

# 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.

## policy

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

The enrolment policy of the Ballarat Clarendon College Early Learning Centre meets all the requirements of the Department of Education and Early Childhood Development policies.

Students are accepted into Clarendon in strict order of the date of their registration. However staffing requirements may necessitate the accommodation of a family member. Children of Old Collegians and siblings of students already attending Clarendon are given twelve months' priority-listing in the date of their registration.

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 Chapel services and co-curricular programs.

Parents must provide frank and detailed information about their child's health 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 Intervention. Details of any educational assessments that have been made by professionals such as educational psychologists or speech pathologists, for example, should be provided at this point. Any students with anaphylaxis cannot attend school unless they have a completed Individual Anaphylaxis Management Plan, as detailed in the Clarendon Anaphylaxis Management Policy. 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 Clarendon 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, Clarendon must be notified immediately, whereby the Principal reserves the right to withdraw the enrolment offer.



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

It is assumed that students will automatically continue their education at Clarendon from year to year unless otherwise advised; however, parents and guardians 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 may not be permitted to recommence until the online enrolment process is complete.

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 Clarendon, are expected to encourage their children to do likewise for the wellbeing of the Clarendon community.

The Principal may require the removal of a student from Clarendon 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 Clarendon. 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.

## other information

### Conditions of Attendance

- A student is admitted to Clarendon 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 Clarendon Board 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 Clarendon 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 Clarendon 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.



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- If parents temporarily withdraw a pupil for one term or more a holding fee may be applied at the discretion of the Principal.
- The Tuition Fee and the Boarding Fee are Annual Fees. They are billed in instalments for convenience only. Annual Fees are payable for all students enrolled at Clarendon; 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, or 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 Clarendon.
- While Clarendon takes reasonable precautions to prevent loss and damage Clarendon 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).
- 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. 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 Clarendon is notified in writing that a single address is appropriate and suitable arrangements are made for payment.
- 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.
- 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 Clarendon are outlined in the Domestic & 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 on the date set out on the Account.
- 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, 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 Clarendon directly related to the provision of an "approved course of education" are exempt from GST. Other incidental charges may attract GST. Boarding families



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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 Clarendon. Further information is available on the Clarendon website or by approaching Clarendon.
- 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 Clarendon concurrently, as set out below:

Student	First	Second	Third	Fourth	Fifth
Sibling Discount as percentage of Tuition Fees	Nil	15%	30%	45%	100%

### 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.

### Clergy Discounts

- Children of clergy receive a 35% reduction in Tuition Fees.

### Registration Fee

- A Registration Fee for new students must accompany each 'Application for Admission' 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 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 Clarendon in the Year of Offer.



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- 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 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.
- Students cannot enter the College, or spend their final term at the College, attending the King Island program.

### **Notebook Computers**

- Each student enrolled at Ballarat Clarendon College in Years 5 to 8 is required to have a notebook computer, acquired through the school.
- 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.

### **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.
- 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.



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## Incidental / Additional Costs

Other costs that may be incurred include, for example, support strapping for sporting events, book room /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. These costs will be charged to the student's account.

## Scholarships and Bursaries

A range of scholarships and bursaries is offered. Details are available from the Director of Marketing and Enrolments.

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.

## 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 Clarendon.

## Financial Hardship

Parents/guardians who may be experiencing financial hardship should make contact with the Business Manager - Finance 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 Clarendon Policies.
- These policies may be amended from time to time and are available via the connect@clarendon intranet.

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### Supporting Documentation:

Fee Schedule  
Anaphylaxis Management Policy  
Enrolment Forms  
Student Details Policy  
College Rules  
Privacy Policy  
Performing Arts lessons application



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