



INTEGRITY | ALLEGIANCE | SINCERITY

UNITY
GRAMMAR

ENROLMENT POLICY

Version 3

2018

Written By	Chief Executive Officer
Approved By	Board of Directors
Date	9 November 2018
Relevant to	All Unity Grammar Staff, Students and Affiliates
Related College Documents	<ul style="list-style-type: none">• AISNSW Advice for Member Schools.• Privacy Policy.• Communications Policy.
Legislation	<ul style="list-style-type: none">• The Children and Young Persons (Care and Protection) Act 1998 (NSW).• The Child Protection (Working with Children) Act 2012.• Children and Young Persons (Care and Protection) Regulation 2000• Commission for Children and Young People Act 1998• Commission for Children and Young People Regulation 2009• The Ombudsman Act 1974 (NSW).• A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing.• Education Act 1990 (NSW) as amended by the Education Amendment Government Schools Registration) Act 2004 (NSW).• Civil Liability Act 2002.
Next Policy Review	October 2019

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Enrolment Policy

1. PURPOSE

1.1 The purpose of this Policy is to clearly outline the conditions associated with enrolment at Unity Grammar.

2. SCOPE

2.1 The Policy applies to existing and future student enrolments.

3. DEFINITIONS

3.1 **Application** is defined as the date both the completed Application for Enrolment Form and the Application Fee are received by the school. If a prospective student declines the College's Offer of Enrolment, their Application for Enrolment will be cancelled on the date that the offer is declined.

3.2 **Fees** are the amount of money paid to attend Unity Grammar.

4. ACCOUNTABILITY

4.1 It is the responsibility of College support staff to ensure accurate and timely information and processes are shared with existing and future families enrolling at Unity Grammar.

4.2 It is the responsibility of College teaching staff to ensure students enrolled are receiving quality teaching and learning programs.

4.3 It is the responsibility of College finance staff to follow up on fee payments for families who have outstanding fees.

5. RATIONALE

5.1 This Policy is important for the College, because clear and transparent enrolment systems and processes are crucial in ensuring all stakeholders are treated equally and with consistency.

6. AIM

6.1 Unity Grammar College is founded on the teaching and principles of Islam. Our aim is to enrol students of the Islamic faith and where possible those of the non-Islamic faith whose parents can demonstrate support and compliance with the College's Islamic ethos, values and teachings.

7. POLICY GUIDELINES

7.1 Applications for enrolment may be made at any time by the parent/carer(s) of students.

7.2 The College will base its decision of offering a place to a student on:

7.2.1 Family relationship with the College:

- Sibling of a current or ex-student;
- Attitudes, values and priorities that are compatible with the College's vision, values and faith

7.2.2 The student:

- Contribution that the student may make to the College
- Student reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

- Results of enrolment assessments done at Unity Grammar
 - Results of students' background check from previous school(s)
- 7.2.3 The College's ability to meet the special needs or abilities of the student
- 7.2.4 Order of receipt - when the application to enrol is received by the College.
- 7.2.5 Availability of places within the Year level being applied.
- 7.3 The College will liaise with parent/carer(s) of the student before offering a place.
- 7.4 The College has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- 7.5 Continued enrolment at the College is dependent upon the student making satisfactory academic progress, regular and consistent attendance, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the College which are applicable from time to time. See Appendix 1 and 2 for the process, conditions and fees associated with enrolling at Unity Grammar.
- 7.6 Once the necessary application process has been completed, parents will be advised in writing of the outcome of their application for enrolment of their child or children under their care.

8. BREACHES OF THIS POLICY

- 8.1 The Chief Executive Officer will be informed of all suspected breaches of this policy. The Chief Executive Officer or nominee is responsible for initiating action to investigate suspected breaches and will liaise with appropriate officers of Unity Grammar to ensure that breaches are dealt with and appropriate corrective action taken.
- 8.2 All suspected breaches of this policy should, in the first instance, be reported to the relevant supervisor, who will forward the information to the Chief Executive Officer.
- 8.3 The Chief Executive Officer will report suspected breaches that may involve corrupt conduct, maladministration or serious or substantial waste to the Board of Directors.
- 8.4 Breaches of this policy may result in disciplinary action which may include, but is not limited to, limitation or removal of access to Unity Grammar's systems or termination of an employee's or contractor's engagement with Unity Grammar.

9. ROLES AND RESPONSIBILITIES

A. Chief Executive Officer

- 9.1 The CEO has overall responsibility for the implementation and management of this Policy.

B. Executive and Middle Leaders

- 9.2 Supervisors, and members of the Senior Executive have a responsibility to:
- 9.2.1 Ensure staff within their areas of responsibility are aware of appropriate practices
 - 9.2.2 Allocate resources to support the requirements of this policy
 - 9.2.3 Critically review processes and provide considered opinion and approval when appropriate

C. Staff and Affiliates

- 9.3 Staff and affiliates are required to comply with this policy and any other documents or procedures to which this policy refers.

APPENDIX 1 – ENROLMENT PROCESS AND FEES

ENROLMENT PROCESS

9.4 Upon lodgement of an application for enrolment, a non-refundable application fee is payable to the College. Applications will ONLY be considered and processed once the application form, all required documentation and the application fee have been submitted to the Business Development Manager.

9.5 Parents will be contacted approximately 1 school term prior to enrolment.

9.6 After submission of required documentation and after completion of the entrance assessments, applications will be reviewed by the relevant Head of School. Consideration will be given to the needs of prospective students in light of existing programmes to ensure that the College can meet the needs of the prospective student and the expectations of their parents. Positions are often limited and therefore selection is competitive.

9.7 Where places in a particular year or level are limited, preference may be given to families with siblings already attending Unity Grammar.

9.8 Once a formal offer of enrolment is made, a non-refundable Building Levy and one terms tuition fee in advance per student are payable to confirm the enrolment. Parents will be informed of the exact fees payable to accept an offer of enrolment at that time. Upon receipt of such monies, formal confirmation of the place will be provided by the Business Development Manager or their delegate.

9.9 Offers of an enrolment place must be accepted and confirmed no later than **7 working days** from the date the offer was made. If the offer is not accepted within this time or alternative arrangements are made with the Business Development Manager, it may be considered that the offer will be forfeited.

TUITION FEES

Fees Payable with Application for Admission form

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

Fees in Advance

9.11 Fees for Kindergarten to Year 6 in advance are \$800.00, equivalent to one term's fee, which is credited to the final fee statement payable 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 Chief Executive Officer or their delegate.

9.12 Fees for Years 7 to 10 in advance are \$900.00, equivalent to one term's fee, which is credited to the final fee statement payable 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 Chief Executive Officer or their delegate.

9.13 Fees for Years 11 and 12 in advance are \$1,050.00, equivalent to one term's fee, which is credited to the final fee statement payable 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 Chief Executive Officer or their delegate.

9.14 Year 12 fees are payable in term 4 of the Year 11 year. Fees must be finalised before the second term of year 12 which will be January of their HSC year. If fees are

not paid before this time, students cannot attend class unless a prior arrangement has been made with the Chief Executive Officer or their delegate.

Building Levy

- 9.15 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. All new enrolled students are required to pay this fee when accepting an Offer of Enrolment regardless of time in the year.

Important Note

- 9.16 If the school fees are not paid and are not up to date, re-enrolment of the students for the following year will be at the Chief Executive Officer's discretion.
- 9.17 All unpaid fees will continue to remain a debt owing to the College and the College may engage debt collection agencies to recover outstanding debt.

Refunds

- 9.18 Full refund if enrolment is withdrawn with 1 Term's (or 10 active term weeks) notice.
- 9.19 50% of balance due will be refunded if enrolment is withdrawn with 4 active term weeks' notice.
- 9.20 Nil refund once term commences or if less than 4 weeks' notice is given.

Fees Discount

- 9.21 Parents who choose to pay their child's Junior School (K-6) annual school fees in full at the beginning of the school year will receive a 10% discount. This must be paid by the date specified by the College. Parents with multiple children will receive a 10% discount for successive children, provided all fees are paid at the same time.
- 9.22 Parents who choose to pay their child's Secondary School (7-12) annual school fees in full at the beginning of the school year will receive a 5% discount. This must be paid by the date specified by the College. Parents with multiple children in Secondary School will receive a further 5% discount for successive children, provided all fees are paid by the start of the school year.
- 9.23 Parents who have siblings in Junior School will receive a 10% sibling discount for the child in the Junior School only.
- 9.24 **Note: All Fees including building fees, textbook fees, and any remaining balance from the previous years must be paid in full in order to qualify for the discount.**

Fee Structure for Children of Current Staff Members

- 9.25 **Fee Structure for Children of Current Staff Members will apply as follows:**
- 9.25.1 Staff working at Unity Grammar during their first 2 calendar years will receive a 25% reduction on College student fees.
- 9.25.2 Staff working at Unity Grammar after their first 2 calendar years will receive a 50% reduction on College student fees for the remainder of the staff member's employment at Unity Grammar.
- 9.25.3 The reduction will be based on the total family fee amount (which includes sibling discounts).

For example, if the total full fees (including sibling discounts) for the family add up to \$10,000, the staff reduced fees for a staff member who has worked at Unity Grammar for more than 2 calendar years, will be reduced to \$5,000 for the whole family.

9.26 The following conditions will apply to the Fee Structure for Children of Current Staff Members:

- 9.26.1 The new fee structure will start in 2018 and will not be backdated prior to 2018.
- 9.26.2 Fees will be calculated only at the beginning of each College Calendar year. A staff member starting at Unity Grammar mid-year for example, will be regarded as having started at the beginning of that Calendar year, but only for the purposes of calculating student fee reduction.
- 9.26.3 Fees and Building Levy must be paid upfront, and in full, at the beginning of the Calendar year, prior to the commencement of Term 1. Otherwise the existing fee arrangement for all other families will apply.
- 9.26.4 Other than sibling discounts (9.21 and 9.22), this fee structure cannot be used in conjunction with any other benefits, scholarships or discounts. For example, the existing 10% early payment discount does not apply.
- 9.26.5 This fee structure does not apply to Building Levy, excursions, textbooks, resource fees, uniform costs and any other costs incurred during the course of the Calendar year.
- 9.26.6 If two staff members from the same family work at Unity Grammar, the fee structure is not applied twice. This applies only once per family.
- 9.26.7 Staff must be on a minimum of 0.5 FTE (Full-Time Equivalent) load to receive the fee structure.
- 9.26.8 Staff must be the parent of the student, not grandparent, relative or friend to receive the fee structure.
- 9.26.9 If the Staff member leaves the College, the fee structure will be removed immediately and the staff member will be required to repay the difference in fees, based on what the fees would have been with no staff fee structure and the pro-rata period within the year that the staff member leaves.
- 9.26.10 If the staff member's child or children are withdrawn from the College during the course the year, the following refunds will apply:
 - After term 1 (with no prior notification), a 50% refund of the Staff Fee Structure will apply for Terms 3 and 4.
 - After term 2 (with 10 active term weeks' notification), a 50% refund of the Staff Fee Structure will apply for terms 3 and 4.
 - After term 3 (with 10 active Term weeks' notification), a 25% refund of the Staff Fee Structure will apply for term 4.
 - No other refunds will apply, including the Building Levy and resource fees.
- 9.26.11 This policy will be an addendum to all staff contracts.
- 9.26.12 This policy may be amended when required by the College and staff will be notified in a timely manner.
- 9.26.13 See Appendix 3 for Fee Structure for Children of Current Staff Members Application Form.

SUMMARY OF JUNIOR SCHOOL FEE AMOUNTS (YEARS K TO 6)

1st Child

- 9.27 Term \$800.00, Year \$3,200.00
10% discount for early payment will be offered, details of dates will be provided each year.

2nd and 3rd Siblings (also in Junior School)

- 9.28 Term \$720.00, Year \$2,880.00
10% discount for 2nd and 3rd siblings will be offered and another 10% discount will be offered for early payment for year paid upfront. Dates will be provided each year.

4th Sibling (also in Junior School)

9.29 Term \$640.00, Year \$2,560.00
20% discount will be offered to the 4th sibling and another 10% discount will be offered for early payment for year paid upfront. Dates will be provided each year.

5th and following siblings (also in Junior School)

9.30 5th and following siblings will receive a 100% discount on tuition fees.

SUMMARY OF SENIOR SCHOOL FEE AMOUNTS (YEARS 7 TO 10)

1st Child

9.31 Term \$900.00, Year \$3,600.00
5% discount for early payment for year paid upfront, details of dates will be provided each year.

2nd and 3rd Siblings (also in Secondary School)

9.32 Term \$855, Year \$3,420.00
5% discount for 2nd and 3rd siblings will be offered and another 5% discount will be offered for early payment for year paid upfront. Dates will be provided each year.

4th Sibling (also in Secondary School)

9.33 Term \$810, Year \$3,240.00
5% discount will be offered to the 4th sibling and another 5% discount will be offered for early payment for year paid up front. Dates will be provided each year.

5th and following siblings (also in Secondary School)

9.34 5th and following siblings will receive a 100% discount on tuition fees.

SUMMARY OF FEE AMOUNT (YEARS 11 – 12)

1st Child

9.35 Term \$1050.00, Year \$4,200.00
5% discount for early payment for year paid upfront, details of dates will be provided each year.

Siblings (Also in Years 11 -12)

9.36 Term \$997.50, Year \$3,990.00
5% discount for early payment for year paid upfront, details of dates will be provided each year.

Miscellaneous expenses

9.37 Parents can expect that additional costs will be incurred throughout the year. These activities are part of the College's curriculum and extracurricular programs, and as such, participation is compulsory by all students.

9.37.1 Resource Fees

9.37.2 Excursions

9.37.3 Incursions

9.37.4 Camps

9.37.5 Sporting activities

9.37.6 Curriculum based activities

10. APPENDIX 2 – APPLICATION FOR ENROLMENT

APPLICATION FOR ENROLMENT

Recent
Passport
Photo

Minimum
35x45mm

Applying for Year group _____

Year of intended commencement _____

(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, 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 (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: _____

FAMILY DETAILS

Name of Students Siblings

Age

Current Grade

School Currently Attending

Name of Students Siblings	Age	Current Grade	School Currently Attending

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 No Yes (specify) _____

Autism, Epilepsy, Cerebral Palsy, Bipolar Disorder, Down Syndrome?

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.

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
- A copy of students' two most recent school report
- NAPLAN results if applying for Years 4 to 10
- Immunisation records for all Kindergarten applications
- 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 _____

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. **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 may 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 Enrolment 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 CEO'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. Co 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 authorise 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 Student Behaviour Management 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)

Behaviour

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

- a) Student must at all time times obey school rules and follow the directions of their teachers
- b) If students do not respond by correcting their behaviour then they can expect to be dealt with in line with the College's behavioural 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.

11. APPENDIX 3

**Fee Structure for Children of Current Staff Members
Application Form**

I would like to apply for the Fee Structure applicable to children of current staff members.

My child's or children's full names within my family attending Unity Grammar:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

I understand and accept all conditions within this policy.

Staff Member's Name: _____

Years of Service at Unity Grammar: _____

Position at Unity Grammar: _____

Staff Member's Signature: _____

Date Submitted: _____

Office use:

Application received by: _____

Date received: _____

Application (circle): Approved / Not Approved

Application assessed by: _____

Assessor's Signature: _____

Date Approved: _____