enrolment policy

introduction

Ballarat Clarendon College (Clarendon) 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 Clarendon.

policy

Clarendon endeavours to maintain an open-entry policy for students from Early Learning to Year 12. Students are considered for enrolment regardless of background and abilities. No entry tests are required. However, all enrolments remain at Clarendon's discretion.

The enrolment policy of Clarendon's Early Learning Centre complies with the Department of Education (DE) policies.

Generally, students are accepted into Clarendon in strict order of the date of their registration. However, the order of acceptance may be influenced by, but not restricted to the accommodation of a family member of staff, whether the student is a child of Old Collegians and/or a sibling of students already attending the school, and regional locality. Whether or not a student is accepted may also depend on Clarendon's ability to accommodate any special needs of the student.

Once a year level is full, a waiting list will be created with NO prioritisation.

Clarendon will decide which applicant will be offered a place, should a place become available. This will allow Clarendon to balance a number of key factors in selecting students from the waiting list.

When assessing an application on a waiting list, the following factors may be relevant in exercising the School's discretion to offer a place:

- sibling(s) at the same permanent address attending the school at the same time;
- date of registration
- children of an Old Collegian;
- children of a staff member
- the permanent or proposed address of the applicant relevant to the applicant's closeness to the main School address (with the exception of an application for boarding);
- any *Exceptional Circumstances** supporting an application including, but not limited to, any compassionate or hardship circumstances relevant to the application;
- any associated benefit to the wider Ballarat community (or surrounding regional area) connected to the application; or
- any matter outlined in the application which the School considers relevant.

*Exceptional Circumstances may include, but is not limited to, family violence, wellbeing and safety concerns, physical and/or mental health concerns. Each application will be dealt with on a case-by-case basis.

Clarendon's key intake years are:

- 3YO Early Learning
- 4YO Early Learning
- Prep
    - Year 5
    - Year 7
    - Year 9 (boarding)
    - Year 10 (boarding)

Clarendon 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. However, it is expected that all students will actively participate in each part of the school program, including co-curricular programs.

Parents/Guardians must provide frank and detailed information about their child's health and educational needs and educational progress at enrolment. If the child has special needs, these can then be discussed

at an interview with the Head of School and, if necessary, the Head of Progress Support. Details of any educational assessments that have been made by professionals, such as educational psychologists or speech pathologists, for example, should be provided with the Application for Registration form. Any students with Anaphylaxis and/or Asthma cannot attend school unless they have completed an Individual Anaphylaxis Management Plan or provided an Asthma Action Plan, as detailed in the Clarendon Anaphylaxis and Asthma Management Policies. It is important that any information about other serious health conditions, which may require specific management plans, such as diabetes, allergies or epilepsy, is also disclosed.

Following the 'No Jab, No Play' legislation, all Parents/Guardians seeking to enrol their child in the ELC at Clarendon will be required to provide evidence that the child is:

- fully immunised for their age; OR
- on a vaccination catch-up program; OR
- unable to be fully immunised for medical reasons.

Please note that 'conscientious objection' will not be an exemption.

All students enrolled at Clarendon will be expected to participate in the school's curriculum. They will also be expected to reside with either Parents/Guardians or in one of the Clarendon Boarding Houses. If for any reason, either of these conditions is no longer possible, the school must be notified immediately, whereby the Principal reserves the right to withdraw the enrolment offer.

Acceptance into the Clarendon boarding houses is only available to Ballarat Clarendon College students. Single-sex boarding premises are provided.

All personal details provided regarding registration and/or enrolment will be treated in accordance with Clarendon's Privacy Policy.

It is assumed that students will automatically continue their education at the school from year-to-year unless otherwise advised; however, Parents/Guardians will be required to complete an online Confirmation of Place and Update of Medical Details every year. These are essential in confirming the student's place and confirming medical details for the following year. Students will not be permitted to recommence until the online process is complete.

Enrolment may not be possible:

- if the child's enrolment at the school requires special services, facilities or resources which cannot reasonably be made available by Clarendon;
- if the child, or other students, are placed at physical or emotional risk by the enrolment of the child;
- 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.

Acceptance of an offer of enrolment invokes binding obligations set out in Clarendon's Enrolment and Confirmation of Place and Update of Medical Details Terms and Conditions. By accepting an offer of enrolment, Parents/Guardians agree to be jointly and severally liable for the payment of all Fees and Charges in accordance with the Terms and will comply with all other obligations under the Terms.

Parents/Guardians, having agreed to be bound by the terms and conditions and policies of Clarendon, are expected to encourage their children to do likewise for the wellbeing of the school's community.

The Principal may require the removal of a student from the school as a consequence of a behavioural issue or if, in the Principal's sole discretion, this is necessary for the good order or reputation of Clarendon. In such circumstances, there will generally be no refund of fees already paid.

Assuming the Parents/Guardians have provided the required period of notice, Clarendon will generally 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.

other information

Conditions of Attendance

- A student is admitted to Clarendon on the understanding that fees are payable in advance.

- Fees are subject to alteration by Clarendon from time-to-time, usually annually, to cover increased costs. Notice of such alterations will be given in advance, where possible.
- Clarendon 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 students 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.
- Children entering the four-year-old program should be four years of age by 30 April in the year of commencement. This is consistent with the legislated requirement for children to be at least 5 years of age by 30 April in the year they first attend Prep. However, we encourage students to be older for the school year to give them the very best start, not only in Early Learning but throughout their school lives. We encourage parents with children turning four between January and April to consider delaying entry into kindergarten. As part of the enrolment process for the ELC, parents and children will be required to attend an interview prior to the place being confirmed.
- While our preference is that children entering the 3-Year-Old Kindergarten program have turned 3 by the 31 January in the year of commencement, your child must turn 3 years of age by the 30 April in the year of attendance at 3-Year-Old Kindergarten to be eligible for a place.

Withdrawal of student
A term's notice in writing must be received by the Principal before a student leaves otherwise, a penalty of up to half an instalment's fees will be levied. Notice of Withdrawal 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 school. For end of year departures, this means notice is required by the end of Term 3.

Change from Boarding to Day student
A change of enrolment from Boarding to day student will only be possible should a day school place be available. Should there be a waiting list for a day school place, then the student will be required to re-apply for registration and the new registration date shall be used to prioritise the student on the waitlist. A term's notice in writing is required for this request to change enrolment, otherwise, a penalty of up to half an instalment's fees will be levied.

Payment of Fees
- All costs associated with enrolment at Clarendon are outlined in the Domestic and International Fee notices 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 30 days from billing as set out in fee notices.
- Incidental expenses are billed in arrears and are due for payment when billed.
- Clarendon offers a range of flexible fee-paying alternatives including cash, EFTPOS, cheque, AMEX, Mastercard, Visa, BPay, pay by web, direct debit and direct credit.
- All payments being made in person are to be directed to reception at the Sturt Street campus only.
- Fees and charges levied by Clarendon 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.

fee concessions (domestic students only)

Scholarships and Bursaries
- Scholarship and Bursary programs are available at Clarendon and are provided at the school's absolute discretion. Further information is available on Clarendon's website or by approaching the school.
- 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.
- 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 or bursary concessions previously awarded.

- The school reserves the right to ask for reimbursement to the value of the Scholarship Award if the student chooses to leave Ballarat Clarendon College prior to the completion of Year 10.

Sibling Discounts – Tuition Fees
- Parents/Guardians may be entitled to a discount on the tuition fees charged in relation to sibling(s) of a current student attending Clarendon concurrently, as set out in Clarendon's Domestic Fee Notice.
- Please note that these rates of discount apply to the full annual Tuition Fee and are credited at the time each quarterly instalment 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.

Sibling Discounts – Boarding Fees
- Parents/Guardians may be entitled to a discount on Boarding Fees charged in relation to sibling(s) of a current student attending Clarendon concurrently, as set out in Clarendon's Domestic Fee Notice.
- Please note that this rate of discount applies to the full annual Boarding Fee and is credited at the time each quarterly instalment 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.

Clergy Discounts
- A clergy discount is available for full-time practising clergy of Uniting Church faith. A clergy discount may be available for other faiths whom practice full-time at the discretion of the Principal.

enrolment fees

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

Confirmation Deposit
- A Confirmation Deposit is payable for each child upon acceptance of Clarendon's Letter of Offer.
- The Confirmation Deposit is not transferable between children and is not refundable
- No refund of the Confirmation Deposit will be made if the child does not attend the school in the Year of Offer.
- When enrolment proceeds in the Year of Offer, the Confirmation Deposit will be allocated as set out in the current Domestic Fee Notice (annual review August/September).
- In the event of unforeseen circumstances, Parents/Guardians may make written application 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, in their absolute discretion.

fees

Tuition Fee
- The tuition fees are annual fees and are scaled according to year level. Although an annual fee, the tuition fees are payable in instalments for convenience. There are generally four instalments per year for domestic students up to Year 11 and three instalments for Year 12 students. Two instalments per year for all international students.
- A discount may be available upon payment of a full year of tuition prior to the commencement of that year at the school's absolute discretion.

Boarding Fee
Additional charges to the general tuition costs will apply for students enrolled as boarders. These may include, but are not limited to, yearly boarding costs, damage and/or wear-and-tear costs.

Residential Program Fee
- An additional subsidised fee is charged for students attending the residential program to cover some of the costs associated with transport, food and accommodation.
- The fee must be paid by Parents/Guardians for all students attending.

- The residential program is not covered by any scholarship or bursary awarded by Clarendon.
- Boarders attending the program will not be charged a Boarding Fee for the period they are attending the program.
- Students cannot attend the residential program in the first term of commencement or in their final term at Clarendon.

Notebook Computers

- Each student enrolled at Clarendon in Years 7, 8 and 9 is required to have a notebook computer, acquired through the school (school-owned). School-owned devices have a termly levy (12 termly payments).
- Some students in Years 10, 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 and needs to be school managed.

Performing Arts – Individual/Group Lessons

- Performing Arts Tuition fees and other incidental lesson charges, including instrument hire, are invoiced in advance to the school fee account. The fees are levied at the commencement of each term and due and payable in accordance with Clarendon's 30-day terms. Refer to the Performing Arts application form and conditions for the schedule of fees.
- Enrolment in Performing Arts lessons is upon acceptance by Clarendon of a completed Performing Arts lessons application. Applications are available via Hub and the PAC Office.
- Parents will be charged for all scheduled lessons for the term and 48-hours' notice must be given directly to the instrument teacher in order to reschedule a lesson.
- A limited number and type of instruments may be hired through Clarendon on a yearly basis. A credit card authority must also be received by Clarendon prior to receipt of the instrument.
- Any costs associated with loss and/or damage to hired instruments will be charged to the credit card. Other instruments are generally available for hire from external providers.
- Discontinuation of lessons must be provided in writing by the last day of the current term for the following term to the instrument teacher and the Head of Music. Notice given during the term will obligate the student to continue lessons for the remainder of the term. Lessons charges will apply. It would be appreciated if parents could liaise with the instrument teacher regarding intention to discontinue lessons prior to submitting a formal discontinuation.

Incidental/Additional Costs

Other costs that may be incurred include, but not limited to, support strapping for sporting events, book room/stationery costs, special excursions/functions, boarders' travel on breaks, student-caused damage to Clarendon property and student-caused false fire alarms. These costs will be charged to the tuition fee account.

Financial Hardship

Parents/Guardians who may be experiencing financial hardship should contact the Business Manager - Finance to discuss possible payment solutions.

Clarendon Policies

- Parents/Guardians who wish to enrol their children at Clarendon do so on the condition that they read and understand all Clarendon's policies.
- These policies may be amended from time to time and are available via Hub.

Supporting Documentation:

Application for Registration form
Anaphylaxis Management Policy
Asthma Management Policy
Enrolment and Confirmation of Place and Update of Medical Details Terms and Conditions
Domestic Fee Notice
International Fee Notice
College Rules
Privacy Policy
Performing Arts lessons application

Ballarat Clarendon College

Owner: Principal	Approved: Board	Enrolment Policy
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