



ENROLMENT AGREEMENT

East Preston Islamic College Enrolment Agreement is a binding contract between the College and Parent(s)/Legal Guardian(s) listed in the declaration on page 12 of this Enrolment Agreement to be liable for all Fees and other payments that may arise irrespective of who has been nominated to pay these fees and cannot delegate this responsibility to any other person(s). The basis on which students are offered enrolment at the College is set out in the Enrolment Policy.

By signing this agreement and accepting an offer of enrolment at East Preston Islamic College, parents, and guardians agree to be bound by the Terms & Conditions and behavioural expectations outlined in the Enrolment Agreement.

The Enrolment Agreement comprises of the following:

- a. The Application form (online)
- b. The Letter of Offer from the College
- c. School Fee Structure
- d. Parent Code of Conduct
- e. Student Wellbeing and Management Policy
- f. Child Safety Code of Conduct
- g. College prospectus

Each of these documents form part of the agreement between the College, a parent/guardian, and the student.

All Parents/Guardians must read this agreement carefully prior to signing it and not rely on verbal representations from the College or others that is different to what is set out in this Enrolment Agreement. If there is a dispute, the College will refer to this Enrolment Agreement and the School Policies to establish enforcement of terms and conditions of enrolment.

This Enrolment Agreement must be signed and accepted by each Legal Guardian(s)/ Parent(s) for all students under 18 years of age.

The student and parent/guardian agree to disclose to the College all information about the physical, wellbeing, learning or other disabilities of the student so that the College can consider how it can support students.

The College is required to make reasonable adjustments for students with disability and, in order to make these adjustments the college must be aware of any disabilities prior to enrolment.

All parents/guardians must ensure that the College's records in relation to the student are correct and up to date and must advise the College as soon as possible of any changes to the student's records, including the student's or the Parent(s)/Guardian(s) contact information, including address and phone number.

All parents/guardians may send the signed Enrolment Agreement to the College electronically.

By signing this Enrolment Agreement, the student named in this document and their parent/guardian understand and agree to accept all the terms and conditions of the student's enrolment with the College and agree to comply with the College's rules, regulations, policies, and procedures. The College reserves the right to vary and amend the terms and conditions from time to time. Notice of changes will be provided to parents.

Terms & Conditions of Enrolment

Students at East Preston Islamic College (creche, kindergarten, primary, and secondary), with the cooperation of their parents, must conduct themselves according to the principles of Islam and the Sunnah of the Prophet Muhammad (S.A.W.), and according to College rules and guidelines.

Terms and Conditions

- Uphold Islamic values, customs, and teachings.
- Participate in Islamic Studies, Quran, and Arabic classes.
- Participate in Islamic events and activities (i.e., Hajj ceremony, Ramadan activities, Eid events etc.).
- Attend mosque during designated daily prayer times.
- Willingness to fully engage in Islamic Studies classes informed by Sunni teachings and practices.
- Uphold the utmost respect for the etiquettes of listening to and reciting the Holy Quran, and other Duaas.
- Any food brought on College premises must be Halal (permissible for Muslims to consume).

The College has a low fee structure so that it is possible for all interested families to attend. The College is determined to establish an educational environment based on excellence and the development of sound character so that its graduates will exemplify the College Motto '**Success Here and Hereafter**'.

1. Education Service Provided

East Preston Islamic college provides educational services that are within the Victorian Curriculum:

- a) Foundation to Year 10
- b) Senior secondary courses which are normally provided in Years Foundation to 12 including the Victorian Certificate of Education (VCE) and Vocational Education and Training (VET)
- c) The College also operates an Early Learning Centre (ELC).

2. Continued Enrolment

- a) This document sets out the Terms & Conditions of Enrolment at the College.
- b) In signing the Enrolment Agreement, the applicant and Student agree to these Terms & Conditions of the Enrolment and the College's rules, policies, and procedures, which may be changed during the period of enrolment at the discretion of the College. The College's rules, policies, and procedures are not part of the Enrolment Agreement.
- c) Enrolment at East Preston Islamic College commences in the first year of a student's enrolment and continued each subsequent year until completion of Year 12 until the student is otherwise withdrawn or removed from the college.

3. Enrolment Procedure

A Parent/guardian will complete the Expression of Interest form, prior to an offer of enrolment:

- a) Complete the Enrolment application form (online).
- b) the application is required to provide all relevant information and supporting documents in relation to a student's enrolment. This includes any additional learning needs, educational history, assessments, legal or court order, relevant medical records or other factors that may be relevant to a student's education or welfare. Applications should also advise the College if any additional information relevant to admission students is available in the period up to the student's commencement date.

- c) It is the responsibility of the applicant to ensure the College is informed of any changes to contact details. An application may be removed from the waiting list if, after repeated attempts, the applicant is unable to be contacted.
- d) A student's name will be registered on payment of an application fee (amount of \$50). The application fee covers administration costs and is non-refundable. The application is a pre-requisite to admission but not a guarantee of enrolment.

4. Offer Of Enrolment

The offer of Enrolment is made in accordance with East Preston Islamic College's Enrolment policy and at the Principal's discretion.

English is the language of instruction and assessment across the College. A student must meet the College's English language requirements to be able to access the curriculum and be eligible for a place.

- a) Students in Years 7 to Year 12 will sit a Literacy and Numeracy Progressive Achievement Test (PAT)
- b) Students in Years Foundation to Year 6 sit a Literacy and Numeracy test
- c) For new arrivals, English Language Interview Assessment process will include the following: oral, listening, reading, and writing skills

Applicants must fill out the **Expression of Interest** form and pay the enrolment Fee. The Enrolment Fee is non-refundable and non-transferable and cannot be offset against future Tuition fees.

5. Deferral or cancellation of Enrolment

A students' year and level of entry may be deferred to a later year by the applicant, any subsequent deferral will be subject to the availability of a place and at the College's discretion.

6. Scholarship

East Preston Islamic College makes several scholarships available for students with talent and an enthusiasm for learning and for students who might otherwise not have the opportunity to attend the College. The College awards scholarship based on a scholarship application and testing process.

7. The expectation of Students and Parents

All students and where applicable, their parents are required to abide by the College policies and procedures as varied from time to time including but not limited to the following;

- a) codes of conduct
- b) the care safety, and welfare of students
- c) students' behaviour discipline, and standards of dress
- d) anti-harassment and discrimination
- e) technology and social media use
- f) complaints and grievances (<https://www.epic.vic.edu.au/parents/policies/>)

Failure to adhere to the College policies may result in disciplinary action for the student or cancellation of enrolment. Students in Foundation to Year 12 returning to the College after school holidays must join their classes on the dates fixed for commencement. A student is not permitted to leave the College at the end of a term until the recognised closing date, except under special circumstances and with prior approval from the Head of School. Parents must notify the College immediately of any absence.

8. Disclosure

The applicant acknowledges that the application for enrolment has been completed honestly and correctly and that the applicant has made full disclosure in response to the matter and questions raised in the application for enrolment.

A failure to complete the Enrolment Application honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the College.

The College reserves the right to obtain further information regarding the student including all academic information, school reports, living arrangements and all medical other reports regarding the students, if applicable.

9. Notification Period

If the parent wishes to withdraw the student from the College or defer the student's enrolment at the college, the applicant must give to the College at least one Term's notice in writing signed by each of the Parents who has signed the Enrolment Agreement.

10. Refunds/Prepaid fees

Applicant fees and Enrolment fees are non-refundable, for Tuition Fees and Charges:

- a) Requests for refunds must be made to the Accounts Department in writing.
- b) It is the responsibility of the parent/guardian to provide proof of payment. If no receipt is provided, the refund may be delayed or rejected.
- c) Prepaid tuition fees will be refunded to eligible families after deducting any outstanding balances owing. Prepaid enrolment deposits are non-refundable should the family cancel their enrolment application. Where a student's fees are paid by a sponsoring body or scholarship agency, any refund payable will normally be made to that body.

11. Cancellation/suspension of enrolment

The College may cancel or suspend a student's enrolment at any time by giving notice of such to the parents/guardians. Cancellation or suspension of enrolment is at the sole discretion of the principal and may occur as a result of the, but not limited to:

- a) unsatisfactory conduct, behaviour, or attendance of the student.
- b) failure by the student or parent to follow any college rules, procedures, or code of conduct.
- c) failure to pay Tuition fees or changes within the terms and cooperation between the Parents, the College, or its staff to the extent it is detrimental to the education or welfare of the student or the good of the College.

12. Disciplinary action

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.

Disciplinary action may be implemented against the student in line with the College's Student Code of Conduct, including suspension, detention and up to expulsion from the College if in the opinion of the Principal the student is found to have breached the College policies or is found to have engaged in behaviour detrimental to the College, its staff or Students.

If the student is suspended, the parent/guardian shall be notified to that effect and the period for which the suspension shall operate. If suspended, the student shall not enter upon any of the College grounds for any purpose during the period of suspension without the permission of the principal and shall be the sole responsibility of the parents during such period.

The parents are expected to support the aims, objectives, Islamic ethos, rules and policies and discipline of the College. Disciplinary action may be implemented against the student and/or parent if in the opinion of the principal the parent is found to have breached the Parent Code of Conduct. Disciplinary action may include but is not limited to, termination of enrolment of the student.

13. Tuition fee

The College Board may vary Tuition Fees and Charges from time to time at its sole discretion. Parents will be notified in advance of any such variation. Tuition Fees are payable at the beginning of the year or by instalments over 3 payments at the beginning of each term. All invoices and statements are sent by email and are available on the College compass.

Families are responsible for ensuring the College has their current email addresses and mobile phone details. Signatories to the Offer of Enrolment from the College acknowledge that they are jointly responsible for all Tuition Fees and Charges payable as a result of enrolling a child at the College Responsibility for Tuition Fees and Charges remains with all signatories irrespective of what may happen to the relationship of the signatories. EPIC may agree to add new billing nominees at its sole discretion.

If the Enrolment Contract is terminated by East Preston Islamic College, the College will not be obliged to refund any pro-rata based on the proportion of the fees.

14. Penalties for Unpaid fees

- a) Families may enter an arrangement with the accountant to pay their accounts in monthly or termly instalments by way of a direct debit from their bank account into the college bank account.
- b) If parents are unable to pay outstanding fees, they must contact the Office immediately so that a plan for payment can be arranged.
- c) All arrangements are checked towards the end of each Term. If there is any shortfall, the penalties in paragraphs 5 and 6 will apply. If there is a consistent or serious breach of the Arrangement, the Arrangement will be discontinued.
- d) Tuition Fees not paid within 30 days of the beginning of the term will be subject to a levy of \$15 of the outstanding amount due, to pay for extra administration and handling costs incurred.
- e) Each 30 days the fees remain outstanding, a further \$15 will be charged to the account.
- f) All Arrangements entered by the College will be confirmed in writing. It is then the **parent's/guardian's responsibility to settle commitments** by the due dates. It is not the College's responsibility to remind parents or guardians that any payment is due.
- g) The College has the right to suspend the student if Tuition payments are not being met.

15. Early Payment

The College may offer a small discount for fees paid in advance for 12 months only or direct debit. The discount is applicable on Tuition fees.

- a) Tuition Fees paid for the whole year before **30th April**, will receive a 10% discount.
- b) Tuition Fees paid by automatic direct debit at specified times will receive a 10% discount on the total amount.

16. GST

Tuition Fees and Charges quoted for taxable supplies include GST where applicable.

17. Attendance

Students must attend the College on the dates and between the hours advised by the College. After holiday periods it is expected that students will return to the College on the dates fixed for resuming unless permission is obtained from the relevant Head of School.

Students are not permitted to leave the College at the end of term until the published closing date unless permission is obtained from the relevant Head of School. It is the responsibility of the Parent to advise the College as soon as practicable. If a student is to be absent for any reason and the estimated length of absence. The Parent will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further their education so that the student may develop holistically.

18. Leave of Absences

A leave of absence, subject to the College's discretion may be granted for a minimum of one term's absence. All requests for a planned leave of absence from the College, for one term or more, must be submitted in writing to the relevant Head of School for approval at least one full term in advance of the commencement of the leave. The request must include the proposed dates of absence and the reason for the absence. The request can be granted only where all Tuition Fees and Charges and any other amounts owing to the College at the time of the request have been paid in full.

During a leave of absence, the student will be provided with a broad outline of the curriculum. A leave of absence will not be considered, nor will Tuition Fees or Charges be refunded where schoolwork is still provided, assessed, and supervised and/or reports submitted.

19. School Bus Service Charges

We offer a school bus service of home address to college pick up/drop off for our students. The fees for this service are charged per trip. Your child will use their compass identity card to swipe on/off each trip. The fees are subject to change.

20. School Uniform

Parents/Guardians will support the School Uniform Policy by ensuring their child/ren have and attend school in the approved school uniform for each season. This includes the Sports Uniform.

21. Medical

The College must be kept up to date and informed of a student's physical and/or medical needs, including any significant illness suffered or developed by the student before and during their enrolment. The College reserves the right to assess and determine its ability to provide ongoing education to a student and reserves the right to require the Parent/Guardian to provide the College with information as requested, or to require the Parent to withdraw the Student for a period of time reasonably required to undergo medical treatment.

The College must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a student and that student will not be permitted to attend school, or any College activity, until a medical clearance has been obtained in writing.

The College will notify the Parent of any injury or illness the student may suffer at the College, which warrants staff intervention or a visit to the College sick bay.

In the event of an accident or medical emergency when it is impractical to communicate with the Parent or nominated contact person, the Parent authorises the College to act and incur expenditure as the College considers necessary in the best interests of the student. The Parent will be responsible for any expenses incurred by the College on behalf of the student arising from any such emergency or urgent medical treatment. The Parent will

indemnify the College for the cost of any such treatment or action taken.

Students may access the services of specialists such as the College Nurse, College Counsellors. By accepting these Terms & Conditions of Enrolment as part of the Enrolment Agreement, the Parent consents to those services being provided and for confidentiality between Student and specialist to be maintained without reference to the Parent where the specialists deem that appropriate.

22. Loss due to theft or damage to property

It is the responsibility of the student and the Parent to take care of any personal possessions including sporting equipment, electronic devices, clothing and other personal possessions, and the College is not liable for any loss, theft, or damage to this property.

The Parent will indemnify the College for any loss or damage to school property arising from the use or possession of such property by the student.

23. Privacy: Standard Collection Notice

The College collects personal information, including sensitive information about students and parents before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the College to gather information for the application process and to provide schooling to students enrolled, exercise its duty of care, and perform necessary associated administrative activities which will enable students to take part in all the activities of the College.

Some of the information collected is required to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the Privacy Act 1988 (Cth), Education and Training Reform Act 2006 (Vic), Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic). The College abides by all relevant legislative requirements in relation to the collection, use and dissemination of personal information.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth). The College may ask applicants to provide medical reports about the student from time to time.

A student's enrolment or commencement at the College may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the wellbeing, health and safety of the student, other students and/or staff.

The College may disclose personal and sensitive information for educational, administrative and support purposes, including to:

- medical practitioners.
- people providing educational, support and health services to the College, including specialist visiting teachers, coaches, volunteers, and counsellors.
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
- people providing administrative and financial services to the College.
- anyone the applicant authorises the College to disclose information to.
- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws and.

- anyone who is entitled to receive that information as an Information Sharing Entity pursuant to the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to communication, education, and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

The College's Privacy Policy, accessible on the College website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons where appropriate.

The College's Privacy Policy also sets out how applicants and students can make a complaint about a breach of the APPs and how the complaint will be handled.

On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on the College intranet, website and on social media. This may include photographs and videos of student activities such as sporting events, school excursions and tours. The College will obtain permission from the student's parent (and from the student if appropriate) if East Preston Islamic College would like to include such photographs or videos or other identifying material in its promotional material or otherwise make this material available to the public such as on the internet.

Any applicant providing the College with the personal information of others, such as doctors or emergency contacts, is encouraged to inform them that such disclosure is being made to the College and the reason why it has been disclosed.

24. Definitions

“Applicant” means the person/s set out in the Enrolment Agreement being the Parent’s and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

“Application Fee” means the amount payable, as advised by the College in the Offer of Enrolment.

“Application for Enrolment” means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

“Conditional Offer of Enrolment” means an Offer of Enrolment which is subject to additional terms and conditions

“Terms & Conditions of Enrolment” means these conditions of enrolment including any subsequent amendments made by Methodist Ladies’ College.

“College” refers to East Preston Islamic College 55 Tyler Street Preston, Victoria, Australia.

“Enrolment Agreement” means the Agreement comprised of these Terms & Conditions of Enrolment, the Fee Schedule, the Parent Code of Conduct and Student Code of Behaviour and Discipline Policy by which the Applicant agrees to be bound.

“Enrolment Fee” means the fixed amount, which is payable at the time of enrolment, as set out by the College.

“Fee Schedule” means the list of fees published on the College website.

“Offer of Enrolment” means the offer letter the College sends to an Applicant, offering a Student a place at the College.

“Parent” refers to the parent/s and or guardian/s of the Student enrolled at the College, and if more than one, each of them jointly and severally.

“Principal” means the Principal of the College, or the Principal’s authorised representative.

“Student” means the student named in the Enrolment Agreement.

“Tuition Fees” means the tuition fees payable to the College, as advised by the College to the Applicant and available on the College website.

25. Declaration

All Legal Guardian(s)/ Parent(s) must read and sign this Enrolment Agreement and agree to the terms and conditions within

I / We agree that, in the interests of the child, home and College should work together.

I / We agree that, in the interests of the child, all relevant records in relation to the child, including medical and educational records, have been provided,

I/we will advise the College as soon as possible of any changes to the child's records, including the child's or the parent(s)/guardian(s) contact information

I / We are prepared to co-operate with the College in all matters of College management and discipline, and abide by all College regulations and policies.

I / We declare that the information pertaining to the student, supplied in the enrolment process, is true and complete and nothing that could affect her learning and participation in activities, curriculum, extra-curricular programs, and culture of East Preston Islamic College has been withheld.

I / We agree and acknowledge that:

- Unless the College agrees otherwise in writing, we are, and will remain, jointly and severally liable to pay all fees and other amounts determined by the College from time to time as payable in respect of the student's attendance (the school fees) and in the manner and at the time the College determines.
- The College may from time to time, with the maximum notice possible, vary the amount or nature of the School fees payable and/or the mode or time for their payment.
- A certificate signed by the School's Business Manager (or its Principal) as to the amount of School fees outstanding at a particular date shall be proof of those matters.
- The School may change the curriculum or courses that it offers from time to time at its absolute discretion

26. Fees & Financial Responsibilities

East Preston Islamic College will determine the fees annually before the commencement of the relevant school year.

By entering this Contract, I/we have determined that as parents/guardians I/we have the resources to pay for the student's school fees and other payments.

I/We will be responsible jointly and severally for the payment of all specified school fees applicable to the education of the student/s named on this form during their enrolment at ACC. I/We agree to meet all fees and charges as and when they fall due.

Should payment of fees become difficult, I/we agree to discuss the matter promptly with the principal and adhere to any individual arrangements as set down by the principal or nominee.

Should the payment of fees not be made, I/we understand that the offer of enrolment may be suspended or terminated, and my/our child may no longer be enrolled at East Preston Islamic College.

I/We understand that the termination of enrolment based on non-payment of fees will be at the sole discretion of East Preston Islamic College

Where the enrolment is discontinued, the unpaid fees will still be a debt due and owing to East Preston Islamic College.

Should fees in arrears be recovered by a collection agency I/we, the undersigned, understand that I/we will be liable for all associated fees and charges.

I/We undertake to have all fees paid in full by the conclusion of each academic year.

We **ACCEPT** the offer of enrolment extended to our child for year _____ in _____.

We enclose a deposit fee is not refundable / non-transferable enrolment fee, which we acknowledge will not be credited towards College Tuition fees. We confirm we have the capacity to pay the College tuition Fees and understand that we are required to pay in advance fees for one term per student once accepted and before commencing classes.

Declaration

1. Terms and conditions of enrolment
2. School Fees structure
3. Parent Code of Conduct
4. Student Wellbeing & Management Policy

27. Fees & Financial Declaration

I/We agree to be bound by these any regulations of the College which may from time to time be in force.

I/We accept responsibility for such fees listed in the fee schedule, as may be changed in relation to the above student and acknowledge that as signatories to this offer I/we are jointly and severally liable for the payment of fees and understand that we cannot delegate this responsibility to any other person(s). I/We understand that payment in advance of one term fees per student is required before commencing classes.

	Parents/Guardian 1	Parents/Guardian 2
Full name:		
Signature		
Date	/ /	/ /

Please note:

This form requires the signature of both parents unless otherwise stated in a Court Order. If both signatures are not appended, the circumstance should be indicated in a separate attachment and include supporting documentation. If at any time, the account is not paid by the respective billing due date, it may result in the place being offered to another student.

Not returning this acceptance by the due date may result in the place being offered to another student.

Student Surname:	
Student First Names:	
Address:	
Parent/Guardian 1 Name:	
Parent/Guardian 1 Mobile:	
Parent/Guardian 2 Name:	
Parent/Guardian 2 Mobile:	
Primary Email:	