

ENROLMENT POLICY



PURPOSE

Australian International Islamic College is committed to providing an efficient process of enrolment that assists the needs of prospective students and parents.

SCOPE

This policy applies to all AIIC campuses and serves as a guide to the management team and relevant administrative staff.

REFERENCES

Education (Accreditation of Non-State Schools) Regulations 2001

Australian Education Regulations 2013

Privacy Act 1988 (Cth)

Anti-Discrimination Act 1991 (Qld)

AIIC Privacy Policy

AIIC Debt Management Policies

Approved By: College Board

Status: Approved

Contact: Principal

Reviewed | Bi-annually

Date Approved: May 2022

Next Review Due: April 2023

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

Implementation

Application

In order to apply for enrolment at Australian International Islamic College, parents will need to complete an Application for Enrolment Form available from the main office or school's website (www.aiic.qld.edu.au). This form should be lodged with the school administration and include a (non-refundable) application fee of \$100.

Interview

Students from year 1 to 12 who meet satisfactory outcomes of the College are then invited for an interview. One or both parents must attend the College with the child. Interviews are a helpful opportunity for AIIC staff to discover details about the family and the child and discuss their suitability to the school. It is an important opportunity to learn about the school values, and an opportunity for parents to discuss any special abilities or needs of the child.

The following documents are expected to be provided along to the interviews:

- Past year/semester school reports (academic and behaviour)
- NAPLAN results,
- Awards, Certificates and other supporting documents of achievements.

Enrolment Acceptance

Applicants who have successfully completed the interview will be given an Offer of enrolment. All offers will be made in writing by the principal or HOD. Parents will be two weeks to respond before the offer is withdrawn and offered to the next child on the waiting list.

Selection criteria

- The educational history of the student
- Assessment of personal characteristics and approach to academic work as set out in school reports
- The students and the family's willingness to support the Schools code of conduct
- Performance in academic competitions
- Whether s/he has siblings already enrolled in the school
- Sporting interests and accomplishments
- Co-curricular interests and abilities
- Reasons for wishing to attend AIIC
- Availability of subjects/courses or combinations of these
- Compassionate circumstances

Roles & Responsibilities

Office procedure

- Collect application form, documentation and fees. Not to accept any application without fee.
- Check application forms are completed correctly and all information provided.
- Complete all correspondence letters with families
- After confirmation of enrolment get parents to complete last section for enrolment. (Declaration and application are signed
Refer them to finance for first payments and fees arrangement
- Complete all records and files.
- Add new students documentations to the current students files.

- Students will be allocated to classes according to a combination of class size and student need.
- Maintain records for ongoing applications.

IT Procedures

- Set student email account
- Provide laptop for high school students who have submitted Media and Student Conduct agreement forms to administration

Termination Process

A parent who intends to terminate his/her child's enrolment with the school needs to complete a Termination Form and provide one full terms notice of termination. The form, which requires the signature of the parent/guardian of the student, needs to be delivered to the administration who will indicate any further formalities, which need to be completed. If the student wants to return to AIIC College, s/he will need to reapply. The College may terminate a student's enrolment at any time, by providing notice to the family, or immediately if the College deems the conduct of the student incompatible with continued enrolment.

Appeals Process

Where a parent wishes to appeal against the decision of the final enrolment outcome, the appeal should be made by contacting the principal. The principal will seek to resolve the matter.

Conditions

- Fees, levies and charges (as set out in the current Schedule of Fees/Charges) are subject to alteration by the College.
- A full-term notice in writing to the principal must be given for any termination of enrolment, without this you must pay to us one full term's fee
- No student will be permitted to enter a new Term at the College while any part of the tuition fees and other levies/ charges are unpaid. Exemptions to this requirement may be negotiated confidentially with the College Principal.
- The Principal reserves the right to dismiss or suspend any student from the College according to the provisions of the College

School Fee and Collection Process

If we increase the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

- School fees and levies are charged on a term basis during the first week of the term in accordance with the School Fees and Levies Schedule which are available on our website above.
- Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement and fee payers are required to make full payment by the due date unless a special arrangement or an approved payment plan has been established with the School Finance Secretary or a member of the Accounts Department.
- Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a. *Extension of Time* - If an extension is required, please contact the School Accounts Department prior to the due date.
 - b. *Payment Plans* - Payment of the school fee and levies account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and / or Finance Secretary.
 - c. *Fee Concessions* - In cases of financial hardship an application may be made for a fee concession:
 - Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
 - A compassionate and just approach under the mission and values of Brisbane Catholic Education and Marymount Primary School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
 - Concession application forms are available at the School Accounts Office.
 - All matters are dealt with on a confidential basis.
- Recovery of unpaid fees - In fairness to families who pay their school fees regularly and on time, our School will follow up all overdue school fee accounts:
 - A reminder statement will be issued within 5 working days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
 - If after 5 working days from this late fee reminder satisfactory arrangements have not been reached, a third reminder notice will be sent.
 - If payment or a suitable response is not received within 5 working days of these reminder statements, a second late fee of \$30 may be applied.
 - If after 5 working days from this second late fee reminder satisfactory arrangements have still not been reached, the account may be sent to the School's Debt Collection agency.
 - In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the School. Legal costs, and any debt collection costs or other costs incurred will be at the family's expense