

Terms and Conditions of Enrolment

1. Enrolment

Al-Faisal College enrolment and continued attendance are governed by the College's Enrolment Policy and these Terms and Conditions. The following key principles apply to all families:

- 1.1. **Yearly Admissions: All student admissions are allocated on a yearly basis. Continued enrolment is dependent upon satisfactory academic progress, attendance, conduct, and adherence to the College's policies and expectations.**
- 1.2. Kindergarten and Year 7 Entry:
 - a) Kindergarten applicants will be selected through an interview process due to the large number seeking admission.
 - b) Year 7 applicants are required to sit an entrance examination, and selection may also involve an interview based on demand.
- 1.3. Conditions of Progression: Progression to Year 11 is based on the successful completion of Year 10 and meeting the "Conditions of Enrolment," which include consistent academic effort, satisfactory achievement, and compliance with school expectations.
- 1.4. College Expectations: Parents and students must act consistently with the College's ethos and fully comply with all School Rules, Policies, the Terms and Conditions of Enrolment, and the College Code of Conduct.
- 1.5. Accurate and Honest Information: Families must provide accurate and complete information at the time of application. Supplying false or misleading information may result in the withdrawal or termination of enrolment.

2. Fees and Charges

- 2.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. They can be changed at any time by the School upon giving not less than 1 term's notice.
- 2.2 Fees and Charges are also levied for compulsory incursions, excursions, co-curricular activities, specialised programs and sport which are inclusive of the term fees.
- 2.3 All Fees and Charges must be paid on or before the due date set out in the fees notice and are not refundable.
- 2.4 If there have been repeated instances of late payment the School may require fees to be paid in advance.
- 2.5 If fees are not paid within 14 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.
- 2.6 If Fees and Charges are not paid within 30 days of the due date, the Student's enrolment may be suspended unless the College has agreed in writing to an alternative payment arrangement. Failure to comply with an approved arrangement, or failure to pay fees required in advance, may result in cancellation of the Student's enrolment without further notice.

If fees remain unpaid after due process, the College may initiate a debt recovery action, and parents are liable for all reasonable costs of recovery, including legal and agency fees.
- 2.7 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 2.8 If tuition fees for a full year are paid in advance a discount of 5% will be given.

3. Withdrawal of Students

- 3.1 If Parents wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.
- 3.2 If the required notice of withdrawal of a Student is not given the Parents must pay a School term's fees plus GST.
- 3.3 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents advise the School in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.
- 3.4 **If a student who is withdrawing has siblings at the School, the School in its absolute discretion may require the withdrawal of the other siblings.**

4. Obligations of Students

- 4.1 Academic Performance/Study:
- (a) Students must meet NESA course requirements and satisfactorily complete all set studies, homework and pass all examinations and assessment tasks to progress to the following academic year. Failure to do so may result in academic probation, repeating a year level, or termination of enrolment.
- (b) **All students at Al-Faisal College study Arabic (K-8). All students also study the Holy Quran and Islamic Studies (K-12). This is a compulsory school requirement and must be undertaken satisfactorily. Failure to do so may result in termination of student enrolment.**
- (c) Students must ensure that they are prepared for class and have their equipment and school diaries at all times.
- 4.2 Students are required to have high standards of behaviour and:
- (a) abide by the School Rules / Policies and Codes of Conduct;
- (b) behave courteously and considerately to each other and to staff at all times;
- (c) conduct themselves in a manner that upholds the reputation of the College, both on and off school grounds. This includes appropriate use of social media, electronic communications, and digital devices. Any behaviour—whether in person or online—that brings the school into disrepute may result in disciplinary action. The College reserves the right to inspect personal items (e.g. digital devices) where there is a credible safety concern;
- (d) support the goals and values of the school;
- (e) become active members of the school community;
- (f) attend and participate in:
- assemblies,
 - the school sports program,
 - important school events and/or ceremonies such as ANZAC Day, Remembrance Day, Graduation Day, Presentation Day or other events determined by the Executive Principal/Head of College, and
 - incursions, excursions and other activities that are an integral part of the school curriculum
- (g) understand that failure to participate in curriculum-based programs including incursions/excursions (e.g. sports, camps, etc.) may result in an "E" grade on their report and may jeopardise enrolment at the College.
- 4.3 Uniform
- (a) Students are expected to wear the school uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the school's guidelines and the expectation of the school community;
- (b) Students may be refused entry to class or allowed to sit for examinations if they are not wearing the correct uniform or do not meet appearance standards (e.g. inappropriate haircut / footwear, not wearing blazer {Terms 2/3}). Attendance will only be permitted once these issues have been rectified.
- 4.4 Attendance
- (a) Students are required to satisfactorily attend school during school hours, except in the case of sickness or where leave not to attend has been given. Absenteeism may result in the student not being permitted to continue into the next academic year. This will be at the discretion of the Executive Principal/Head of College.
- (b) Students are expected to arrive at school by 8:30am. Continued lateness per academic year will hinder a student's ability to continue their studies into the following academic year. This will be at the discretion of the Executive Principal/Head of College.

4.5 Progression to the following academic year

Students and parents are reminded that progression to the following academic year, including advancement to Year 11, is contingent upon meeting the academic, behavioural, and attendance requirements outlined in both the Enrolment Policy and these Terms and Conditions.

5. Obligations of Parents

5.1 The Parents:

- (a) must accept and abide by the requirements and directions of the School Board and the Executive Principal/Head of College relating to the student or students generally and not interfere in any way with conduct, management and administration of the School,
- (b) are required to support the goals, values and activities of the School, and
- (c) are both required to view the School's website on a regular basis and read the Newsletter.

5.2 The Parents must promptly advise the School:

- (a) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Form, within one month of such change. Offers of enrolment may be cancelled if the school loses contact with the parent or has mail returned to it
- (b) if the student is to be absent from the School due to ill health and confirm such advice in writing,
- (c) in writing of any orders or arrangements with respect to the student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the student's education and welfare and, if requested, provide copies of any orders to the School.

5.3 The Parents also:

- (d) must ensure the student has each item of the officially required uniform, clean and in good repair, as well as all other necessary materials such as textbooks, stationery, and equipment required for learning;
- (e) must communicate respectfully with staff, students, other parents, and members of the school community. This includes following the school's communication guidelines, adhering to the College's Code of Conduct, and respecting communication boundaries outside school hours. Urgent matters should be directed through school-approved channels such as MS Teams, Seesaw, or official email;
- (f) must not engage in behaviour—whether online or in person—that undermines the reputation of the College or its staff. Public criticism of the school, staff, students, or other community members—particularly on social media—is considered a breach of enrolment conditions and may result in review of the student's enrolment;
- (g) must not photograph or record other students (apart from their own child) during school events or on or off school grounds, nor upload such content to social media or online platforms without express permission from the College;
- (h) should make every reasonable effort to attend parent-teacher interviews, information evenings, and other relevant school events or programs that support the student's learning and wellbeing.

5.4 Parents may be required to pay for any School items or property deliberately or recklessly damaged / vandalised by their child, whether at the School or away from the School grounds (restitution).

5.5 Annual Enrolment Review

Parents acknowledge that enrolment is reviewed annually. Continued enrolment each year is not automatic and depends on the student's compliance with academic standards, attendance, behaviour, and adherence to College policies as set out in the Enrolment Policy.

6. Health and Safety

6.1 Parents must advise the School immediately if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs

6.2 Parents must complete and return to the School the required health and medical forms for the student prior to the student commencing at the School. This includes full disclosure of any existing medical conditions, allergies, or additional health needs.

Parents are also required to provide updates if circumstances change or as requested by the School from time to time. The School may request additional supporting documentation (e.g., medical reports from a GP, psychologist, speech therapist, or specialists) to ensure the student receives appropriate adjustments and support in line with their Health Care Plan.

Parents must provide updated Health Care Plans annually or as required, and cooperate with school staff in the management of prescribed medications and daily care plans (e.g., for asthma, epilepsy, or diabetes). This includes clear labelling of medications, timely supply of medication, and responding promptly to staff communication or health-related requests. (Refer to the College's Medical Care Policy for further details.)

6.3 If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parents are not readily available to authorise such treatment, the Executive Principal/Head of College or, in the Executive Principal's/Head of College's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parents indemnify the school, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

6.4 Parents must observe school security procedures for the protection of students.

6.5 Students are responsible for their personal property and the school does not accept any responsibility for the loss of their belongings.

6.6 Students must use College resources, equipment, and facilities responsibly and respectfully. Any form of vandalism, defacement, or damage to College property—including classrooms, furniture, technology, textbooks, or student diaries—will not be tolerated and may result in disciplinary action, including possible termination of enrolment.

Students must use College resources and facilities responsibly. Vandalism, defacement or damage may result in disciplinary action, and Parents will be liable for repair or replacement costs.

The misuse of digital platforms or school-issued equipment, including devices and internet services, may lead to withdrawal of access rights and further disciplinary consequences, in line with the College's ICT Acceptable Use Policy.

6.7 The Executive Principal, Head of College, or their nominee may conduct a search of a student's bag, locker, or other possessions where there are reasonable grounds to do so, in order to maintain a safe and secure environment for all students.

In addition, the College may inspect or request access to student personal digital devices (e.g., phones, laptops, tablets) where there is reasonable cause to suspect that the student's device may be linked to bullying, threats to safety, or the possession or sharing of inappropriate content.

All such searches will be conducted in accordance with College protocols and with due regard for student dignity and wellbeing. The police or other external agencies may be contacted if there is any matter that compromises, or has the potential to compromise, the safety and wellbeing of students/staff. The College will take all actions required to ensure the safety of staff, students, and the wider school community.

7. Programs and Activities

7.1 The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.

7.2 The School may change its programs and activities and the content of these programs and activities without notice.

7.3 The student will be required to participate in all compulsory activities, including incursions, excursions, outdoor education programs, sports, and other co-curricular events, unless otherwise approved by the Executive Principal or Head of College.

Failure to participate in compulsory curriculum-based activities without valid exemption may result in academic consequences or affect the student's enrolment status.

8. Reports

8.1 Academic reports will be sent to the address(es) notified by the Parents. Where court orders allocate parental responsibility or specify communication arrangements, reports will be issued in accordance with those orders on provision of the order(s) to the College.

9. Leave

9.1 Leave will only be granted if the Executive Principal/Head of College views that it is in the child's best interest.

If the Parents wish to seek leave for the student not to attend any school academic or co-curricular program or activity during a term, they must apply to the Executive Principal/Head of College. Approval for request for leave is at the discretion of the Executive Principal/Head of College.

10. Probation of Enrolment, Exclusion, Suspension or Termination of Enrolment

10.1 The School may place a student on Probation Enrolment or exclude a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) a serious breach of the School's rules or Code of Conduct
- b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- c) where the Executive Principal/Head of College or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parents has broken down to the extent that it adversely impacts on that relationship.

10.2 The School will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents or guardians of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond.

10.3 The College reserves the right to terminate a student's enrolment if parents or guardians fail to provide accurate and complete information during the enrolment process, or if any false, misleading, or withheld information is later identified—particularly in relation to the student's learning, behavioural, or medical needs. This includes circumstances where non-disclosure may compromise the student's safety, access to support, or the safety and wellbeing of themselves and others in the school community.

10.4 The College conducts an annual review of each student's academic and behavioural progress. Where a student fails to meet satisfactory standards, the College may place the student on academic probation, require the student to repeat a year level, or initiate a review of enrolment in accordance with the College's Enrolment Policy.

11. Privacy

11.1 The Parents acknowledge that they have read the School's privacy policy.

11.2 By signing the Terms and Conditions of Enrolment, parents give consent for the College to use photographs, video footage, or samples of the student's work for inclusion in school newsletters, publications, the College website, and official social media platforms.

12. Amendment of Terms and Conditions

12.1 The College may alter the Terms and Conditions of Enrolment at its discretion. Any changes will apply to both current and future students and parents from the effective date specified by the College.

13. Definitions

In the terms and conditions:

- **Parent** means the parents or guardians who entered into the contract of enrolment with the School
- **School** means Al-Faisal College
- **Student** means the student who is named in the Enrolment Form

I hereby acknowledge that I have read, understood, and agree to abide by all Terms and Conditions of Enrolment. I accept that these terms will apply should my child be offered and accept a place at the College.

Parent/Guardian Name

Signature

Date