

# ENROLMENT POLICY

## Version 2

### 2023

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Chief Executive Officer, Chief Financial Officer

2023

## Table of Contents

ENROLMENT POLICY.....	1.....
1. Purpose.....	3.....
2. Scope.....	3.....
3. Definitions.....	3.....
4. Accountability.....	3.....
5. Rationale.....	3.....
6. Policy Guidelines.....	3.....
7. Roles and Responsibilities.....	4.....
Appendix 1 -Enrolment Process, Fees and Financial Hardship.....	5.....
8. Enrolment Process.....	5.....
9. Tuition Fees.....	5.....
10. FinancialHardship.....	6.....
11. Fee Structure for Children of Current Staff Members.....	8.....
12. Appendix 2 Fee Discount for Children of Current Staff Members Application Form.....	9.....

# Enrolment Policy

## 1. PURPOSE

- 1.1 The purpose of this Policy is to clearly outline the conditions associated with enrolment at Assyrian Christian Schools (ACS).

## 2. SCOPE

- 2.1 The policy applies to existing and future student enrolments.

## 3. DEFINITIONS

- 3.1 Application Fee - is defined as the date both the completed Application to Enrol form and the Application Fee are received by the school.
- 3.2 Fees - are the amount of money paid to attend ACS.
- 3.3 Building Levy - A non-refundable fee per student capped at a maximum payment of two students per family, renewed every year.
- 3.1 Scholarships - are the amounts of money waived by the school in lieu of student contributions, academic and other extra/co-curricular performance.
- 3.2 Hardship Discounts - are the amounts of money by which fees are reduced by ACS.
- 3.3 Sibling discount - A discount offered for parent's with multiple children at ACS.
- 3.4 Early payment discount - A discount incentivising early full payment of tuition fees.
- 3.5 Staff fee reduction - A reduced fee schedule for existing staff members of ACS.
- 3.6 Scholarship - A scholarship offered to students who meet a predefined criterion.

## 4. ACCOUNTABILITY

- 4.1 It is the responsibility of school support staff to ensure accurate and timely information and processes are shared with existing and future families enrolling at ACS.
- 4.2 It is the responsibility of ACS teaching staff to ensure students enrolled are receiving quality teaching and learning programs.
- 4.3 It is the responsibility of ACS finance staff to ensure processes are completed accurately and in a timely manner, as well as following up on fee payments for families who have outstanding fees.

## 5. RATIONALE

- 5.1 ACS is open to all parents and students who are prepared to support the philosophy, values and objectives of ACS.
- 5.2 Clear and transparent enrolment systems and processes are crucial in ensuring all stakeholders are treated equally and with consistency.

## 6. POLICY GUIDELINES

- 6.1 Applications for enrolment may be made at any time by the parent/carer(s) of students to the relevant school administration office. However, this does not guarantee enrolment of their child in the school.

6.2 An interview will be arranged with the Principal to determine the suitability and compatibility of the student enrolment.

6.3 ACS will base its decision of offering a place to a student on:

6.3.1 Family relationship with ACS:

- x Sibling of a current or ex-student.
- x Attitudes, values and priorities that are compatible with ACS' vision, values and faith.

6.3.2 The student:

- x Contribution that the student may make to the school.
- x Student reports from previous schools.
- x Results of enrolment assessments completed at ACS.
- x Results of students' background check from previous school(s).
- x Other reports submitted by a family.

6.3.3 The family's ability to meet the financial requirements of the school.

6.3.4 The school's ability to meet the special needs or abilities of the student.

6.3.5 Order of receipt - when the application to enrol is received by the school.

6.3.6 Availability of places within the Year level being applied.

6.4 The school will liaise with parent/carer(s) of the student before offering a place.

6.5 The school 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.

6.6 Continued enrolment at the school 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 school which are applicable from time to time. See Appendix 1 for the process, conditions and fees associated with enrolling at ACS.

6.7 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.

## 7. ROLES AND RESPONSIBILITIES

### A. Chief Executive Officer

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

### B. Senior Executive

7.2 Members of the Senior Executive have a responsibility to:

7.2.1 Ensure staff within their areas of responsibility are aware of appropriate practices.

7.2.2 Allocate resources to support the requirements of this policy.

7.2.3 Critically review processes and provide considered opinion and approval when appropriate.

### C. Staff and Affiliates

7.3 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, FEES AND FINANCIAL HARDSHIP

### 8. ENROLMENT PROCESS

- 8.1 Upon lodgement of an application for enrolment, an application fee is payable to ACS. Applications will ONLY be considered and processed once the application form, all required documentation and the application fee have been submitted to the school.
- 8.2 After submission of required documentation applications will be reviewed by the Principal. Consideration will be given to the needs of prospective students in light of existing programs to ensure that the school can meet the needs of the prospective student and the expectations of their parents. Positions are often limited and therefore selection is competitive.
- 8.3 Where places in a particular year or level are limited, preference may be given to families with siblings already attending ACS.
- 8.4 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 school, it may be considered that the offer will be forfeited.

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10.4 The following table shows the criteria used in assessing the level of financial hardship:

Criteria for Financial Hardship Assessment of Fees

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Number of Children	Standard Fee Payment (per fortnight)	Varied Fee Payment (negotiated per fortnight)
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## 11. FEE STRUCTURE FOR CHILDREN OF CURRENT STAFF MEMBERS

11.1 Fee Structure for Children of Current Staff Members will apply as follows:

11.1.1 Staff employed 0.5-1.0 FTE (Full Time Equivalent) working at ACS will receive a 50% reduction on ACS student fees for the remainder of the staff member's employment at ACS.

11.1.2 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 ACS for more than one calendar year, will be reduced to \$5,000 for the whole family.

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

11.2.1 Fees will not be retrospective and will begin in the 2023 Calendar Year.

11.2.2 Fees will be calculated only at the beginning of each Calendar year. A staff member starting at ACS 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.

11.2.3 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.

11.2.4 Other than sibling discounts, this fee structure cannot be used in conjunction with any other benefits, scholarships or discounts. For example, the existing early payment discount does not apply.

11.2.5 This fee structure does not apply to Building Levy, extracurricular activities, co-curricular activities, excursions, textbooks, resource fees, uniform costs and any other costs incurred during the course of the Calendar year.

11.2.6 If two staff members from the same family work at ACS, the fee structure is not applied twice. This applies only once per family.

11.2.7 Part-time Staff employed 0-0.49 FTE will receive the FTE equivalent of the fee structure. For example, a staff member who is 0.4 FTE at ACS will receive a 0.4 pro-rata Staff Discount.

11.2.8 Casual Staff are not eligible for Staff Discounts on their child or children's school fees.

11.2.9 The Staff Discount does not apply to children attending the Early Learning Centre. Staff Discounts begin in Kindergarten and finish in Year 12.

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12. APPENDIX 2 - FEE DISCOUNT FOR CHILDREN OF CURRENT  
STAFF MEMBERS APPLICATION FORM