



# *2014 Business Notice*





ABN 32 079 146958

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This Business Notice sets out the terms and conditions under which students are currently enrolled at Al-Taqwa College.

The Business Notice is current at the time of printing, but the School Council retains the right to alter the notice to meet changing conditions without notice.

The 2013 Business Notice is available on the Al-Taqwa College website

**[www.al-taqwa.vic.edu.au](http://www.al-taqwa.vic.edu.au)**

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## **1 Philosophy of Al-Taqwa College**

### **Vision**

Al-Taqwa College will provide education opportunities to students in a caring, safe and healthy learning environment, which promotes quality education, and Islamic values and beliefs. Students are nurtured to be lifelong learners and encouraged to be proud Australian Muslim citizens of tomorrow.

### **Mission**

Al-Taqwa College aims to produce good reflective self-directed learners who have problem-solving skills and critical thinking abilities. It aims to be a place where the individuality of each person is recognised, and where that recognition is reflected in the College's curriculum diversity and flexibility, diverse teaching strategies and student centered processes. The College aims to create a school environment that instills in students love and obedience to Allah (swt) in accordance with the sayings and deeds of the Prophet Muhammad (saw) and enables them to benefit from the teachings of the Holy Al-Quran and the Sunnah of the Prophet Mohammad (pbuh).

### **School Values**

Al-Taqwa College supports and promotes the principles and practices of Australian democracy including a commitment to:

- elected government;
- the rule of the law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association; and
- the values of openness and tolerance.

The Prophet Mohammad said 'He who does not care about the youngest and does not respect the oldest does not belong to the Muslim community'. It is this sense of caring and respect that underpins our school values. In doing so it adheres to the provision of:

- Quality learning – providing a high quality and inclusive education.
- Honesty – being true to once self and true to others.
- Respect – showing care and concern for other people and property.
- Trust – Instilling confidence that each person doing their part – trust in our teachers, trust in our programs.
- Tolerance – understanding and celebrating diversity and individual differences.
- Caring – encouraging the development of empathy.

## **Fundamental Principles**

- The richness of the Islamic tradition, values and teachings will guide the direction and operation of the college within the Australian context and law.
- In accordance with the Islamic concept of justice – every individual in the school will be treated fairly with no distinction of color, race, religion or gender.
- We will respect and protect the rights of students – to be heard and to express themselves, to protection of their physical well-being and their dignity, and most importantly, their right to quality education that will prepare them for the future.
- Young people are active learners and will be encouraged to strive to do their best to achieve their full potential.
- We will deliver quality education grounded on Islamic principles and values, which will be affordable and accessible to any families who share and believe in these same values and principles.
- We will ensure the holistic development of students by delivering a well-balanced, experientially rich and diverse curriculum that respects learners as individuals. At the same time cultivating their appreciation and sense of responsibility as a part of the larger community in line with the Islamic concept of the Ummah.
- We will promote and implement the restorative approach to student’s wellbeing and management.

## **Objectives**

Stemming from the school’s commitment in achieving excellence within an inclusive educational framework that is grounded on Islamic values and teachings, the College will:

- Create a school environment that instills in students the love and obedience to Allah (swt) in accordance with the teachings of the Holy Al-Quran and the sayings and deeds of the Prophet Muhammad (saw) the Sunnah.
- Provide quality and a holistic education that will develop students’ talents and capabilities to their full potential whilst meeting the aspirations and needs of the college’s Islamic community. This holistic education will ensure an all round development of students physically, mentally, socially and spiritually, guided by Islamic principles and teachings, and cultivating an understanding and appreciation of our Islamic cultural heritage.
- Produce graduates who are proud of their identity as Australian Muslims while retaining respect and appreciation of the Aboriginal cultural traditions and the diversity of Australian ethnic cultural groups.
- Develop students who are competent, adaptable and resilient life – long learners with an appreciation of the nature and place of work in our society, opportunities to develop good work practices, and a respect for the rights of others in the work place.

## 2 General Information

### 2.1 Contact Details

Mr Omar Hallak	Principal
Ms Fauziah Adiman	Deputy Principal, Primary
Mr Terry Manoussakis	Deputy Principal, Secondary
Mr Mohammad Hallak	Business Manager
Ms Malak El-Ashey	Accounts Receivable (School Fees)
Mr Sameh Aghbash	Transport Coordinator
Mr Hussam Hallak	School Council Secretary
Telephone	(03) 9269 5000
Fax	(03) 9269 5070
Email	adminoffice@wicv.net
Website	www.al-taqwa.vic.edu.au
Address	201 Sayers Road, Truganina 3029
ABN	32 079 146 958

### 2.2 Office Hours

The Administration Office is open from 8.30am to 4.30pm, Monday to Friday. The Accounts Department will be open between 8.30am to 4.00pm. The Office is closed during term holidays.

### 2.3 Daily Bell Routine

#### Foundation to Grade 2 – Monday to Friday

8.55am	Homeroom
10.00-10.15am	Recess
11.55am-12.35pm	Lunch
2.15-2.30pm	Prayers
3.15pm	Home Time

#### Grade 3 to Grade 6 – Monday to Friday

8.55am	Homeroom
11.00-11.20am	Recess
1.20-2.00pm	Lunch
2.00-2.20pm	Prayers
3.20pm	Home Time

#### Secondary – Monday to Thursday

8.45am	Homeroom
10.33-11.03am	Recess
12.43-1.25pm	Lunch
1.25-1.40pm	Masjid
3.20pm	Home Time

#### Secondary – Friday

8.45am	Homeroom
10.33-11.03am	Recess
12.33-1.00pm	Masjid
1.00-1.40pm	Lunch
3.20pm	Home Time

All bell times are subject to change

### 3 Enrolment Details

Foundation enrolments are open until the first week in August each year. Foundation testing is held in late August of each year with letters of offer posted to prospective families during October. Second round offers are available in November. The College holds an Orientation Day in November. Enrolments for students from Grade 1 to Year 10 close during September.

Activity	Timeline
Foundation Enrolments Close	First week in August
Foundation Testing	Late August
Grade 1 to Year 10 Enrolments Close	September
First Round Letters of Offer	October
Second Round Letters of Offer	November
Orientation Day	November

#### 3.1 Enrolling students with special needs

Any costs incurred to obtain advice outside the College to determine whether your child has special needs is the responsibility of the parent/guardian. Any costs incurred due to subsequent assessments will also be the responsibility of the parent/guardian.

### 4 Schedule of Fees and Charges 2014

#### 4.1 Responsibility for Payment of Fees

As an independent school, Al-Taqwa College must charge fees for each student to ensure our financial viability. Al-Taqwa College aims to provide affordable education for all students looking to study within an Islamic environment. In order to keep tuition fees affordable, it is vital that fees are collected for all students attending Al-Taqwa College at any given time.

One of the conditions of continued enrolment at Al-Taqwa College is that all fees are paid as they become due, in accordance with this notice. Both parents/guardians (if applicable) are required to sign a College Agreement and Enrolment Form. Any person(s) who completes and signs these forms, are responsible for paying all fees for the student attending Al-Taqwa College.

We understand that marital status may change during the course of your child's enrolment, which in turn may lead to a mutually agreed change to the responsibility of school fee payments. In this case, the College reserves the right to pursue either or both parties in regards to outstanding school fees until a mutual agreement has been made. You may collect a Split Payment Arrangement Form from the Accounts Department which must be completed by both parties and returned prior to allowing changes to the payment arrangements.

Upon accepting a place at Al-Taqwa College and signing the College Agreement and Enrolment Form, parents are required to pay a non refundable acceptance fee as per below. Details of current fees are provided upon enrolment, and an updated fees schedule is provided annually to ensure that all parents are aware of their financial obligations. Any changes in fees for the following year will be published during Term 3. If in the event a third party will be paying any College fees, please contact the Accounts Department.

Fees are subject to change throughout the year without notice.

## **4.2 Fees and Charges**

### **Application Fee**

A non-refundable Application Fee of \$60 is payable prior to any student sitting an entrance exam. This fee covers the administration costs in preparing and marking each entrance exam.

### **Acceptance Fee**

A non-refundable Acceptance Fee of \$160 is to ensure that you are willing to enrol your child at the College. This Fee will hold a place at the College for your child. The Acceptance Fee must be paid within 14 days of receiving the agreement and prior to the student commencing at Al-Taqwa College.

### **Tuition Fees**

Tuition Fees are intended to cover all acceptable, authorised and common costs for the meeting of a child's tuition in a given year. Tuition Fees do not cover books, excursions, incursions, camps or extra curricular classes. Tuition Fees are issued on an annual basis, you have the option to pay upfront or term by term. Parents/Guardians are expected to pay all tuition fees by the date noted on each invoice. Unpaid Tuition Fees may incur further charges.

Students commencing on any given day during a term, will be expected to pay the full tuition fees for that term. The College does not accept pro rata payments.

### **General Levy**

This composite fee covers costs for classroom supplies (photocopying, reports, home economics, school newsletters, diaries, etc) which may vary from year to year and is an annual fee. The General Levy is separate from the Tuition Fees and may change without notice. These fees are compulsory and must be paid by the date noted on your invoice.

### **Reconfirmation Fee**

The compulsory Reconfirmation Fee of \$320 is payable during Term 3 for each family with a student/s continuing at Al-Taqwa College the following year. The Reconfirmation Fee is an annual family fee.

### **Bus Booking Fee**

Bus Booking Fees are applied to those families who use the school bus service and covers the cost Al-Taqwa College incurs from providing such a service. This annual \$55 fee will be billed at the end of Term 2. This fee is non-refundable or transferable. This fee holds a placement on the school bus for your child for the following year. The College school bus covers the northern and western suburbs (as listed on the Al-Taqwa College website). The fee is negotiated quarterly with the contractor and fees are payable at the Al-Taqwa College Accounts Department. All transport fees are subject to change without notice.

### **Bus Fees**

Bus Fees are payable per student, they may be paid weekly or per term (large bus \$495 or \$250 with conveyance allowance per term; small bus paid weekly \$50 or \$25 with conveyance allowance). The College reserves the right to withdraw access to the School Bus in the event that parents/guardians fail to pay any fees related to the bus service. The College also reserves the right to withdraw access to the School Bus if students are found misbehaving on the bus in accordance with our student behaviour policies. If you are entitled to a Conveyance Allowance you may receive a discount.

### Administration Fee

The College reserves the right to charge a \$25 Administration Fee to parents/guardians in the event that invoices are not paid by the due date specified or is in breach of the terms and conditions. The Administration Fees may be billed to parent/guardian accounts if payments are not made within 7 days of the initial invoice. Non payment of the Administration Fees may be considered non payment of fees and may be handed over to our debt collection agency.

### Replacement of Cheques

The College may charge a fee of \$30 for any requests to replace lost or dishonoured cheques.

All Fees and Levies are set out by the School Council and may change at any time without notice.

### After School Hours Care Program

The College may provide After School Hours Care for those who require the service. The Program will be run entirely by an external provider. All registrations and fees will be dealt directly between parents/guardians and the provider. The College will be providing the venue for the program only. Care is subject to availability. All students not collected from the College by 3.30pm will be sent to the After School Hours Care Program and will incur fees and charges.

Further information including fees will be sent home to all families as they become available.

### Tuition Fees and General Levy Schedule 2014 (Local Students)

Description	Tuition Fees Per Year	General Levy Per Year	Total
Foundation	\$1445	\$500	\$1945
Grade 1	\$1445	\$581	\$2026
Grade 2	\$1445	\$562	\$2007
Grade 3	\$1445	\$511	\$1956
Grade 4	\$1445	\$506	\$1951
Grade 5	\$1445	\$468	\$1913
Grade 6	\$1445	\$463	\$1908
Year 7	\$1766	\$508	\$2274
Year 8	\$1766	\$563	\$2329
Year 9	\$1766	\$508	\$2274
Year 10	\$1766	\$418	\$2184
Year 11 - VCE	\$2195	\$593	\$2788
- VET/VCAL	\$2195	\$683	\$2878
Year 12 - VCE	\$2195	\$713	\$2908
- VET/VCAL	\$2195	\$863	\$3058

Tuition Fees are subject to change throughout the year without notice. **Al-Taqwa College will introduce an IT Levy of approximately \$250 in 2014 for students in Grade 6 to Year 12. Further information will be available by December 2013.**

## Overseas Students Tuition Fees (incl General Levy 2014)

Description	Tuition Fees Per Year
Foundation to Grade 6	\$AUD10,000
Year 7 to Year 9	\$AUD11,000
Year 10 to Year 12	\$AUD12,000

The Overseas Student Tuition Fees include the General Levy, however, they do not include, accommodation, meals, text books, uniform, VCE Exams, excursions/incursions and camps. Parents/Guardians are expected to pay approximately \$7,000 extra for homestay taking into account that this figure may fluctuate each year. Overseas students must pay any Additional Fees as per 4.3, Extra Curricular Activity Fees, Reconfirmation Fee, Administration Fees and Transport Fees. All parents/guardians and students of Al-Taqwa College are expected to adhere to all policies and procedures set out by the College. The conditions relating to these fees include:

- a 50% upfront payment of tuition fees prior to the student commencing Semester 1 at Al-Taqwa College.
- The remaining 50% of tuition fees must be paid prior to the commencement of Semester 2 at Al-Taqwa College.

If the 50% payments are not made prior to the commencement of each Semester, the College has the right to debar the student's enrolment. Any changes to visas must be notified in writing to the Registrar ie, expiry dates and visa conditions.

### Higher Fee Visa Students

Fees for students who reside in Australia under their parents/guardians visa, are as follows as well as the General Levy (under 4.2) and Additional Fees (as per 4.3). The conditions relating to these fees are the same as for the Overseas Students Tuition Fees as listed above.

Course	Annual tuition fee
Primary – Foundation to Grade 6	\$6,500
Junior Secondary – Years 7 to 10	\$7,000
Senior Secondary – Years 11 to 12	\$8,000

Other Fees	Cost
Application Fee	\$60
Acceptance Fee	\$160

VCE Enrolment Fee (Invoiced separately by the VCAA)	Cost
VCE Units 1 and 2 only – up to three units	\$62.50
VCE Units 1 and 2 only – four or more units	\$187.20
One VCE Units 3 and 4 sequence with any number of Units 1 and 2	\$262.30
Two or more VCE Units 3 and 4 sequences	\$386.05

Prices may change without notice. Check Page 14 for VET/VCAL information.

### 4.3 Additional Fees

Application Fee	\$60
Acceptance Fee	\$160
Reconfirmation Fee	\$320
Withdrawal Fee	\$150
Bus Booking Fee	\$55
*Large Bus (per term)	\$495
*Small Bus (per week)	\$50
*Large Bus (per term, if eligible for the Conveyance Allowance)	\$250
*Small Bus (per week, if eligible for the Conveyance Allowance)	\$25
Administration Fee	\$25
Replacement of Cheques	\$30
Photocopy Credit Card (secondary students only)	\$5 or \$10

\*Due to fuel price increases and operating costs, bus fees will be reviewed on a quarterly basis. All fees are subject to change at any time without notice. Prices may also vary due to changes to the Conveyance Allowance where the College has no control this also includes eligibility.

### 4.4 Extra Curricular Activity Fees

From time to time the College will organise activities for the students to participate in. An example of these activities may include excursions, incursions, functions, camps, horse riding, taekwondo etc. It is highly recommended that all students participate in the activities as they are based around the curriculum. Students who attend these activities will be required to pay for the activity in full and prior to the event commencing.

Notices for each activity will be sent home with adequate notification and the due date for payment will be indicated on the form. Information regarding each activity will be clearly noted and parents must sign and return the forms. Any student who does not return their form or money will not be permitted to participate in the noted event. The extra curricular activities fees are not part of the tuition fees, general levy or additional fees as listed above.

### 4.5 New Technologies

As the College implements new technology, it will be expected that all parents/guardians pay for any additional costs in relation to this (ie iPads, laptops). In 2014 students studying Years 9 and 10 will be using hybrid tablets for educational use. Please refer to the Student Hybrid Tablet Agreement, Policy and Handbook for further information.

#### 4.6 Payment Methods and Due Dates

Fee	Payment Due	Payment Type
Application Fee	Upon submitting an application form and prior to student sitting an entrance exam	Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
Acceptance Fee	Within 14 days of receiving the College Agreement and prior to student commencing	
Tuition Fees • Foundation to Year 10  • Year 11 and 12	Upfront by the end of Term 1 or per invoice • Term 1 invoice due by the end of February • Term 2 invoice due by the 1st week of Term 2 • Term 3 invoice due by the 1st week of Term 3 • Term 4 invoice due by the 1st week of Term 4 Upfront by the end of Term 1	Stratapay, Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
General Levy	See Tuition Fees above	Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
Reconfirmation Fee and Bus Booking Fee	Payable by the end of Term 3	
Small Bus Fee	Weekly	Cash (direct to the bus driver)
Large Bus Fee	Paid by the end of the second week per term at the Accounts Department	Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
Administration Fee	Will be invoiced if payments are not made by the second reminder notice	Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard

Fees and charges will apply for the replacement of lost or dishonoured cheques.

Due dates are provided on all invoices and can be found on page 22 of this notice. Al-Taqwa College accepts various methods of payment, please check your invoice to see what is available.

#### 4.7 Upfront Payment Discount

Parents/Guardians are given the opportunity to pay College fees in instalments for the full year. When paying for the full year upfront, parents are entitled to a 6% discount for students in Foundation to Year 10. All upfront fees must be paid by the end of Term 1 of the current year.

All annual fees for Year 11 and 12 students must be paid in full during Term 1. A discount of 6% will apply to VCE students, only if the term fees are up to date in Term 1, for all their siblings attending Al-Taqwa College.

Upfront fees include the Tuition Fees and the General Levy, however, the discount only applies to the Tuition Fees.

#### **4.8 Instalment Payments**

Stratapay is the preferred method of payment used by Al-Taqwa College. Direct debits may be set up for fortnightly, monthly or quarterly. Payment plans may be arranged with the Accounts Department. Payments may be made using the following methods.

- BPay
- Internet Banking
- Telephone Banking
- Direct Debit
- Post Office
- Using the Stratapay Payment Slip

#### **4.9 Unpaid Fees/Debt Collection**

All fees must be paid by the due date. Any fees incurred by Al-Taqwa College as a result of non-payment will be passed on to the person(s) who is responsible and has signed the College Agreement and Enrolment Form. An administration fee may apply for accounts which are not paid within 7 days of the initial invoice. The Administration Fee will then be added to the reminder notice.

If the College is required to seek legal action of the recovery of outstanding sums, then the student(s) will be debarred from school, until such time that the amounts are paid in full or an arrangement satisfactory to the College has been agreed to, or remove the student from the College roll permanently.

Al-Taqwa College reserves the right to refuse future enrolments of siblings for those who currently have or have had outstanding fees. The decision to proceed with debt collection is at the discretion of the Principal and his delegates if parents/guardians default on their payments.

#### **4.10 Bursary**

Bursary applications should be made to the Accounts Department if you are experiencing financial hardship. A limited amount of funds are allocated for bursaries each year. All bursary applications are at the discretion of the School Council.

Applications for Bursary must be received at the Accounts Department before the second week in any term. All Bursary applications will be reviewed by the School Council by the fourth week in the same term that you submit your application. Families will be advised of the Council's decision in writing. All families are expected to attempt in paying their fees until Bursaries are approved. This will ensure that families do not fall behind in payments if their Bursary application is not successful.

Those applying for Bursary must supply evidence of hardship. Bursary applications must be resubmitted each year if required. Families may only apply for Bursary twice within a five year period unless under exceptional circumstances, to be determined by the School Council. Special consideration will be given to orphaned children. Student behaviour is also considered when awarding Bursary to families. (Refer to the Bursary Policy for further information.)

#### ***4.11 Refunds***

Requests for refunds must be made to the Accounts Department in writing by those who have signed the College Agreement and Enrolment Form. Refunds will be processed and paid within 30 days. Refunds will not be given to third parties. Students who are debarred from Al-Taqwa College must have all Tuition Fees paid up until the end of the term they are currently enrolled in. Refunds are only paid by cheque within 30 days of request.

#### ***4.12 Fees Paid in Advance***

Regardless of the reason a student withdraws from the College, where fees have been paid in advance, the College will refund that part of the Tuition Fees paid in advance where the student has not commenced that term and have given one terms notice.

#### ***4.13 Distance Education***

Our Year 10, 11 and 12 students have the opportunity to study utilising distance education. This is not organised by Al-Taqwa College and all fees and charges will be between the parent/guardian and the institution delivering the service. Staff members will be available to guide students depending on the subjects chosen to study using distance education. Any additional fees including travel are at the students own expense.

#### ***4.14 VET/VCAL***

Al-Taqwa students may elect to study VET/VCAL courses. Students may be required to purchase extra course materials and will be charged accordingly. These charges will be advised separately and are not included in any fees laid out in this Business Notice. Students will be required to pay for their own travel arrangements to other institutions if required. Parents/Guardians will be notified of any fees or charges which may attract a fee from a third party when applying for VET/VCAL courses. All course fees must be paid in full, prior to the commencement of study, these fees are non-refundable. Fees may be required to be paid directly to a third party. Information regarding VET/VCAL are to be confirmed.

### **5 Account Payments and Billing**

#### ***5.1 Billing Details***

All billing information must be kept up to date. The person(s) who sign the College Agreement and Enrolment Form is the person(s) who will receive all invoices. This person(s) must ensure that their details are current and up to date including their name, address and telephone numbers. If a bill is required to be settled by a third party, then they must make the appropriate arrangements for payments to be made.

#### ***5.2 Billing Arrangements***

All College fees are annual fees, parents/guardians do have the option to pay by term instalments which is four times a year. All instalment arrangements must be organised through the Accounts Department. Instalments are not available for VCE students.

### **5.3 Fee Payments**

Upon each enrolment acceptance, parents/guardians sign the Al-Taqwa College Agreement. In signing the College Agreement and Enrolment Form, parents/guardians understand and agree to pay the fees as stipulated in the Business Notice.

### **5.4 Payment Arrangements**

Parents/Guardians can choose one of three payment arrangements set out by the College.

- 1 Payment in Advance
- 2 Term Payments
- 3 Instalment Payments

## **6 General Business**

### **6.1 Student Enrolment Cancellations**

#### **6.1.1 Withdrawal of Enrolment by the Parent/Guardian**

Parents/Guardians wishing to withdraw their child from Al-Taqwa College must provide at least one term's notice in writing to the Principal or his delegates.

If a parent/guardian fails to provide the required notification of one term's notice, they may be billed with a Withdrawal Fee of \$150 per student.

Parents/Guardians remain liable for the payment of all outstanding fees. An exit interview must be held between the parent/guardian and the College Registrar and Principal or his delegates.

#### **6.1.2 Withdrawal of Enrolment by the College**

If in the opinion of the Principal and the Disciplinary Committee, that a student should not continue as a pupil at Al-Taqwa College, we will notify the parents/guardians to that effect and remove the student's name from the College roll and debar them from further attendance. The parents/guardians will be liable for all school fees and charges up to the end of the term.

#### **6.1.3 Withdrawal of Accepted Enrolment Prior to the Commencement of New Students**

Any parent/guardian who withdraws their enrolment following accepting the position may incur a Withdrawal Fee of \$150 per child. The Administration Fee may be billed if the withdrawal is notified after the date for acceptance has lapsed. If for any reason you decide to re-enrol your child and have not paid the past administration fee, your child's enrolment will not be accepted until payment is made.

### **6.2 Holiday Leave**

All holiday leave must comply with the Student Attendance and Holiday Policies.

### ***6.3 Extended Leave***

If a student is on leave for more than 18 weeks their enrolment will be cancelled unless all outstanding accounts and one term's fees are paid in advance and held as a holding fee. These fees will not be refunded if the student does not return to Al-Taqwa.

All students on extended leave must sit a re-entry test upon their return. The College has the right to downgrade the student depending on their test result. If one term's fees are not paid in advance the student's enrolment will be cancelled. If enrolments are cancelled the student will be required to reapply to Al-Taqwa College which will include a further entrance test, be subject to enrolment availability and also transport availability if applicable.

The College will not refund any part of fees as a result of a student's absence (of any kind) from school. Absences do not include curriculum activities, such as camps and excursions. In the case of long term illness, parents may apply for fee relief, in writing, to the Principal.

### ***6.4 Fee Relief***

The Principal or the Business Manager have the discretion to waive all or part of a particular term's fees in the event of a student being continuously absent from School for at least one semester due to exceptional circumstances ie a student who suffers from a long term illness. Parents/Guardians will need to apply in writing, to the Principal, explaining the circumstances of the absence and providing appropriate evidence such as medical certificates. Absence from school due to suspension or travel etc, does not constitute exceptional circumstances.

### ***6.5 Lost or Damaged Property***

Parents/Guardians will be responsible for the payment of any costs, incurred by the College, for any damage to College equipment and/or property that is deemed to be caused by the inappropriate or negligent behaviour of their child. Parents/Guardians are also responsible to replace any lost books from the class or library. Parents/Guardians will be invoiced accordingly.

### ***6.6 Scholarships***

Applications for scholarships are advertised in the local newspapers, College newsletters and website and must be submitted to the Registrar along with an application fee. The application fees will be determined during 2014 and parents will be advised. The 2014 Scholarships will be awarded for Academic Excellence, Religion and Sport. This will be based on the student's capacity to demonstrate academic ability as well as a willingness to significantly contribute to the broader life of the College. In accepting a Scholarship, parents/guardians are accepting that they understand that the College has a reasonable expectation that their child will complete their education at Al-Taqwa College. The College will require the full repayment of the total value of the Scholarship if students/parents do not fulfil this expectation. Scholarships may be withdrawn if the conditions of acceptance are not met.

### **6.7 Booklist**

The payment and collection of textbooks will be held with the College's booklist supplier. Parents/Guardians will be responsible to pay and collect the books directly from the supplier. Parents/Guardians are responsible to submit the booklists on time. If forms are submitted late, parents/guardians take the risk of not acquiring their children's books. Booklists are provided to parents during Term 4. Some booklist items may not be available by the supplier.

### **6.8 School Uniform**

The College Uniform Policy must be adhered to by students at all times. If a student fails to be in the correct uniform, they will be sent home. (Refer to the Uniform Policy for further details.) All uniform items are available direct from the external supplier. The College may stock ties, scarves and hijabs.

### **6.9 Health Restrictions**

As a duty of care, Al-Taqwa College may restrict students from attending school due to infectious conditions, ie Chicken Pox. Taking this action will assist in controlling the infection within the College. The College will not be held liable for any absences under this restriction, however, will endeavour to provide the student with adequate education material. A medical certificate is also required for the student to return to school.

### **6.10 College Newsletter**

Each month the College produces a newsletter which is sent home with the youngest student of each family. The newsletter is available on the College website under News/Activities. The newsletter contains reports from the Principal and two Deputy Principals advising of the events of the College. It also contains important information on upcoming events, accounts and administration news.

### **6.11 College Website**

The website contains news and information pertaining to the College. It is updated on a regular basis with news and events. We recommend that all students and parents use the website to obtain up to date information at [www.al-taqwa.vic.edu.au](http://www.al-taqwa.vic.edu.au)

### **6.12 College Camps, Excursions and Incursions**

Forms are required before a student is allowed to partake in the nominated activity and must provide permission for staff to seek appropriate medical treatment if required and agree to meet all future medical expenses that may result.

Parents/Guardians are not entitled to any refund or fee relief if a student does not attend.

## **7 Government Allowances**

Depending on individual circumstances, the State Government may provide allowances to assist in your child's education. All forms must be submitted to the Accounts Department by the due date as indicated on the application form to ensure payments are received. Forms may be obtained from the Accounts Department or online at [www.education.vic.gov.au](http://www.education.vic.gov.au)

### **7.1 Educational Maintenance Allowance (EMA)**

The Education Maintenance Allowance provides assistance to low-income families by helping with the costs associated with the education of their children. EMA applications are made by parents/guardians and submitted to schools. Schools have the responsibility to enter all EMA applications onto the secure EMA Web System site by the application close date.

The Government is restructuring the Education Maintenance Allowance (EMA) for 2014 to better provide education support to families on a low income.

EMA cheques received at the College will be applied to any outstanding school fees (if applicable) or be donated to the College Building Fund.

The College has no control regarding the EMA procedures and payments. The EMA may change without notice.

### **7.2 Conveyance Allowance**

The Conveyance Allowance may be applied for the use of public transport, private buses and private cars. Application forms are available from the Accounts Department and must be submitted by the due date on the form. More information is available at <http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm>

All decisions regarding Conveyance Allowance eligibility are made by the Government and not by Al-Taqwa College. The College is unaware of the Government's decision prior to cheques being received.

The College prepares Conveyance Allowance cheques at the end the year. For further details or arrangements please contact the Accounts Department. Claim forms must be completed in order for payments to be made. Parents will be notified via the school newsletter when claim forms are available.

### **7.3 School Kids Bonus**

The Australian Government assists you with the costs of educating your children. For further information regarding the School Kids Bonus visit <http://www.humanservices.gov.au/customer/services/schoolkids-bonus>

The College has no control regarding the Conveyance Allowance, EMA or School Kids Bonus procedures and payments. These allowances may change without notice.

## 8 Conditions of Enrolment

It is expected that you have read and understood the Business Notice and Conditions of Enrolment, and agree to accept them. It is understood that in signing and agreeing to the Letter of Offer, College Agreement and Enrolment Form that you accept to be bound by the Al-Taqwa College Conditions of Enrolment. Al-Taqwa College is an equal opportunity School, welcoming students of all races and religion.

- 1 To abide by the College ethos and demonstrate a commitment to its philosophy and respect its rules and conditions.
- 2 To ensure that the students obey School Rules and the direction of the Principal and/or his delegates in matters of conduct and discipline. To recognise the right of the Principal to suspend or cancel the student's enrolment should such rules and directions not be obeyed. We further acknowledge and agree that the failure of a student or a parent/guardian to accept a decision of the Principal and/or his delegates in a matter of conduct or discipline may result in enrolment cancellation. You accept the right of the Principal and/or his delegates to interview students and/or discuss matters with students in relation to inappropriate behaviour.
- 3 To accept liability for, and indemnify the School against, any loss or damage to the School and/or school property any person caused or contributed to by any act or default of the student.
- 4 To pay fees and charges that are, from time to time fixed by the School Council, such fees and charges being payable on the due date stated on the account rendered by the school.
- 5 To accept that my child's semester reports will be withheld until all payments are paid up to date.
- 6 To undertake that should you fail to pay any sums due to Al-Taqwa College, following a written demand having been made, then you will be liable for all the legal and administrative costs occasioned by this default. If the School is required to seek legal action for the recovery of outstanding sums, then student/s will either be:
  - a. debarred from School, until such time that the amounts are paid in full or a satisfactory arrangement with the Accounts Department has been agreed to.
  - b. removed from the school roll permanently.
- 7 To give the school one full term's notice in writing, addressed to the Principal, of the intention to withdraw the student from the school.
- 8 To pay the scheduled Withdrawal Fee if notice of withdrawal of a student is not given.
- 9 To allow your child to attend all the school's camps and excursions and to meet the costs as presented by the school.
- 10 Agree that we may transfer information to a third party, whether within Australia or overseas for the purpose of the School excursions, camps, retreats, overseas or interstate visits.

- 11 To accept that the School, from time to time, will impose limits on access to classes because of potential epidemics or health risks. Students who return from severe illness must provide a certificate from their treating doctor that they can resume back to classes.
- 12 To understand that in signing and agreeing to accept a position that you will be liable for a Withdrawal Fee of \$150 if you subsequently do not take up that position for your child.
- 13 To accept a position at the school parents/guardians fully understand that they accept all rules and terms and conditions of enrolment. Parents/Guardians and students cannot partially accept the Conditions of Enrolment. Failure to accept all Conditions of Enrolment will result in the immediate removal of a position at the school.
- 14 To agree and except that my child's enrolment process will be pending if there are outstanding fees for any siblings.
- 15 Children with special educational needs will be assessed according to the College's Special Needs Policy. Children with special needs must be discussed prior to enrolment. Any additional fees will be charged accordingly.
- 16 Progression from year to year and retention in the College depends on academic progress and the conduct of the student.
- 17 Agree that where a parent/guardian wishes to withdraw a student from the College, they must attend an exit interview with the Principal or his delegates.
- 18 Agree to accept the terms and conditions surrounding the After School Hours Care Program if required.
- 19 Agree to accept the terms and decisions made by the Discipline Committee.
- 20 Agree that Medical Action Plans (if required) must be provided with the Enrolment Form to be accepted.
- 21 Accept that fees and charges may change, from time to time without notice.
- 22 To agree, accept and understand that information pertaining to the Business Notice may change from time to time without notice. For all updates please refer to the College website [www.al-taqwa.vic.edu.au](http://www.al-taqwa.vic.edu.au)
- 23 To agree, accept and understand that the school has authority to apply my EMA/Conveyance Allowance cheque to any outstanding fees I have at the College (if applicable).
- 24 To agree, accept and understand that it is my responsibility to provide the College with the correct Visa information. Any changes to my Visa throughout my child's enrolment at Al-Taqwa, must be advised, ie expiry dates, Visa class.

25 Students studying Years 9 and 10 will be required to purchase a hybrid tablet from the College. It is compulsory for the Family to purchase this device as a condition of enrolment. If this device is not purchased, the College reserves the right to debar the student.

## **9 Privacy Policy**

- 1 Information about your child is obtained by the College during each enrolment acceptance. This information is kept on the College database at the school. The collective data may be gathered for the Australian Bureau of Statistics and Department of Education and Early Childhood Development. Information may be given to third parties in accordance to Item 10 on the Conditions of Enrolment.
- 2 Various laws in respect to duty of care permit us to divulge certain information to third parties. These include Public Health and Child Protection Laws.
- 3 Health information regarding students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We do request medical information regarding your children.
- 4 Medical information may be given to outside sources ie: medical practitioners, government departments, visiting teachers and volunteers.
- 5 If the information referred to above is not provided upon request we may not enrol or continue to enrol your child/ren.
- 6 Photographs and information such as educational and sporting achievements may be used and publicised on our website and in our newsletter. If you have any objection to this, please advise the Registrar in writing.
- 7 The College will from time to time, take photographs of College activities, staff and students for marketing purposes. If you do not wish for your child to appear in any marketing materials, you must notify the Registrar in writing.
- 8 Occasionally throughout the year, the College engages in fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 9 You may supply the College with personal information of other parties, including, doctors, specialists or emergency contacts. We recommend that you advise them that you are providing the College with their contact details and why. They may determine what information you may disclose to the College.

Please refer to the Privacy Policy Act for further information.

## 10 Important Dates for 2014

### Term 1

	Term 1 Fees due by the end of February
3 February	First day of Term 1
7 February	Bursary applications must be submitted
14 February	Large Bus Fee payment due
21 February	Bursary Applications Reviewed
10 March	Labour Day
4 April	Upfront fees due (Foundation to Year 12) - discounts apply
4 April	Last day of Term 1

### Term 2

	Term 2 Fees due by the first week in Term 2
22 April	First day of Term 2
25 April	Bursary applications must be submitted
25 April	Anzac Day
2 May	Large Bus Fee payment due
9 May	Bursary Applications Reviewed
9 June	Queen's Birthday
27 June	Last day of Term 2

### Term 3

	Term 3 Fees due by the first week in Term 3
14 July	First day of Term 3
18 July	Bursary applications must be submitted
25 July	Large Bus Fee payment due
August	Foundation Enrolments for 2015 Close
August	Foundation testing
1 August	Bursary Applications Reviewed
September	Grade 1 to Year 10 Enrolments Close
19 September	Reconfirmation Fee and Bus Booking Fee payment due
19 September	Last day of Term 3

### Term 4

	Term 4 Fees due by the first week in Term 4
October	First round Letters of Offer
6 October	First day of Term 4
10 October	Bursary applications must be submitted
17 October	Large Bus Fee payment due
24 October	Bursary Applications Reviewed
November	Second round Letters of Offer
November	Orientation Day
4 November	Melbourne Cup Day
December	Booklists available
5 December	Last day of Term 4





## AL-TAQWA COLLEGE

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