enrolment policy

introduction

Ballarat & Clarendon College is implementing this policy to ensure that all applications for student enrolment are treated fairly and equitably and to outline various fees, costs and conditions of attendance associated with the enrolment of students at the College.

This policy meets all the requirements of the Department of Education and Early Childhood Development as they apply to the Ballarat & Clarendon College Early Learning Centre.

policy

The College maintains an open-entry policy for students from Pre-School to Year 12. Students are accepted regardless of background and abilities. No entry tests are required.

Students are accepted into the College in strict order of the date of their registration; however staffing requirements may necessitate the accommodation of a family member. Children or grand-children of Old Collegians and siblings of students already attending College are given twelve months’ priority-listing in the date of their registration.

The College is committed to provide an opportunity for all children to become members of the school community, regardless of their religion, ethnic or social background, abilities and interests, but it is expected that all students will actively participate in each part of the school program, including Chapel services and co-curricular programs.

Parents must provide frank and detailed information about their child's previous education, and if the child has special needs these can then be discussed at an interview with the Principal.

All students enrolled at College will be expected to participate in the College curriculum, and to reside with either parents/guardians or in one of the College Boarding Houses. At any time when this may no longer be possible the College must be notified immediately, and the Principal reserves the right to withdraw the enrolment offer.

All personal details provided regarding registration and/or enrolment will be treated in accordance with the College Privacy Policy.

It is assumed that students will automatically continue their education at the College from year to year unless otherwise advised; however, parents and guardians will be required to complete a re-enrolment form every year. These forms are essential in confirming the student’s place and confirming medical details for the following year. Students may not be permitted to recommence until the forms have been appropriately completed and returned to the College.
Enrolment may not be possible:
- if the child's participation requires special services, facilities or resources which cannot reasonably be made available;
- if the child, or other students, are placed at physical or emotional risk;
- where the Principal believes that participation in classes will not further benefit the child or will significantly restrict the education of other students.

The Principal reserves the right to make the final decision on all place offers and enrolments.

Parents, having agreed to be bound by the rules and regulations of the College, are expected to encourage their children to do likewise for the wellbeing of the College community.

The Principal may require the removal of a student from the College as a consequence of a serious breach of discipline or if, in the Principal’s sole discretion, this is necessary for the good order or reputation of the College. In such circumstances there will generally be no refund of fees already paid.

Ballarat & Clarendon College will refund all overpaid tuition fees when a student leaves the school, subject to all financial commitments having been settled and the required notice of withdrawal being given.

**Early Learning Centre**

For the Early Learning Centre, where the number of enrolments exceeds the number of places available, the allocation of places will be based on the following considerations:

Three year old sessional kindergarten:
- Children must turn three years of age by 31st December in the year prior to commencement
- Order of registration date.

Three year old extended hours kindergarten:
- As for three year old sessional kindergarten
- This program is best suited to children who can adjust to a longer day.

Four year old kindergarten:
- Children accessing a second year of funded kindergarten at the College
- Children from the three year old sessional and extended hours programs
- Order of registration date.

Four year extended hours kindergarten:
- As for four year old sessional kindergarten
- This program is best suited to children who can adjust to a longer day.
OTHER INFORMATION

Conditions of Attendance

- A student is admitted to the College on the understanding that fees are payable in advance. Tuition and Boarding fees are annual fees, but for convenience are billed in instalments. If an account has not been paid by the due date the student’s attendance may be suspended, unless there are special circumstances which have been discussed with, and a Special Arrangement has been accepted by, the Principal and/or Business Manager - Finance.

- The Council reserves the right to pass on any costs incurred in the collection of overdue accounts. An administration fee may be levied for each additional Statement issued arising from late payment of accounts, or for failure (for any reason) of a financial institution to honour a cheque or electronic transaction. Further, default in the payment of fees or other charges renders accounts liable to legal action for recovery.

- Fees are subject to alteration by the College from time to time, usually annually, to cover increased costs. Notice of such alterations will be given in advance, where possible.

- A pro rata charge is made for new students entering the College for the first time after a term has commenced. Because Tuition Fees are payable in advance this will generally imply payment for the term of the student’s entry prior to commencement, and payment for the following term very soon thereafter. Where this causes hardship a Special Arrangement may be available by application in writing to the Business Manager - Finance.

- If parents temporarily withdraw a pupil for one term or more a holding fee is applied at the discretion of the Principal.

- Annual Fees are payable for all students enrolled at the College; no remission of fees is allowable in the event of absences from school including, but not limited to, absences due to illness and term-time holidays. Where special circumstances exist, application for consideration should be made to the Principal.

- A term’s notice in writing must be received by the Principal before a student leaves, and a semester’s notice in writing must be received by the Principal before a boarder becomes a day student; otherwise a penalty of up to half an instalment's fees will be levied. Notice of Withdrawal ideally should include the reason for withdrawal. Notice of Withdrawal will in all cases be acknowledged in writing; if parents do not receive acknowledgement within 21 days they should contact the College.

- While the College takes reasonable precautions to prevent loss and damage the College does not accept liability and will not be responsible for damage to, or loss, theft or destruction of, students’ (whether boarders or day students) personal effects (including notebook computers).

- The College does not have a ‘no fault’ policy of insurance which covers students who may hurt themselves. Students are thus not automatically covered by an Accident Insurance Policy which provides cover for injuries pupils might sustain at school, at sport, at camp or on school excursions.
Parents are therefore strongly advised to make their own arrangements and to have in place suitable health insurance cover.

- Except as required by law and advised in writing by all signatories, fee accounts will not be split as a result of change in family circumstances. In a case of family separation duplicate accounts will be sent to the different notified addresses of each parent unless the College is notified in writing that a single address is appropriate and suitable arrangements are made for payment.
- Children entering the four-year-old program must be four years of age by 30 April in the year of enrolment. Children entering the three-year-old program must be three years of age by 31 December in the year before they commence. This is consistent with the Department of Human Services guidelines.

Payment of Fees
- All costs associated with enrolment at the College are outlined in the yearly Fee Schedule for the respective year.
- Fees are billed in four instalments for students up to Year 11 and in three instalments for students in Year 12, and are payable on the date set out on the Account.
- Incidental expenses are billed in arrears and are due for payment when billed.
- The College offers a range of flexible fee-paying alternatives including cash, EFTPOS, cheque, AMEX, Mastercard, Visa, BPay, internet payment via the College website, direct debit and direct credit.
- All payments being made in person are to be directed to the Front Reception at the Sturt Street campus only.
- Fees and charges levied by the College directly related to the provision of an "approved course of education" are exempt from GST. Other incidental charges may attract GST. Boarding families should note that GST charged on the food component of the Boarding Fee is included in the quoted fee.

Tuition Fee Concessions

Scholarships and Bursaries
- Scholarship and Bursary programs are available at the College. Further information is available on the College website or by approaching the College.
- It is a condition for continued tenure of any scholarship or bursary that the Account is maintained within the Conditions of Enrolment. Accounts falling into arrears are liable to withdrawal of scholarship and bursary concessions previously awarded.
- In the event that a student should be awarded a scholarship, bursary or other discount to a value greater than 20% of a fee, that student becomes ineligible for Sibling Discount upon that fee and the number of siblings in the family who are eligible for Sibling Discount will be reduced accordingly.
**Sibling Discounts – Tuition Fees**
A discount will be applied to Accounts responsible for siblings attending the College concurrently, as set out below.

<table>
<thead>
<tr>
<th>Sibling Discount</th>
<th>First student</th>
<th>Second student</th>
<th>Third Student</th>
<th>Fourth student</th>
<th>Fifth and subsequent students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Tuition Fees</td>
<td>Nil</td>
<td>15%</td>
<td>30%</td>
<td>45%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Sibling Discounts – Boarding Fees**
- A discount of 10% of Boarding Fees per student will be applied to Accounts responsible for second and subsequent siblings boarding concurrently at the College.
- Please note that these rates of discount apply to the full annual Tuition Fee and are credited at the time each term fee is charged.
- Siblings are defined as students who share one or more of the same parents through birth, adoption and/or long-term guardianship.
- Children of clergy receive a 35% reduction in Tuition Fees.

**Registration Fee**
- A Registration Fee for new students must accompany each 'Application for Registration' form.
- The Registration Fee is not refundable.
- Payment of the Registration Fee does not guarantee the offer of a place in the school for the child.

**Confirmation Deposit**
- A Confirmation Deposit for each child is payable upon the firm offer of a place and is scaled according to the entry level of the student from Four-year-old Kindergarten through to Year 12.
- A Confirmation Deposit is not transferable between children.
- No refund of the Confirmation Deposit will be made if the child does not attend the College in the Year of Offer.
- In the event of unforeseen circumstances written application may be made to the Principal to amend the Year of Offer. The Principal may agree to such an amendment and apply the Confirmation Deposit to the second term for the revised Year of Offer.

**Tuition Fee**
- Is an annual fee and is scaled according to year level and is payable in instalments. There are four instalments for students up to Year 11 and three instalments for Year 12 students.
- A discount may be available upon payment of a full year of tuition prior to the commencement of that year.

**Boarding Fee**
Additional charges to the general tuition costs will apply for students enrolled as boarders. These may include yearly boarding costs, travel, social activities, clothes laundering and/or mending, damage and/or wear-and-tear costs.
King Island Program Fee
- An additional subsidised fee is charged for students attending the program on King Island to cover some of the costs associated with transport, food and accommodation.
- All students attending King Island are required to pay this fee.
- The program at King Island is not covered by any scholarship or bursary awarded by the College.
- Boarders attending King Island will not be charged a Boarding Fee for the period they are attending the program.

Notebook Computers
- Each student enrolled at Ballarat & Clarendon College in Years 5 to 10 is required to have a notebook computer, and students in Years 5 to 9 are required to acquire their notebook through the school.
- Some students in Years 11 and 12 must also have a personal notebook computer and, providing the requirements as set out by the ICT department are met, the computer may be acquired externally.

Performing Arts – Individual / Group Lessons
- Tuition fees and other incidental lesson charges, including instrument hire, are invoiced in arrears covering lessons each term. The fees are due on invoice and will be levied from the commencement of lessons.
- Parents will be charged for all scheduled lessons, and 24-hours notice must be given in order to reschedule a lesson.
- A limited number and type of instruments may be hired through the College on a yearly basis and a refundable bond must also be received by the College prior to receipt of the instrument. Any costs associated with loss and/or damage to hired instruments will be deducted from the bond, and any costs in excess of the bond will be charged to the student’s account. Other instruments are generally available for hire from external providers; the College can assist by providing a list of these providers.
- A minimum of five-weeks notice during term time is required in order to cancel lessons and must be supplied in writing to the PAC office. As parents will be charged for the scheduled five lessons, students are encouraged to attend the final lessons.

Incidental / Additional Costs
Other costs that may be incurred include, for example, support strapping for sporting events, bookroom/stationery costs, special excursions/functions, boarders’ travel on breaks, student-caused damage to College property, student-caused false fire alarms, and taxi and phone call charges.

Extended Student Absences
Parents/guardians who wish for their child(ren) to take an extended leave of absence and have the enrolment place(s) guaranteed, must ensure they read the “Holding a Place for Extended Student Absence Policy”, as certain terms and conditions may apply. A copy of this policy can be obtained by contacting the College office.

Financial Hardship
Parents/guardians who may be experiencing financial hardship should make contact with the College Business Manager to discuss possible payment solutions.
**College Policies**

- Parents/guardians who wish to enrol their children at Ballarat & Clarendon College do so on the condition that they read and understand all College Policies.
- These policies may be amended from time to time and are available via the College website, College offices or the College Handbook.

**Supporting Documentation:**
- Fee Schedule
- Enrolment Forms
- Insurance Policy
- Student Details Policy
- Sensitivity to Ethnic and Religious Groups and Parental Choice Policy
- College Rules
- Privacy Policy

**Point Of Contact:**
- Principal

**Responsibility of:**
- College Council

**Created:**
- August 2004

**Date of last review:**
- November 2010

**Date of next review:**
- November 2013