

ELC enrolment policy

introduction

Ballarat Clarendon College (the **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.

policy

The College endeavours to maintain an open-entry policy for students in the Early Learning Centre. Students are considered for enrolment regardless of background and abilities. No entry tests are required. However, all enrolments remain at the College's discretion.

Generally, students are accepted into the College in strict order of the date of their registration. However, the order of acceptance may be influenced by 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 College.

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.

Parent(s)/Guardian(s) 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 ELC 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 Parent(s)/Guardian(s) 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 personal details provided regarding registration and/or enrolment will be treated in accordance with the College's Privacy Policy.

It is assumed that students will automatically continue their education at the College from year-to-year unless otherwise advised; however, Parent(s)/Guardian(s) will be required to complete an online re-enrolment form every year. These forms 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 enrolment process is complete.

Enrolment may not be possible:

- if the child's enrolment at the College requires special services, facilities or resources which cannot reasonably be made available by the College;
- 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 the College's Enrolment and Re-Enrolment Terms and Conditions. By accepting an offer of enrolment, Parent(s)/Guardian(s) 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.

Parent(s)/Guardian(s), having agreed to be bound by the terms and conditions and policies of the College, are expected to encourage their children to do likewise for the wellbeing of the College's community.

The enrolment policy of the Ballarat Clarendon College Early Learning Centre meets all the requirements of the Department of Education and Training (DET) policies.

The Early Learning Centre adheres to the requirements of the Department of Education and Training's Priority of Access requirements. In instances where more eligible children apply for a place at a kindergarten service than there are places available, the service must prioritise children based on the following criteria:

- children at risk of abuse or neglect, including children in Out-of-Home Care;
- Aboriginal and/or Torres Strait Islander children;
- asylum seeker and refugee children;
- children eligible for the Kindergarten Fee Subsidy;
- children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program;
 - require a combination of services which are individually planned;
 - have an identified specific disability or developmental delay.

Assuming the Parent(s)/Guardian(s) have provided the required period of notice, the College 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. This does not include the Confirmation Deposit.

other information

Conditions of Attendance

- A student is admitted to the College on the understanding that fees are payable in advance.
- 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 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 ideally should include the reason for withdrawal. Notice of Withdrawal will in all cases be acknowledged in writing; if Parent(s)/Guardian(s) do not receive acknowledgement within 21 days they should contact the College.
- 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 pupils might sustain at school, at sport, at camp or on school excursions. Parent(s)/Guardian(s) 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 Parent(s)/Guardian(s) with children turning four between January and April to consider delaying entry into kindergarten. As part of the enrolment process for the ELC, Parent(s)/Guardian(s) and children will be required to attend an interview prior to the place being confirmed.
- Children entering the three-year-old program must be three years of age by 31 January in the year of commencement.

Payment of Fees

- All costs associated with enrolment at the College are outlined in the Domestic Fee notice for the respective year.
- Fees are billed in four instalments and are payable 30 days from billing as set out in the fee notice.
- 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, pay by web, 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.

fee concessions (domestic students only)

Sibling Discounts – Tuition Fees

- Parent(s)/Guardian(s) may be entitled to a discount on the tuition fees charged in relation to sibling(s) of a current student attending the College concurrently, as set out in the College'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 Parent(s)/Guardian(s) 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 the College'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 College 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, Parent(s)/Guardian(s) 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 four instalments for Early Learning Students.
- A discount may be available upon payment of a full year of tuition prior to the commencement of that year at the College's absolute discretion.

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 the College'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 the College of a completed Performing Arts lessons application. Applications are available via Connect and the PAC Office.
- Parent(s)/Guardian(s) 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 the College on a yearly basis. A credit card authority 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 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 Parent(s)/Guardian(s) 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 College property and student-caused false fire alarms. These costs will be charged to the tuition fee account.

Financial Hardship

Parent(s)/Guardian(s) who may be experiencing financial hardship should contact the Business Manager - Finance to discuss possible payment solutions.

College Policies

- Parent(s)/Guardian(s) who wish to enrol their children at the College do so on the condition that they read and understand all the College's policies and Enrolment Terms and Conditions.
- These policies may be amended from time to time and are available via the connect@clarendon intranet.

Supporting Documentation:

Application for Registration form
 Anaphylaxis Management Policy
 Asthma Management Policy
 Enrolment and Re-enrolment Terms and Conditions
 Domestic Fee Notice
 College Rules
 Privacy Policy
 Performing Arts lessons application

Owner: Principal	Approved: Board	ELC Enrolment Policy	
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