

APPLICATION FOR ENROLMENT

Year of Entry _____

Year Group _____

(Students applying for Kindergarten should be at least 5 years old by 30th of June in the year of entry)

STUDENT DETAILS

Given Name(s) _____ Family Name _____

Date of Birth ____ / ____ / ____ Country of Birth _____ Male Female

Is your child An Australian citizen An Overseas Student*
 A Permanent Resident of Australia* Aboriginal and/or Torres Strait Islander

Religion: Muslim Non-Muslim
Sect: Sunnah Other (specify) _____

Present school and year level (if applicable) _____

What languages are spoken at home? _____

Are you aware of any social, emotional, intellectual or any special needs which may impact your child's learning ability at school? Failure to disclose any relevant information may result in cancellation of the students' enrolment at the College.

No Yes (Specify)

How do you describe your child's experience at his/her current school?

Academically Very Good Good Average Needs Improvement

Socially/Behaviourally Very Good Good Average Needs Improvement

Requires support? Yes / No. If Yes, in Literacy Numeracy

*Please provide the following documentation if the student is a Permanent Resident of Australia or an Overseas Student: Students passport, copy of the Visa Grant Notice, residency documents and birth certificate. A fully translated copy of the birth certificate must be provided if the original is in a foreign language.

PARENT DETAILS **FATHER** **GUARDIAN** (please tick one)

Title (Mr/Dr) _____

Given Name(s) _____

Family Name _____

Home Address Street NO _____

Street Name _____

Suburb _____

Post Code _____

Home Phone NO _____

Work Phone NO _____

Mobile NO _____

Occupation _____

Employer _____

Email Address: _____

PARENT DETAILS **MOTHER** **GUARDIAN** (please tick one)

Title (Mrs/Dr) _____

Given Name(s) _____

Family Name _____

Home Address Street NO _____

Street Name _____

Suburb _____

Post Code _____

Home Phone NO _____

Work Phone NO _____

Mobile NO _____

Occupation _____

Employer _____

Email Address: _____

FAMILY DETAILS

Student lives with Both Parents Mother Father Other (please specify) _____

Are there any custody restrictions? No Yes (please attach appropriate documentation)

MEDICAL INFORMATION

Does your child suffer from hearing or eyesight difficulties? No Yes (specify) _____

Does your child suffer from heart, blood or kidney conditions? No Yes (specify) _____

Does your child suffer from physical or intellectual disability? No Yes (specify) _____

Does your child suffer from developmental disabilities such as Autism, Epilepsy, Cerebral Palsy, Bipolar Disorder, Down Syndrome? No Yes (specify) _____

Does your child suffer from asthma or emphysema? No Yes (specify) _____

Does your child suffer from any allergies? No Yes (specify) _____

Is there any other medical condition, including any daily medication necessary for the student? No Yes (specify) _____

COLLECTION NOTICE

Unity Grammar is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The school collects personal information, including sensitive information about pupils and parents or guardians before and during a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide meaningful schooling for your child. You have the right to access any such information held by Unity Grammar which relates to you or your child and to correct information which is inaccurate. Access and/or correction enquiries can be made in writing to the respective Head of School.

HOW DID YOU HEAR ABOUT US?

Internet Search Social Media Advertisement

Event Word of Mouth Existing Parent at the College

Other - Please Specify _____

DECLARATION

Both parents or guardians (responsible for payment of fees) must sign below.

- I/We have read and understood the information contained within this "Application for Enrolment".
- I/We have read and understood the "Conditions of Enrolment".
- I/We understand that submission of this "Application for Enrolment" does not guarantee a place for our child.
- I/We authorise Unity Grammar to obtain information from our child's school where he or she is currently enrolled.
- I/We agree that the school may use photographs and/or work samples of my child for promotional or educational purposes. This would include, but not limited to, the school newsletter, school website, social media, school yearbook, banners, media releases and TV/radio advertisements.
- I/We confirm that the information contained in the "Application for Enrolment" form is accurate and complete and not altered in any way.
- I/We understand that providing false or misleading information may result in the cancellation of my application.

Father's signature _____

Date ____/____/____

Mother's signature _____

Date ____/____/____

Guardian's signature _____

Date ____/____/____

CHECKLIST

- Completed and signed "Application for Enrolment" form
- \$75.00 Application Fee (non-refundable)
- A copy of students' birth certificate
- Immunisation records
- A copy of students' two most recent school report
- NAPLAN results if applying for Years 4 to 10
- If student was born overseas, a copy of the current passport, copy of the Visa Grant Notice and a copy of the residency documents

HOW TO SUBMIT YOUR FORM

1. Submit the "Application for Enrolment" form at the College Administration Office at 70 Fourth Avenue, Austral.
2. Post all details with cheque or money order of \$75.00 per application to
The Enrolments Officer, Unity Grammar, PO Box 3230, Austral, NSW 2179

OFFICE USE ONLY

Payment Date _____ Amount Paid _____ Cash EFTPOS CHQ BPay

Receipt NO _____ STUDENT RECORD NUMBER _____

Form received and checked by _____ Date _____

CONDITIONS OF ENROLMENT

ENROLMENT

Once the application is accepted, it is understood that parents will comply with the College's policies and Mission Statement:

1. Supporting and encouraging the Islamic values and the standards or behaviour that those values imply.
2. Accepting and supporting the College rules, without contest.
3. Co-operating with regulations set down from time to time by the College Administration. Such regulations are designed to ensure the safety of all and the efficient management of College facilities supporting the College administration and teachers.
4. Accepting that your child will partake fully in every aspect of the College's programs. Assisting wherever possible and supporting the activities and fund-raising efforts of the parent volunteer body.
5. Agreeing to pay such fees and mandatory levies as set by the Board of Directors.

Parents must then complete the enrolment process by the specified period as per the Fees & Regulations Policy.

The enrolment contract needs to be returned with all supporting documentation

FEES

Formal confirmation of a place will be deemed so once all applicable fees have been paid as per the letter of offer.

Fees Payable with "Application for Enrolment" form

A non-refundable application fee of \$75.00 (incl. GST) is payable with the "Application for Enrolment" form.

Fees in Advance

One Term of tuition fees payment in advance is required on confirmation of enrolment. Fees not paid by the due date may result in the child being excluded from classes until payment is made or unless prior arrangements have been made with the College.

Entrance Fee (Building Levy)

A non-refundable fee of \$150 per student is payable to Unity Grammar. However, a maximum of \$300 applies to families of more than 2 children. Re-enrolling students are expected to pay this fee in week 1 of the commencing year, whereas all new enrolments are required to pay this fee when accepting an offer of enrolment.

Outstanding Fees

Where a term fee is outstanding for a full Term, without any formal explanation or notice provided, enrolment will be reassessed at the end of the term. Where no debt repayment plan is agreed to with the College, enrolment can be terminated. All reasonable measures will be taken to collect unpaid fees. Where the enrolment is discontinued, the unpaid fees will continue to remain a debt owing to the College and the College may engage debt collection agencies to recover outstanding debt. The College may exercise its prerogative not to release student reports, including interim, half yearly and yearly reports, until all outstanding fees are paid in full.

Withdrawal

Where a parent or guardian of an existing student of the College wishes to withdraw a student from the College, a Term's notice (10 active weeks), in writing, to the College is required. The Term fee is refundable in full if the College has been given a minimum of a term's notice of withdrawal. Where notice is provided 4 term weeks before commencement of a Term, a maximum of 50% of the Term's tuition will be refunded. A full Term's fee will be charged for student withdrawals submitted with less than 4 term weeks' notice or without a notice. Any expenses, costs or monies paid by the College on behalf of the student for any events or activities will need to be reimbursed back to the College before the student withdraws.

College fees are payable as per the College Fees and Regulation Policy and is a precondition of ongoing enrolment.

If the College fees are not paid and are not up to date, re enrolment of the students for the following year will be at the Head of School's discretion. Any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection fees and solicitor costs, shall be paid by the customer, provided those fees do not exceed the scale charges as charged by that Debt Collection Agency/Solicitor plus any out of pocket expenses. Students will be liable for expenses incurred in recovering lost or damaged items. Withdrawal will not be finalised until students return all items. The College retains the right to withhold all College reports and transfer documents until the withdrawal process is complete.

This agreement is governed by the law in force in New South Wales.

Other Fees

If the College considers that a student needs intensive support, parents/guardians may be required to pay additional fees. Courses studied outside the normal College program may attract additional fees and charges. Other charges such as competitions, excursions, materials or purchases will be charged to the student's account and are payable under the same conditions as College fees. If a student is absent from the College, fees will not be refunded in whole or part.

ATTENDANCE

In line with the current law in NSW pertaining to school attendance, all students enrolled at Unity Grammar are legally required to be at College on all official College days. Children absent from College need to bring a letter from their parents/caregivers explaining their absence.

The College will immediately notify the parents/caregivers of any unexplained absences or suspected truancy.

Leave taken without the Head of School's approval may result in the termination of a student's enrolment at the College. The register of enrolments will be retained for a minimum period of five (5) years before archiving. The register of daily attendances will be retained for a period of seven (7) years after the last entry was made. (Refer to Attendance Policy for more information)

ACADEMIC

At Unity Grammar, we pursue the highest academic standards and work to deliver a quality education for each student. These pursuits are set in a safe, supportive and highly engaging environment where each student's strength is embraced and weakness addressed.

The College will determine whether a student's academic progress is sufficient to permit graduation from one Year to the next. Each student will be required to achieve standard benchmarks in literacy and numeracy in order to be promoted to the next Year. This is applicable to students from Kindergarten to Year 12.

1. Additionally, students in Year 6 will be required to sit a Year 7 entrance examination to be considered for a place in the Secondary School.
2. In Year 11, students who fail any more than on one (1) subject are not permitted to progress to Year 12.

Students must meet the standard benchmark in literacy and numeracy. Parents/Guardians will be notified in advance should their child's assessment record indicate that he/she is at risk of failure. If, following the end of year exams, the student does not demonstrate basic competency in literacy and numeracy, parents/guardians will be advised in writing. This may result in the termination of the student's enrolment.

COURSES AND PROGRAMS

Participation in co-curricular, extracurricular, tuition activities and excursions may be subject to qualifying conditions.

The College reserves the right to amend its academic and other programs at any time without notice. This may include discontinuance of teaching subjects and other programs.

MEDICAL DETAILS AND URGENT MEDICAL TREATMENT

Parents/guardians must complete and return a medical authorisation form as required by the College. If illness or injury to the student requires urgent medical treatment, parents/guardians authorize the College to give authority for such treatments without the College or its employees incurring any legal liability. Parents/guardians indemnify the College, its employees, in respect of all costs and expenses arising directly or indirectly out of such treatment(s). The College does not take any responsibility for insuring the costs of medical or dental expenses in the case of accidents involving the student while playing sport or taking part in school activities.

UPDATES

Parents/guardians must advise the College in writing of any changes of address, contact details, medical conditions or other information on the "Application for Enrolment". Parents/guardians must inform the College immediately of the details of any specific needs that may impact on the student's education, his/her learning abilities or participation in any programs provided by the College. The College must be notified immediately of the details of any court order or custody/parenting plan relevant to the student and in changes to any order or plan.

BEHAVIOUR AND DISCIPLINE

Discipline

Unity Grammar's Discipline Policy is governed by the terms of procedural fairness and all measures will be undertaken to ensure that procedural fairness is implemented in all disciplinary related incidences.

This Discipline Policy adheres to the College's vision of holistic Islamic education and aims to develop all aspects of the human persona including: the spirit, mind, and body, both at an individual and social level. Accordingly, students are empowered by a value system that makes them responsible for their choices and guides them towards making wise decisions. (Refer to Discipline Policy)

Behavior

The College rules are designed for the general well-being and good of the whole College community.

- a) Student must at all times obey school rules and follow the directions of their teachers
- b) If students do not respond by correcting their behavior then they can expect to be dealt with in line with the College's behavioral management procedures. This may lead to official detentions, suspensions and even expulsion. Parents will be notified.
- c) Students are expected to show respect for others and the environment at all times.

Student Welfare

The aim at Unity Grammar is to provide a standard of excellence in education second to none for all students, while taking into consideration the age, background, abilities and interest of all students enrolled in the College.

It is the College's view that the 'Student Welfare Policy' forms the framework upon which a secure, well-managed environment is created and that best provides for learning and achievement at the highest level by all students.

UNIFORM

It is College policy that all students attending Unity Grammar are dressed in the correct school uniform while at College, travelling to and from College and when representing the College at all activities, be they sporting, community functions, or excursions.

The College uniform is to be worn by all students.

- College uniform will be checked by teachers every morning.
 - Any student falling out of full College uniform will be given an official written warning, and after their third warning the parent will be contacted.
 - The Head of School or delegated personnel will contact the parent and follow up the matter to ensure adherence to the policy.

Any student not in College uniform is to provide a note to the class or roll call teacher in the first instance.

Teachers are required to issue a uniform letter to inform parents and consequently seek an explanation or remind the parents of the policy. Parents are expected to support the College in the matter of correct uniform.

Should a parent have financial hardship in providing for specific uniform items, the College will do all it can to provide support. Parent must apply to the Head of School or his/her delegate for consideration. (Refer to the Uniform Policy for more information)

TERMINATION

Unity Grammar retains the sole and overarching right to terminate the enrolment of any student it believes has breached or is about to breach its rules and conditions of enrolment. Such conditions include but are not limited to;

1. Providing false or misleading information at the time of application
2. Not meeting Academic benchmark standard
3. Violent or aggressive action towards students or adults
4. Bringing a dangerous weapon to the College
5. Theft
6. Failure to pay College fees as per Fees & Regulations Policy
7. Possession of any drugs without a medical certificate
8. Possession of un-Islamic/illegal printed or recorded material
9. Un-Islamic conduct with students of the opposite sex / same sex
10. Any conduct/condition that necessitates a review of enrolment.
11. Inappropriate use of the College's technology to access un-Islamic/illegal material

No remission of fees will apply in any of these above cases.

SUSPENSION, EXCLUSION AND EXPULSION

Where termination is not deemed required, Unity Grammar may resort to the temporary suspension of a student's enrolment.

(Refer to Discipline Policy for more information)

TERMS & CONDITIONS

Unity Grammar has the right to vary enrolment procedures and conditions at its discretion. Parents will be advised of intermittent changes to the policy. As an Islamic College, we respect the rights of each person to hold different beliefs. However, considering our own Islamic beliefs, we are unable to accommodate the religious practises of other faiths.