to undertake an assessment and/or interview prior to being accepted at the College.
4. 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.
5. Upon acceptance of a position at Al Hikma College the following additional fees are payable:

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| <i>Admission Fee (one-off) Non refundable</i> | \$420.00 |
| <i>Building Levy (yearly) Non Refundable</i> | \$420.00 |
| <i>Textbook Fee (yearly) Non Refundable</i> | \$80.00 |

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 and discipline and acknowledge that this cooperation is important for the well-being and progress of their child.
9. Camps and excursions are an integral part of the College curriculum and attendance is compulsory.
10. Participation in the Islamic Studies program is compulsory, as is attendance at daily prayer and other celebrations such as Presentation Night.
11. Wearing the full College uniform correctly is compulsory and parents agree to vigorously support the uniform policy.
12. A condition of entry to the College is that parents or guardians agree to abide by these *Terms of Enrolment*. The Principal has the right to dismiss, or to suspend, any student from the College on the grounds of wilful misconduct or unacceptable behaviour, or failure to obey the rules of the College as outlined in the Discipline Policy or any reasonable instruction by a member of staff.

13. 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'.

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.
- 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's Caregiver's signature _____ Date _____

