



EAST PRESTON ISLAMIC COLLEGE

ENROLMENT

POLICY

1. Purpose of this policy

- 1.1 East Preston Islamic College (EPIC) is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents as they enter into an enrolment agreement or contract with the school.
- 1.2 EPIC is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- 1.3 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy should be read and understood by parents and those responsible for implementing the policy.

2. Principles

- 2.1 EPIC is an Islamic school for students from Kindergarten to Year 12.
- 2.2 EPIC was created to serve Muslim families by providing an Islamic education. Appendix A sets a clear criteria as the basis on which admissions are made.
- 2.3 EPIC is committed to ensuring students are admitted to the school in a manner that is fair, transparent, and non-discriminatory.
- 2.4 EPIC will provide comprehensive and accurate information about the enrolment process including information about the school, the school's service provision and the school's expectations of parental and student behaviour, so that parents are in a position to make informed choices when entering into an enrolment agreement or contract.
- 2.5 EPIC values diversity across the school community and this principle shapes the way in which the school's admissions criteria are applied.
- 2.6 The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.
- 2.7 A proportion of the funds raised or fees collected by the College may be used to support the operation of the Early Learning Centre.

3. Aims of the policy

- 3.1 To ensure admission to the school is fair, transparent, and non-discriminatory.
- 3.2 To explain clearly, the basis on which offers of admission are made.
- 3.3 To specify the information that parents must have when entering an enrolment agreement or contract.
- 3.4 To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
- 3.5 To comply with the requirements of Australian Consumer Law.

4. Legal and regulatory basis for compliance

- 4.1 Education and Training Reform Act 2006 (Vic.)
- 4.2 Education and Training Reform Regulations 2017 (Vic.)
- 4.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 4.4 Equal Opportunity Act (Vic.) 2010
- 4.5 Disability Discrimination Act 1992 (Cth.)
- 4.6 Disability Standards for Education 2005 (Cth.)
- 4.7 Australian Education Act 2013 (Cth.)
- 4.8 Australian Education Regulation 2013 (Cth.).

5. Key definitions

- 5.1 EPIC makes publicly available a copy of its enrolment agreement which is the contract for services between the school and the parent(s) and which the school and all parents must enter into when enrolling their child(ren) in the school.

The enrolment agreement is legally enforceable and codifies the arrangements whereby the parent purchases specified services in relation to the student in return for the payment of fees. In essence the enrolment agreement is the legal contract for services between the school and the parent. The terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

a. The enrolment agreement includes:

- i. codes of conduct for students and parents which set out expectations of behaviour and engagement.

- ii. detailed information about fees including additional charges, how fees are collected, how fee levels are changed, processes for managing the non-payment of fees, etc.
- iii. educational services provided.
- iv. the grounds on which the agreement may be terminated.

b. The enrolment agreement could also include information relating to:

- v. non-discriminatory admissions criteria
- vi. scholarships, bursaries and grants
- vii. action in response to breaches of the contract
- viii. the handling of data and sensitive data under the school's Privacy Policy.

c. The enrolment agreement is separate from the enrolment policy and from the enrolment application form. As the legal contract between the school and the parent, the enrolment agreement also serves a different function from that of a more general marketing prospectus and parent handbook. Schools are advised to publish these as separate documents.

- 5.2 The **enrolment register** is a permanent record of the students admitted to the school. EPIC is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.
- 5.3 If EPIC is oversubscribed in one or more age groups, we choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- 5.4 Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling.
- 5.5 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
- Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
 - When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.
- 5.6 EPIC requires **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.

- 5.7 Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.
- 5.8 The **Annual Report to the School Community** must include a report on the characteristics of students at the school.
- 5.9 The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for seven years after end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 5.10 Records of enrolment are required for annual data returns for the Australian Government non-government schools and the Victorian school census under Australian Education Regulation 2013 (s.77).
- 5.11 Legislative privacy requirements govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them. The enrolment agreement should make reference to the Privacy Policy.
- 5.12 Schools are required to request and record the immunisation status, called the **Child History Statement**, for each student prior to enrolment.
- 5.13 Schools are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- Schools are also required to request and record the visa status when enrolling **overseas students** (formerly known as full fee paying overseas students (FFPOS)) who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions¹.
 - Non-government schools cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the school is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students** (CRICOS).
- 5.14 Exchange students enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a student exchange organisation (SEO) with the VRQA or use an SEO that has been registered with the VRQA.

Students attending the school on a cultural visit enter Australia on a tourist visa, are visitors to the school and are not enrolled students.

6. Scope

- 6.1 The application of the policy is relevant to the governing board, the principal, to school staff and parents.

7. Roles and responsibilities

- 7.1 The governing board is responsible for authorising the enrolment policy and for approving the criteria for admission.
- 7.2 The governing board is responsible for approving the terms and conditions contained within the enrolment agreement.
- 7.3 The principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent, and non-discriminatory.
- 7.4 The principal is responsible for ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
- 7.5 The principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
- 7.6 The principal is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- 7.7 The principal is responsible for:
- a. ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
 - b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
 - c. ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - ix. proof of the child's identity, specifically date of birth and enrolment name
 - x. immunisation status
 - xi. visa status.
- 7.8 The principal is responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community at least once a year².

8. Links to other policies

- 8.1 Attendance Policy
- 8.2 Privacy Policy
- 8.3 Record Management Policy (including Archiving Policy)
- 8.4 Marketing Policy
- 8.5 Complaints Policy.

9. Communication of the policy

- 9.1 The school publishes its enrolment policy and admissions criteria on its website and by application to the school office.
- 9.2 The school publishes for parents the procedures by which a student is admitted to the school on its website and by application to the school office.
- 9.3 The school publishes the enrolment agreement on its website and by application to the school office.

10. Policy implementation documents

- 10.1 The documents setting out the strategies and actions required to implement this policy are:
 - a. appendix setting out the criteria that will be used as the basis on which offers of admission are made
 - b. detailed procedures for managing the process of enquiries and enrolments
 - c. detailed procedures for recording enrolments

11. Policy review

- 11.1 The governing board will review the Enrolment Policy biennially.
- 11.2 The governing board will review the terms and conditions contained within the enrolment agreement every four years.

Appendix A: Admissions criteria

1. Religious criteria:

- a. East Preston Islamic College was created to serve Muslim families by providing an Islamic education and will accept an enquiry from students of Islamic faith and require parents and students to accept and support the Islamic values and ethos of East Preston Islamic College.
- b. The ability to accept that all students will adhere to Islamic values.
- c. The ability to agree with and conform to the discipline, uniform and other policies and requirements.

2. Age criteria:

- a. East Preston Islamic College sets a minimum age for all students shall be, no less than **5 years old before 30th April**; (if your child is born on the 1st May or later, we cannot enrol them) in the primary school.
- b. East Preston Islamic College sets a maximum age for all students shall be, no higher than **18 years old after 30th April**; (if your child is born on the 1st May or later, we cannot enrol them) in the secondary school.
- c. East Preston Islamic College specifies the number of students in each classroom will not exceed 24 students.

3. Gender criteria:

- a. East Preston Islamic College is a co-educational school accepting both male and female students.

4. Priority criteria:

East Preston Islamic College gives priority to students:

- a. enrolled in the East Preston Islamic College Early Learning Centre
- b. who are awarded well above benchmark scores on the entrance test.
- c. who have a sibling(s) meaning brother or sister already enrolled in the school.
- d. whose parent(s) are employed by the school.
- e. of alumni of East Preston Islamic College.

5. Location criteria:

- a. East Preston Islamic College does not discriminate on the basis of residential location (we do not zone).

6. Evidence of attitude and ability:

- a. East Preston Islamic College uses an entrance examination either to rank students for admission or to provide a 'cut-off' point for making decisions as to admission.
- b. East Preston Islamic College require a report/reference from a student's previous school that address issues as:
 - i. prior academic achievements,
 - ii. behaviour and attitude or
 - iii. contribution to the life of the school.
- c. East Preston Islamic College uses Progressive Assessment Tests (PAT) or external data such as NAPLAN results.
- d. East Preston Islamic College may interview either parents or the student or both as part of its admissions procedures.

7. Previously enrolled students:

Should a previously enrolled East Preston Islamic College student wish to return to the college within two terms of terminating their enrolment from the college, they will be treated as a new applicant and be required to:

- i. provide current school reports.
- ii. Consent to EPIC contacting the current school and
- iii. Confirm their current details.

8. Refusal of enrolment:

The College Principal and their delegates reserves the right to refuse the enrolment of a child to the college at their discretion. Refusal can occur, but not limited to, due to the following factors:

- i. The child is likely to represent a threat to the safety, well-being and happiness of other students.
- ii. The child has not attended a registered kindergarten.
- iii. The child has been assessed as not ready for schooling at the time of application.
- iv. The Applicant's financial circumstances do not accommodate payment of school fees.
- v. The Applicant has accumulated school fees from previous years.
- vi. The child's age does not meet the cut-off date for school entry.
- vii. The enrolment application is incomplete or does not have complete supporting documentation, including but not limited to birth certificate, passport, immunisation history certificate, previous school reports or medical action plans as required.
- viii. The child has not obtained the appropriate pass score for both literacy and numeracy in the college entrance test.
- ix. The application has indicated an unwillingness to support and observe the values, beliefs and policies of the college.

9. How the admissions criteria will be applied

The admission will be determined by the date which the Enrolment Office receives the **correctly completed** Enrolment Application Form, application fee and associated paperwork.

To submit an application, families must:

- Complete an enrolment application form.
- Provide a copy of the child's birth certificate and visa information if they are not an Australian citizen.
- The applicant's Australian Childhood Immunisation Register Immunisation History Statement or their Immunisation Exemption Medical Contradiction Form signed by their family doctor (for Kindergarten and Prep enrolments only).
- Any professional reports, such as speech or hearing, as applicable.
- Current school reports and NAPLAN results, as applicable.
- Disclosure of any special educational needs.

Enrolment application fees are payable at the college or deposited to the college account:

- Local student: \$100 per student (non-refundable)
- International student: \$500 per student (non-refundable)

Where a child's application is successful, the applications fee will be considered as a payment on the student's account.

The application together with the student information and non-refundable enrolment application fee should be forwarded to the administration office either in person, or emailing admin@epic.vic.edu.au or posting to P.O.Box 8217 Northland Centre, Preston, VIC, 3072. The college will contact you to arrange for your child to sit for an entrance test to determine your child's eligibility/placement at the college.

Further details and the form are provided in our enrolment application pack.

As per College policy, once an application has been submitted, if a family decides to change the entry level and/or entry year of the original enrolment application, the date the change is made becomes the new date on the application. The date of the original submission is no longer valid.

TUITION FEE

Parents/Guardians are required to pay fees and charges that are set by the College Board. The College Board has the right to change the fees and charges anytime without prior notice. Tuition fees are determined in October of each year, with these changes applied from January the following year.

All Tuition Fees are payable at the beginning of the year or by instalments over 4 payments at the beginning of each term unless paid by Direct Debit or Pay Plan.

DISCOUNTS/CONCESSIONS

Sibling Discount Concessions: Local families with more than one child at the College qualify for a family discount on school fees only (not inclusive of VET/VCAL fees) as follows:

First Child	Second Child	Third Child	Fourth Child	Fifth onwards
Full fee – Eldest	\$100	\$150 less	\$200 less	\$ Free

- Staff members are entitled, on top of the siblings' discount to 50% off the fees of their youngest child.
- Tuition Fees paid in full for the whole year before **28 February** of each year, will receive a 10% discount.
- Tuition Fees paid by automatic direct debit, at specified times either monthly or termly, will receive a 10% discount of the total amount (Pay Plan Direct Debit).

INTERNATIONAL STUDENTS

International students residing in Australia and holding a valid visa have a different Annual Tuition Fee. (Refer schedule of fees for international students)

No discounts apply to international students' fees.

PENALTIES FOR UNPAID FEES

Overdue accounts and dishonoured payments will attract late fees and administration fees reflecting the cost to the College.

Overdue accounts may be referred to a Debt Collection Agency nominated by the College. The Debt Collection Agency will have full rights to act on behalf of the College to obtain outstanding payments.

ARRANGEMENTS

Families may enter into an arrangement with the Finance Department to pay their accounts by monthly or termly instalments via direct debit from their bank account into the College bank account.

All Arrangements entered into by the College will be confirmed in writing. It is then the **parent'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.

All arrangements are checked towards the end of each Term. If there is any shortfall, the penalties listed under the section "Penalties for Unpaid Fees" may apply. If there is consistent or serious breach of the Arrangement, the Arrangement will be discontinued.

Should the child attend after a term begins, then the full tuition fee for this term is payable. The College has the right to suspend student/s if tuition payments are not being met. The College has the right to withhold academic reports for unpaid accounts, and those accounts will be reviewed for eligibility for placements at the College in the following year.

HARDSHIP

Any family facing hardship should contact the Accounts Department immediately to discuss their options or to arrange a payment plan.

LONG TERM ABSENCE FEES

I understand and agree, that in the case of long term absence, to notify the school 8 weeks in advance. A Long Term Absence form must be completed and signed by the parents/guardians. Fees are still payable for the duration of the absence. No refunds will apply.

WITHDRAWALS

Parents/Guardians must notify the school 8 weeks in advance of their intention to withdraw their child/ren. A Withdrawal Form must be completed and signed by the parents/guardians. If the parents/guardians fail to give the College the required notification period, the tuition fees for that period must be paid in full.

In the event where the Principal and/or the Discipline Committee believe that a student should no longer continue to be enrolled at the College, the parents/guardians will be notified in writing and any fees paid in advance for the remaining school year will be refunded to the parents/guardians.

FEE COLLECTION

Families with outstanding fees will be contacted by telephone throughout the academic year. Overdue notices will also be mailed out.

If no action is taken, the mid-year and end of year school reports will be withheld until fees are paid in full.

Families with outstanding fees wishing to enroll a new sibling will not be granted acceptance until all outstanding fees are paid in full.

Should the student(s) withdraw from school before paying the outstanding fees, the fees might be referred to a debt collection agency. Any attempt for re-enrolment will not be granted unless all outstanding fees are paid in full.

REFUNDS/PREPAID FEES

Requests for refunds must be made to the Accounts Department in writing. 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.

Refunds are only paid by cheque.

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.

EXTRA CURRICULAR ACTIVITIES

The College organises various activities for the students to participate in throughout the year, such as excursions, incursions, camps, etc.

Students who wish to attend these activities will be required to pay the amount set for the activity prior to the due date.

Notices will be sent home with information regarding the activity and a due date for payment.

Parents/guardians are required to sign and return the forms with the correct payment.

Students who do not return their form and money by the due date, will not be permitted to participate.

If for any reason the activity is cancelled, all fees collected will be refunded to the students.

However, no refunds will apply if the student does not attend the activity.

ACADEMIC SCHOLARSHIP

A scholarship is a financial award usually given to students based on their academic achievements.

Students who wish to receive a scholarship on their tuition fees must satisfy the following criteria:

For full details, please refer to “Academic Scholarship Policy”.

GST

GST on Tuition Fees is not applicable. However, should the government legislate to apply GST on Tuition Fees, then the parent will be held liable for the tax.

EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change. It was updated 24 June 2022 in compliance with VRQA requirements effective 1 July 2022.

RATIFICATION

This previous update was ratified by the College Board on 29 January 2022. This update does not require College Board ratification.