

AL HIKMA COLLEGE



ENROLMENT POLICY

Revised and updated July 2025

This policy addresses issues in relation to: Enrolment and attendance - Policy Requirement B7

CONDITIONS OF ENROLMENT

Al Hikma College is a comprehensive Islamic co-educational Kindergarten – Year 6 School providing an education underpinned by religious Islamic values and operating within the policies of the National Education Standards Authority (NESA). All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, an interview process, an assessment and other criteria determined by the school from time to time. Once enrolled, students are expected to act consistently with the school's ethos and comply with the school rules to maintain the enrolment. Parents must also be supportive of the school's policies, procedures and ethos.

Procedures

- All applicants must fill in an Application Form and pay a non-refundable Application Fee of **\$100.00**
- All applicants are required to undertake an assessment and/or interview prior to being accepted at the College.
- The offer of enrolment is at the discretion of the Enrolment Committee who will consider each case on its merits in light of enrolment priorities and the availability of places.
- A clear letter of offer will be extended to parents/ guardians.
- Upon acceptance of a position at Al Hikma College all **additional fees** on page 4 are payable.
- **Notice of Withdrawal:** One full term's notice is required in writing as notice of withdrawal of enrolment. A full term's fees will be charged if one term's notice is not given. Should you decide to withdraw the enrolment, the additional fees are **non-refundable**.
- Parents should note that it is their responsibility to notify the College **in writing** if there are any changes to the information given on the Application Form (e.g. address, phone number). Failure to do so may result in the application losing its place of priority.
- The school will only exercise its powers under this clause to exclude a pupil permanently if it has provided the pupil and parent or guardians of the pupil with details of the conduct which may

result in a decision to exclude the pupil and provided them with a reasonable opportunity to respond.

- Parents will cooperate with the college in matters of college management, discipline and acknowledge that this cooperation is important for the well-being and progress of their child. If the school board or the principal believes that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the school, the school council or the principal may require the parent to remove the child from the school.
- Student Academic Reports are distributed each Semester. In order to receive these reports, all outstanding College fees must be paid in full. Failure to comply, will result in the report/s being withheld. This is the case for all family members.
- Camps and excursions are an integral part of the College curriculum and attendance is compulsory.
- Participation in the Islamic Studies program is compulsory, as is attendance at daily prayer and other celebrations such as Presentation Night.
- Wearing the full College uniform correctly is **compulsory** and parents agree to vigorously support the uniform policy.
- If the principal, or any person deputising for the principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the principal or deputy may exclude the student permanently or temporarily at their absolute discretion.
- In circumstances of separated parents, the College requires copies of Court Orders, AVO's and Custody Agreements, if applicable, and parents are expected to abide by the guidelines for 'Communication with Separated Parents'.
- A condition of entry to the College is that parents or guardians agree to abide by these Terms of Enrolment.

Publishing of Student's Work and / or Photographs

From time to time, a student's (your child's) work, comments and / or photograph may be published electronically or in print. This may be used in promotional material, newsletters, or used for similar purposes with the consent of the College. Parents should notify the College in writing if they do NOT want their child's work comments and/ or photograph to be used for such purposes. Please note consent will be ongoing for the duration of your child's enrolment at the College.

Amendment of Terms and Conditions

The school may alter these conditions of entry at any time by notifying parents/guardians in writing. Alterations will apply from the date of notice.

SCHEDULE OF FEES

Fee	Price
Application Fee	\$100 per application
Admission Fee	\$500
Building Levy	\$400
Textbook Fee	\$150
Late Fee *	\$60 per child per late payment
<i>* Administrative expenditure Late Fee is charged if no payment is made by the due date.</i>	

TUITION FEES

No. of Children	Term	Year	Yearly 5% Discount for Upfront Payments (Payable only within first 2 weeks of Term 1) *
1st Child	\$600	\$2400	\$2280
2nd Child	\$600	\$2400	\$2280
3rd Child onwards	\$545	\$2180	2071
<i>* No discount will be applied for payments not made in full, or late payments. For example, payments made for Term 2-4 only does not qualify for a discount.</i>			

Additional payments will be requested at various times throughout the year. These payments cover the cost of a various activities that all children are expected to participate in that are part of the regular curriculum. These include bus fares to the Athletics Carnival, the Primary Swimming program and some other excursions and school activities.

PARENTAL AGREEMENT

It is understood and agreed to that:

- In the interpretation of the regulations the word "fees" includes all fees as applicable and the word "parents" includes guardian/s and caretaker/s.
- The person/s signing the application must be responsible for payment of all fees and charges.
- College fees are payable in advance or by the given date during each year (prior to the commencement of each new term).
- When a student leaves during term time, no refund will be made for the remaining portion of the term.
- One term's notice is required before withdrawing a student from the College; where insufficient notice is provided, one term's fee is payable in lieu of notice.
- Only in exceptional circumstances, at the discretion of the Board, will a student be allowed to enter a new term if the fees from the previous term are outstanding.
- The College's Finance Manager and Principal are authorised by the College Board to take such action as deemed necessary to recover fees or charges, including recovery costs.
- Student Academic Reports are distributed each Semester. In order to receive these reports, all outstanding College fees must be paid in full. Failure to comply, will result in the report/s being withheld. This is the case for all family members.
- No reduction in fees can be made because of temporary absence from the College.
- Fees are subject to alteration by the College Board from time to time and, where possible, notice of any such alteration will be given in advance.
- Late Payment: There will be an administration charge of \$60.00 per month if fees are not paid by the due date. This fee is subject to change.
- Al Hikma College has a Privacy Policy in conformity with the legislation and a copy is available upon request.

I HAVE READ AND UNDERSTOOD THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM. I UNDERSTAND THE COLLEGE EXERCISES THE RIGHT TO AMEND THIS POLICY WHEN AND WHERE IT IS DEEMED NECESSARY.

STUDENT NAME:			
MOTHER'S/GUARDIAN'S NAME:		SIGNATURE:	
FATHER'S/GUARDIAN'S NAME:		SIGNATURE:	
DATE:			