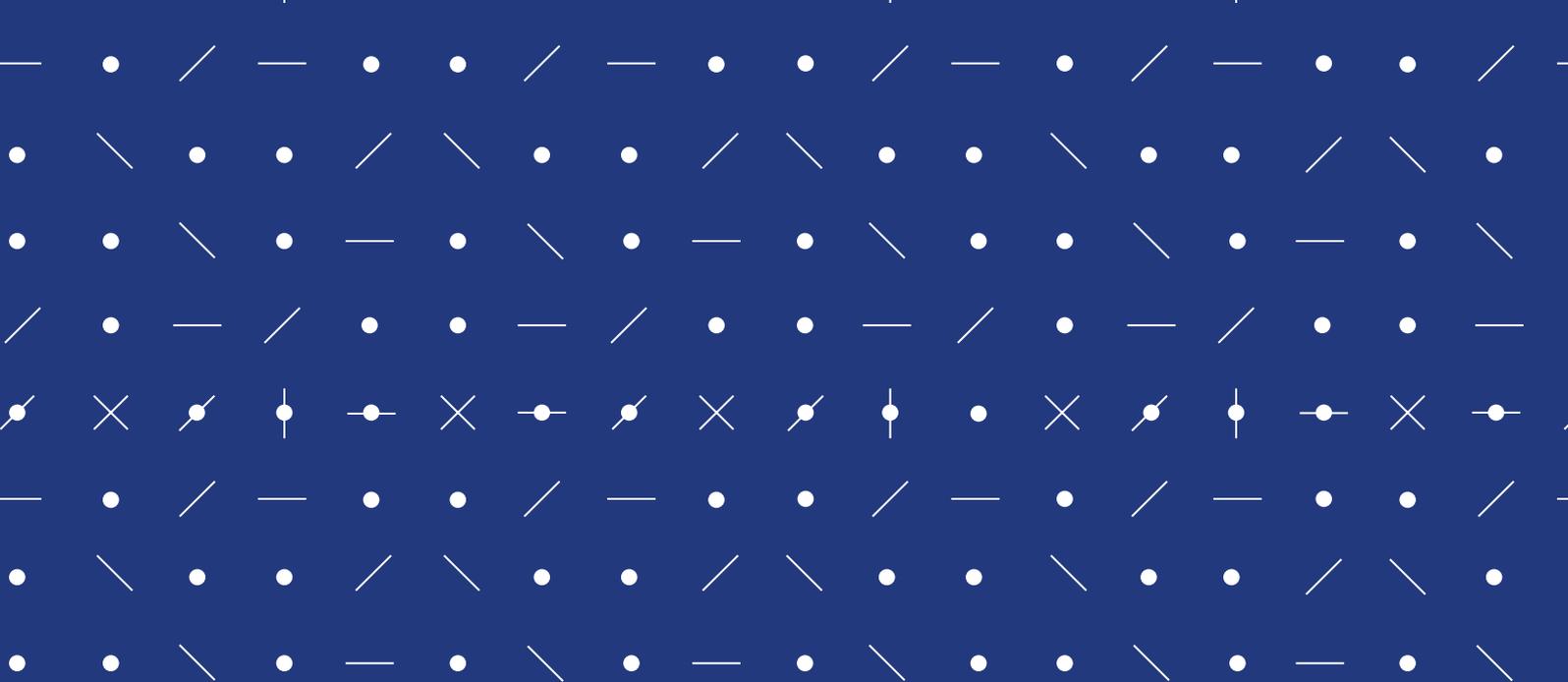




20
17

AL-TAQWA COLLEGE

BUSINESS NOTICE



ABN 32 079 146958

© **AL-TAQWA COLLEGE 2017 BUSINESS NOTICE**

Approved by the Al-Taqwa College Board

Please keep as a reference during the 2017 School Year
The 2017 Business Notice is available on the Al-Taqwa College website

WWW.AL-TAQWA.VIC.EDU.AU

The 2017 Business Notice sets out the terms and conditions under which students are currently enrolled at Al-Taqwa College. The College Board retains the right to alter the Business Notice from time to time to meet changing conditions without notice.

PRICING LISTED IN THIS BUSINESS NOTICE WILL TAKE EFFECT FROM DATE OF PRINT.

CONTENTS

1	PHILOSOPHY OF AL-TAQWA COLLEGE	4
2	GENERAL INFORMATION	5
2.1	Contact Details	5
2.2	Office Hours	5
2.3	School Commencement and Finish Times	5
3	ENROLMENT INFORMATION	6
3.1	Enrolling students with special needs	6
4	2017 FEES AND CHARGES	6
4.1	Responsibility for Payment of Fees	7
4.2	Fees and Charges	7
4.3	Additional Fees	10
4.4	Extra Curricular Activity Fees	10
4.5	New Technologies	10
4.6	Payment Methods and Due Dates	11
4.7	Payment Discount and Sibling Discount	12
4.8	Payment Options	12
4.9	Unpaid Invoices/Debt Collection	12
4.10	Bursary	12
4.11	Refunds	13
4.12	Distance Education	13
4.13	VET/VCAL	13
4.14	VCE	13
5	BILLING DETAILS AND PAYMENT OF FEES	14
6	GENERAL BUSINESS RULES	14
6.1	Student Enrolment Cancellations	14
6.1.1	Withdrawal of Enrolment by the Parent/Guardian	14
6.1.2	Withdrawal of Enrolment by the College	14
6.1.3	Withdrawal of Accepted Enrolment Prior to the Commencement of New Students	14
6.2	Holiday Leave	14
6.3	Extended Leave	15
6.4	Fee Relief	15
6.5	Lost or Damaged Property	15
6.6	Scholarships	15
6.7	Booklist	15
6.8	College Uniform	15
6.9	Health Restrictions	15
6.10	Occupational Health and Safety	16
6.11	College Communication	16
6.12	College Events (Camps, Excursions and Incursions)	17
7	GOVERNMENT ALLOWANCES	17
7.1	Conveyance Allowance	17
7.2	Camps, Sports and Excursions Fund (CSEF)	17
8	COLLEGE AGREEMENT (TERMS AND CONDITIONS OF ENROLMENT)	18
9	INFORMATION COLLECTION NOTICE	19
10	SCHOOL COMMUNITY CODE OF CONDUCT	20
11	IMPORTANT DATES FOR 2017	23

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 and follows the Sunni School of Thought. 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 instils 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 is 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 College will be treated fairly with no distinction of colour, race, religion or gender.
- We will respect and protect the rights of students – to be heard and to express themselves, to protect 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.

2 // GENERAL INFORMATION

OBJECTIVES

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

- create an environment that instils 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

2.1 CONTACT DETAILS

Mr Omar Hallak Principal 9269 5003

PRIMARY DEPARTMENT

9269 5032 (Fnd-1)

9269 5066 (G2-3)

or 9269 5030 (G4-6)

SECONDARY DEPARTMENT

9269-5039 (Y7-8)

9269-5059 (Y9-10)

9269-5023 (Y11-12)

ADMINISTRATION DEPARTMENT

Business Manager 9269 5015

Registrar 9269 5004

Accounts Receivable 9269 5017 or 9269 5043

Transport Coordinator 9269 5021

Property Manager 9269 5002

First Aid Department 9269 5061 or 9269 5055

SCHOOL CONTACT DETAILS

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

School Registration No 1906

2.2 OFFICE HOURS

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

2.3 SCHOOL COMMENCEMENT AND FINISH TIMES

All classes commence at 8.50am and conclude at 3.20pm. Please refer to your child's timetable to view the periods, recess and lunch times. This is subject to change. Finishing times are altered during Ramadan.

3 // ENROLMENT INFORMATION

Foundation to Year 11 enrolments are open until mid July. Assessments are held during August with Letters of Offer posted to prospective families during September. Second round offers are available in October. Third round offers are available in December. The College holds a Foundation Orientation Day in November. Years 7-11 have a step up day during December.

ACTIVITY	TIMELINE
Camps, Sports and Excursions Funds (CSEF) Application	Check the CSEF website for due dates www.education.vic.gov.au/csef
Foundation to Year 11 Enrolments Close	Mid July
Foundation to Year 11 Testing	August
First Round Letters of Offer	September
Second Round Letters of Offer	October
Third Round Letters of Offer	December
Foundation Orientation Day	November
Second Round Enrolments Close	September
Third Round Enrolments Close	December

ALL PLACES ARE SUBJECT TO AVAILABILITY.

3.1 ENROLLING STUDENTS WITH SPECIAL NEEDS

Students with special needs must be disclosed on the Enrolment Form. Students with special educational needs will be assessed according to the College's Special Needs Policy. The Principal or his delegate and the Special Needs Coordinator, will meet with the parent/guardian and other relevant professionals (if applicable) to discuss the educational program that the College may offer, and determine if the College can meet the educational needs of the child.

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 or ongoing care is the responsibility of the parent/guardian.

ALL FEES AND CHARGES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.

4 // 2017 FEES AND CHARGES

As an independent school, Al-Taqwa College must charge fees for each student to ensure the financial viability of the College. Al-Taqwa College aims to provide affordable and quality education for all students looking to study within an Islamic environment. In order to keep school fees affordable, it is vital that all fees and charges are paid by the due dates to avoid additional administrative fees and/or debt collection charges. The 2017 Fees and Charges are available on the College website or can be obtained from the Accounts Department.

Fees and charges are set by the College Board annually and are used for purposes aligned to the Vision and Mission of Al-Taqwa College which include:

- To provide teaching, administrative, classroom support and facilities staff
- To provide essential resources, materials, facilities and equipment
- To maintain buildings, grounds and other facilities
- To provide new buildings and ground enhancements



4.1 RESPONSIBILITY FOR PAYMENT OF FEES

Parents/Guardians are required to pay fees and charges that are set by the College Board. These fees and charges are payable by the due date as stipulated on the invoice. Please note the College Board has the right to change the fees and charges anytime without notice.

Upon accepting a place at Al-Taqwa College all parents/guardians are required to sign an Enrolment Application Form and College Agreement. Any person(s) who completes and signs the Enrolment Application Form and College Agreement will be responsible for paying all fees and charges for the student attending the College.

If an invoice is required to be settled by a third party, then parents/guardians must make the appropriate arrangements for payments to be made. Failure to pay fees and charges in accordance with the School Fees Policy or Business Notice will result in the College proceeding with the Debt Collection Policy, which may result the student being debarred from the College. Students' reports will also be withheld until all fees and charges are paid up to date. Details of current fees and charges are provided upon enrolment, and updated fees and charges are provided annually to ensure that all parents are aware of their financial obligations. Any changes in fees and charges for the following year will be published during Term 3. The updated fees and charges are also available on the College Website.

Any family facing hardship should contact the Accounts Department immediately to discuss their options.

4.2 FEES AND CHARGES

ALL FEES AND CHARGES ARE NON-TRANSFERABLE.

APPLICATION FEE

An Application Fee is payable prior to any student sitting an entrance assessment. This Fee covers the administration costs in preparing and marking each entrance assessment.

The payment of this Fee does not guarantee a place for a student; it offers the opportunity for the student to participate in the enrolment process. Places will be offered in accordance with the College Enrolment Policy.

THIS FEE IS NON-REFUNDABLE.

ACCEPTANCE FEE

An Acceptance Fee is to be paid prior to your child commencing at the College. The Acceptance Fee payment will only hold a place for the student at the College for one school term, unless otherwise mutually agreed. Parents/Guardians will receive a Letter of Offer and the College Agreement. Once received the parents/guardians will have 14 days to return the signed College Agreement and pay the Acceptance Fee prior to the student commencing at Al-Taqwa College. Please note that once you sign the College Agreement you are bound to pay all fees and charges.

All outstanding fees must be paid or a satisfactory arrangement made with the Accounts Department before enrolling new students (siblings) of a current/non-current family.

THIS FEE IS NON-REFUNDABLE.

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, equipment, uniforms, excursions, incursions, camps or extra-curricular classes. Annual Tuition Fees are issued on a termly basis, but you have the option to pay as an annual lump sum (with a discount see 4.7), termly or by periodic instalments. All annual fees for Year 11 and 12 students must be paid in full by the end of Term 1. Parents/Guardians are expected to pay all Tuition Fees by the date stated on each invoice. Unpaid Tuition Fees may incur further charges and may be referred to a Debt Collection Agency nominated by the College. The Debt Collection Agency will have full rights to act as a representative on behalf of the College to obtain outstanding payments.

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

The General Levy is an annual fee which covers costs for classroom supplies, which may vary from year to year. The General Levy is in addition to the Tuition Fees. The General Levy must be paid at the commencement of each school year. Students commencing on any given day during any term, will be expected to pay the full General Levy. Students who do not complete a full year of education at the College will be billed for the full General Levy fee. The College does not accept pro rata payments.

THIS FEE IS NON-REFUNDABLE.

TUITION FEES AND GENERAL LEVY SCHEDULE 2017

DESCRIPTION	TUITION FEES PER YEAR	GENERAL LEVY PER YEAR	TOTAL
Foundation	\$1,705	\$540	\$2,245
Grade 1	\$1,705	\$540	\$2,245
Grade 2	\$1,705	\$540	\$2,245
Grade 3	\$1,705	\$540	\$2,245
Grade 4	\$1,705	\$540	\$2,245
Grade 5	\$1,705	\$540	\$2,245
Grade 6	\$1,705	\$540	\$2,245
Year 7	\$2,085	\$785	\$2,870
Year 8	\$2,085	\$785	\$2,870
Year 9	\$2,085	\$785	\$2,870
Year 10 VCE/VCAL	\$2,085	\$825	\$2,910
Year 11 - VCE	\$2,590	\$1,015	\$3,605
- VET/VCAL	\$2,030	\$815	\$2,845
Year 12 - VCE	\$2,590	\$1,015	\$3,605
- VET/VCAL	\$2,000	\$815	\$2,815

TUITION FEES ARE SUBJECT TO CHANGE THROUGHOUT THE YEAR WITHOUT NOTICE.

VET/VCAL

VET/VCAL Courses will be charged separately by the external provider. Parents/Guardians will be expected to pay a deposit prior to the commencement of the school year to be accepted in the course. Check Page 13 for VET/VCAL information. If parents/guardians do not pay the external provider for the elected course, Al-Taqwa College reserves the right to debar the student until full payment is made.

The Al-Taqwa College Careers Advisor will assist and provide recommendations to students in year 9 and 10, considering this program.

DEPENDENTS OF OVERSEAS STUDENT FEES

Students who reside in Australia under their parents/guardians visa numbers 572, 573, 574 and 575, have a different Annual Tuition Fee (as listed below). All other fees and charges listed in this Business Notice also apply. There is no discount available to Visa students.

THESE VISA NUMBERS MAY CHANGE WITHOUT NOTICE.

COURSE	ANNUAL TUITION FEE (INCL GENERAL LEVY)
Primary – Foundation to Grade 6	\$8,500
Junior Secondary – Years 7 to 10	\$10,000
Senior Secondary – Years 11 to 12	\$11,500

CONDITIONS

The conditions relating to these fees include:

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

If the 50% payments are not made prior to the commencement of school each Semester, the College has the right to debar the student. Any changes to visas must be notified in writing to the Registrar ie: expiry dates and visa conditions. There are no discounts available to visa students.

THESE FEES AND VISA NUMBERS ARE SUBJECT TO CHANGE

RE-ENROLMENT CONFIRMATION AND FEE

For each family with a student/s continuing at Al-Taqwa College the following year, parents/guardians are required to pay, sign and return the Family Re-Enrolment Confirmation Form by the end of term 3. The forms require you to confirm your child's re-enrolment and the bus booking (if applicable). Parents/Guardians are expected to sign and return this form to the College, however in the event that this form is not signed, it is deemed that you accept, abide and agree to the current College Agreement (Terms and Conditions of Enrolment). Previously signed documentation will then be superseded.

THIS FEE IS COMPULSORY AND NON-REFUNDABLE.

BUS BOOKING FEE

The Bus Booking Fee is applicable to those families who require the use of the bus service and covers administration costs. The annual Bus Booking Fee does not guarantee a placement on the school bus for your child. Parents/Guardians are required to complete and sign the Bus Booking Application Form. This Fee is required to be paid upon booking or by the end of Term 3.

THIS FEE IS NON-REFUNDABLE AND ONLY ONE BUS BOOKING FEE IS PAYABLE PER FAMILY.

BUS FEES

The College has subcontracted the bus service to Bacchus Marsh Coaches as detailed on the College website. Bus Fees will be invoiced by Bacchus Marsh Coaches. The invoice amount only covers a portion of the costs involved in providing the bus services operated each year. Bus Fees are reviewed by Bacchus Marsh Coaches on a quarterly basis, due to fuel price increases and operating costs. Students

commencing on any given day during a term, will be expected to pay the full term Bus Fees. If parents/guardians do not complete and return the Bus Cancellation Form to the Al-Taqwa College Transport Coordinator with one terms notice, the parents/guardians are responsible for paying the following terms Bus Fees.

The College also reserves the right to withdraw access to the School Bus if a student is found misbehaving on the bus in accordance with our Student Behaviour Policy. If access has been withdrawn by the College, parents/guardians will still be liable for the full terms Bus Fees. The College, in conjunction with Bacchus Marsh Coaches, reserve the right to withdraw student access to the school bus in the event that parents/guardians fail to pay the Fees. Parents/Guardians will be notified in writing of the details of the bus service. The Bus Fee is payable per student per term. Bacchus Marsh Coaches does not accept pro rata payments.

ALL BUS FEES ARE NON-REFUNDABLE.

Bacchus Marsh Coaches
6 Bond Street
Bacchus Marsh, Victoria 3340
Ph: 1800 660 530 or 5366 3444

ADMINISTRATION FEE

The College reserves the right to charge an Administration Fee to parents/guardians in the event that invoices are not paid by the due date specified or is in breach of any arrangement currently in place.

REPLACEMENT OF CHEQUES

The College may pass on any bank charges for requests to replace a lost cheque. The College may also charge a fee for any dishonoured cheque payment.

MISCELLANEOUS CHARGES

Parents/Guardians are required to pay any miscellaneous charges at any time, which are not included in any College fees or charges.

HOMEWORK CLUB

The College runs an after school Homework Club for those who require the service for a small fee. For more information please contact the College for more details. The Homework Club is subject to availability. The Homework Club runs until 5.30pm every school night, parents/guardians who arrive after this time will incur further fees. If parents/guardians do not pay for these charges, the College will add these charges to the student's school fees.



4.3 ADDITIONAL FEES

FEE	AMOUNT
Application Fee	\$75
Acceptance Fee	\$190
Re-Enrolment Confirmation Fee	\$375
Withdrawal Fee	\$180
Bus Booking Fee	\$70
Bus Fees (per term without Conveyance Allowance Application form)	\$700
Bus Fees (per term with Conveyance Allowance Application form)	\$400
Administration Fee	\$35
Photocopy Credits	\$5, 10, 15 or more
Student ID Card Replacement	\$5
Tablet Cable Replacement	\$6
Tablet Charger Replacement	\$45
Insurance Excess for damaged tablet	\$150

THESE FEES ARE SUBJECT TO CHANGE.

4.4 EXTRA CURRICULAR ACTIVITY FEES

The College organises activities for the students to participate in ie: 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 with the due date for payment stated on the form. Information regarding each activity will be clearly stated and parents/guardians are required to sign and return the forms with the correct payment. Students who do not return their form and money by the due date, will not be permitted to participate in the noted event. All extra-curricular activity fees are not included in any of the tuition fees, general levy or additional fees as listed above.

4.5 NEW TECHNOLOGIES

As the College implements new technologies, all parents/guardians will be required to pay for any additional costs in relation to this (ie: iPads, tablets or laptop). In 2017 all secondary students are required to use the College nominated hybrid tablets/laptop for educational use.

The College may issue a voucher of \$400* to any new secondary student who purchases an approved device from a school designated supplier. This voucher can be used to offset school fees.

This program may also be offered to primary students in 2017.

eBooks will be available from the College nominated supplier at the expense of the parent/guardian.

*PLEASE REFER TO POLICIES AND PROCEDURE WHICH MAY BE SUBJECT TO CHANGE.



4.6 PAYMENT METHODS AND DUE DATES

FEE TYPE	FEE TYPE	ACCEPTABLE PAYMENT TYPES
Application Fee	Upon submitting an application form and prior to student sitting an entrance assessment	Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
Acceptance Fee	Upon return of the signed College Agreement and prior to student commencing at Al-Taqwa College.	
Tuition Fees · Foundation to Year 10 Year 11 and 12	<ul style="list-style-type: none"> · Term 1 invoice due by the middle of Term 1 · 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 <p>Invoice due date</p> <ul style="list-style-type: none"> · Please note: Term 1 invoice will be issued early in Term 1(if you have not advised the College in writing that you children are not returning the following year, you may be charged for term 1 fees) <p>In full by the middle of Term 1</p>	Stratapay, Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
General Levy	General levy will be invoiced in full in Term 1. Students commencing on any given day during a term, will be expected to pay the General Levy for the full year of commencement.	
Re-Confirmation Fee and Bus Booking Fee	Payable by the end of Term 3. The bus booking fee must be paid at the same time when submitting the College Agreement (new students) or paying for the Re-Confirmation Fee (current students).	Cheque, Cash, Money Order, EFTPOS, Visa or Mastercard
Administration Fees	Will be added to your outstanding invoice	
Miscellaneous Charges (see 4.2)	To be advised	
Bus Fee	Bus fees will be invoiced by Bacchus Marsh Coaches	

DUE DATES ARE PROVIDED ON ALL INVOICES AND CAN BE FOUND ON [PAGE 23](#) OF THIS BUSINESS NOTICE. AL-TAQWA COLLEGE ACCEPTS VARIOUS METHODS OF PAYMENT.

4.7 PAYMENT DISCOUNT AND SIBLING DISCOUNT

The discount is applied to the second and subsequent sibling(s) in the order of birth. To qualify, the siblings must be currently enrolled at Al-Taqwa College under one family account. Discounts are only available on tuition fees.

- **SECOND SIBLING 4%**
- **THIRD SIBLING 6%**
- **FOURTH SIBLING 8%**
- **FIFTH SIBLING 10%**
- **SIXTH SIBLING 12%**
- **SEVENTH SIBLING 14%**

EARLY PAYMENT FAMILY DISCOUNT

The early payment family discount only applies to the Tuition Fees (and not the General Levy). All sibling accounts must also be paid in full to be eligible for the discounts listed below.

A discount is available for annual lump sum payments of Tuition Fees.

- Option 1: 8% Discount only applies if paid in full by the second week in term 1.
- Option 2: 6% Discount only applies if paid in full by the end of Term 1.
- Option 3: 4% Discount only applies if paid in full by week 2 of term 2. Please note that the Year 11 and 12 students are not eligible for the 4% discount option.
- Option 4: 3% Discount only applies if Semester 2 fees paid in full by week 2 of term 3. Please note that the Year 11 and 12 students are not eligible for the 3% discount option.
- The 8%, 6%, 4% or 3% discount as outlined above is only available for tuition fees and if the account balance for all siblings attending Al-Taqwa College is up to date. Parents/Guardians who opt to pay annual lump sum fees (Options 1-3 above) are also entitled to the sibling discounts (if applicable).

4.8 PAYMENT OPTIONS

Parents/Guardians are also given the opportunity to pay College Fees by instalments. Stratapay is the preferred method of instalments approved by Al-Taqwa College. Direct debits may be set up for fortnightly, monthly or quarterly payments. Payment plans may be arranged with the Accounts Department (please refer to the School Fees Policy). Payments are also available directly at the College. Payments may be made using the Stratapay methods.

- BPay
- Direct Debit

- Internet Banking
- Post Office
- Telephone Banking using the Stratapay Payment Slip

4.9 UNPAID INVOICES/DEBT COLLECTION

All invoices must be paid by the due date as stipulated on the invoice. Any fees incurred by Al-Taqwa College as a result of non-payment will be passed on to the person(s) who are responsible and have signed the Enrolment Application Form and College Agreement.

The Principal or his delegate has the authority to proceed with any or all of the following actions if a parent/guardian has outstanding invoices:

- Proceed with debt collection
- Debar a student
- Take legal action
- Withhold school reports
- Refuse a new enrolment

The Principal or his delegate may also proceed with the above actions if they consider the parents/guardians to be persistent or deliberate default payers until such time that the outstanding invoices are paid in full. The College reserves the right to charge an Administrative Fee if parents/guardians default on their payments. 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. Student reports will also be withheld until payment of fees and charges are up-to-date.

Parents/guardians will be responsible for the payment of all legal fees incurred by the College for the recovery of outstanding debts. These fees will be billed to the parent/guardian when advised to the College.

[PLEASE REFER TO THE SCHOOL FEES POLICY AND COLLEGE AGREEMENT FOR FURTHER INFORMATION.](#)

4.10 BURSARY

Bursary applications should be made to the Accounts Department if you are experiencing financial hardship. A limited number of Bursaries are offered each year.

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 College Board by the fourth week in each term. You will be advised of the College decision in writing. You are expected to attempt to continue paying fees until Bursaries are reviewed. This will ensure that you do not fall behind in payments if your Bursary application is not successful.

Those applying for Bursary must supply evidence of hardship. Bursary applications must be resubmitted each year if required. You may only apply for Bursary twice within a five year period unless under exceptional circumstances, as determined by the College Board. Special consideration will be given to orphaned students. Certain criteria must be met when awarding Bursaries.

Families applying for bursary must have had students at the College for at least one year prior to application. Students on their parents' visas are ineligible for bursary. Bursaries are approved at the sole discretion of the College Board. Refer to the Bursary Policy for further information.

4.11 REFUNDS

Requests for refunds must be made to the Accounts Department in writing, using the Refund Application Form by those who have signed the Enrolment Application Form and College Agreement (refer to item 4.2 Fees and Charges). It is the responsibility of the parent/guardian to provide proof of payment. If no receipt is provided your refund may be delayed or rejected. Refunds will not be given to third parties. Refunds are only paid by cheque within 30 days of approval.

If fees have been paid in advance and no other balances are owing, the College will refund that part of the Tuition Fees where the student has not commenced that term and has given one full terms notice.

PLEASE REFER TO THE SCHOOL FEES AND REFUND POLICIES.

4.12 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 are between the parent/guardian and the institution delivering the service. Any additional fees including travel are at the students own expense.

4.13 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 additional to any fees and charges laid out in this Business Notice. Students will be required to arrange and 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 or transferrable. Fees may be required to be paid directly to a third party. Information regarding VET/VCAL will be confirmed. Students who are successfully accepted in a VET/VCAL course are required to comply with any terms and conditions, requirements, rules, regulations of the third party at all times. Students will be debarred from the College, if third party fees are not paid.

4.14 VCE

At Al-Taqwa College, VCE is completed over a duration of two to three years where some students are given the opportunity to begin VCE studies in year 10.

In years 9 and 10, students must demonstrate that they will be able to cope with the academic demands of VCE in order to be allowed to undertake studies in VCE units. A student needs to achieve minimum results for entry into specific VCE subjects.

In year 11, students must satisfactorily complete 10 out of 12 units (including English) during the year to be able to make up a valid course of study before they can proceed to Year 12. If in the event that a student does not satisfactorily complete units 1 and/or 2 of the VCE subject, the College has the right to offer other pathways including VCAL, VET or an unscored VCE Certificate.

The College provides study skill programs to support VCE students and help them thrive. Students who are involved in the programs are only permitted to miss one class, if in the event that a student misses a class, they may be liable to pay the associated fees.

Please refer to the VCE Policy and Handbook for further requirement details about entry into VCE studies and subjects offered. A copy of the Policy and Handbook is available on the College website under the tab 'Policies'.

5 // BILLING DETAILS AND PAYMENT OF FEES

BILLING DETAILS

Parents/Guardians must ensure that their details are current at all times, this includes their name, address, contact numbers and emergency contact details. Parents/Guardians are required to immediately inform the College of any change in billing details in writing. This also includes a request to apply for a split invoice or change of parent/guardian responsibility.

Invoices will only be issued to those person(s) who have signed the Enrolment Application Form and College Agreement. This is the case even where parents/guardians have arranged for an invoice to be settled by a third party.

The College will not follow up payments from third parties, this is the responsibility of those person(s) who have signed the Enrolment Application Form and College Agreement.

SPLIT INVOICE

Al-Taqwa College understands that you may require split invoices during the course of your child's enrolment, which may lead to a mutually agreed change to the responsibility of College Fees and other charges. In this case, the College reserves the right to pursue both parties in regards to outstanding College Fees and charges until a mutual agreement has been made. Split Payment Request Forms are available from the Accounts Department, this form must be completed by both parties and returned to the College. The Principal, his delegate, or the Business Manager must approve the request prior to the agreement taking place.

Unless an agreement has been approved, those person(s) who have signed the Enrolment Application Form and College Agreement will still be responsible for the payment of all College Fees and charges. Exceptions will only be made by court order. Court orders may also affect attendance at parent/teacher interviews and meetings as well as the dissemination of student documentation such as reports. Each parent/guardian will be responsible for their approved agreed portion of the College fees and charges. If parents/guardians do not pay their portion as agreed, other fees/charges may apply as set out in this Business Notice. If either of the parents/guardians default in their payments by the due dates, the College reserves the right to suspend or debar the student(s). The College will withhold the student's report until the balance owing has been paid.

When approved by Al-Taqwa College, the split fee arrangement only refers to the payment of fees and charges as outlined on the Split Payment Request Form. It does not override the Terms and Conditions listed in the College Agreement

except for financial liability. Both accounts from a split billing situation must be paid and finalised as per payment arrangements approved by the College in order to comply with the College School Fees Policy. Any additional changes to the split payment arrangement must be made in writing and signed by both parties.

PLEASE REFER TO THE SPLIT INVOICE POLICY FOR FURTHER INFORMATION.

6 // GENERAL BUSINESS RULES

6.1 STUDENT ENROLMENT CANCELLATIONS

6.1.1 WITHDRAWAL OF ENROLMENT BY THE PARENT/GUARDIAN

Parents/Guardians wishing to withdraw their child/ren from the College must provide one full terms notice in writing to the Principal or his delegate, as outlined in the Enrolment Cancellation Policy and Procedures. If a parent/guardian fails to provide one full term's notice, they may be billed for a full term's College Fees and a Withdrawal Fee. Parents/Guardians remain liable for the payment of all outstanding fees and charges. Parents/Guardians are required to complete an Enrolment Cancellation Form. The Enrolment Cancellation Procedure must be followed prior to withdrawing the student from the College. Parents/Guardians are not entitled to a refund of a term's Tuition Fees or other fees if a student is withdrawn at any time during that Term.

PLEASE REFER TO THE SCHOOL FEES POLICY, ENROLMENT POLICY AND PROCEDURES, AND ENROLMENT CANCELLATION POLICIES FOR FURTHER DETAILS.

6.1.2 WITHDRAWAL OF ENROLMENT BY THE COLLEGE

If in the opinion of the Principal and/or the Discipline Committee, that a student should not continue to be enrolled at Al-Taqwa College, the parents/guardians will be notified (ie expulsion). The parents/guardians will be liable for all outstanding College fees and charges.

PLEASE REFER TO THE SCHOOL FEES, ENROLMENT AND ENROLMENT CANCELLATION POLICIES FOR FURTHER DETAILS.

6.1.3 WITHDRAWAL OF ACCEPTED ENROLMENT PRIOR TO THE COMMENCEMENT OF NEW STUDENTS

Any parent/guardian who withdraws a child's enrolment following the signing of the College Agreement, may incur a Withdrawal Fee. If for any reason you decide to re-enrol your child and have not paid the outstanding Withdrawal Fee, your child's enrolment will not be accepted until payment has been made.

6.2 HOLIDAY LEAVE

Where an absence is approved, all outstanding accounts must be settled prior to leaving. Upon returning from holidays, the outstanding fees must be paid prior to the students being accepted back into the classroom. If not paid, the student may be

debarred from the College. This includes payment of all fees and charges which incurred for the duration of the holiday period. The College does not accept pro rata payments while students are on any leave.

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. One term's Tuition Fee will be held as a holding fee. All students on extended leave must sit a re-entry test upon their return. The College reserves the right to place the student in a lower year level depending on the student's test result.

The College will not refund any part of fees paid as a result of a student's absence (of any kind) from the College. Absences do not include extra-curricular activities, such as camps, excursions and incursions.

If the enrolment has been cancelled the student will be required to reapply to Al-Taqwa College which will include a further entrance test, be subjected to enrolment availability and also transport availability if applicable. All extended absences from the College must comply with the Holiday Leave Policy.

6.4 FEE RELIEF

The Principal, his delegate or the Business Manager have the discretion to waive all or part of the tuition 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 or his delegate, explaining the circumstances of the absence and providing appropriate evidence such as a medical certificate. 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, for any damage to College equipment and/or property that is deemed to be caused by the inappropriate or negligent behaviour of their child. Only the College may nominate an appropriate supplier to ensure the damaged property is repaired or replaced immediately. Parents/Guardians will be invoiced accordingly. Parents/Guardians are also responsible for the replacement costs of any equipment or lost books from the class or library. Please refer to the Enrolment and School Fees Policies.

6.6 SCHOLARSHIPS

Applications for scholarships must be made as per the Scholarship Policy. Applications for scholarships are advertised in the local newspapers, billboard, College newsletter and website and must be submitted to the Registrar along with the appropriate application fee. The application fees will be determined during 2017 and parents

will be advised accordingly. The Scholarships will be awarded in the fields of Academic Excellence, Religion and Sport. This will consider a student's capacity and willingness to significantly contribute to the broader life of the College. Overseas Visa student's are not eligible to apply for a scholarship.

In accepting a Scholarship, parents/guardians are accepting that they understand that the College has a reasonable expectation that their child will complete that year of 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 or breach the Scholarship Policy. 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 are responsible to submit the booklists on time. If forms are submitted late, parents/guardians must send the forms directly to the supplier and/or physical obtain the books themselves. Booklists are provided to parents/guardians during Term 4. Some booklist items may not be available through the booklist supplier.

6.8 COLLEGE 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 may be sent home. The College may stock scarves and hijabs. All other uniform items including the Al-Taqwa College school bags are only available directly from the external supplier. Parents/guardians will be advised of ordering dates by the end of the year.

**The College Uniforms are available from
PSW Quality Apparel
Unit 1, 16-17 Hammer Court, Hoppers Crossing 3029
Phone: 9768 0312**

PLEASE REFER TO THE UNIFORM POLICY FOR FURTHER DETAILS.

6.9 HEALTH RESTRICTIONS

INFECTIOUS DISEASES

Al-Taqwa College may restrict students from attending school due to infectious conditions, ie: Chicken Pox. Taking this action will assist in reducing any infection within the College. The College will not be held liable for any absences under this restriction nor financially liable for loss of access to class time. However, the College will endeavour to provide the student with adequate educational material. A medical certificate is also required for the student to return to school. Parents/Guardians may be entitled to fee relief as stipulated in the School Fee Policy. From time to time the College Nurse will be required to check students for head lice. If a student is to be found with head lice, the student will be sent home and will not be permitted to return to school

until the lice has been cleared. Parents/Guardians are responsible to ensure that their children are healthy prior to returning to College from holidays or extended leave. The College must be notified of any change in their health condition prior to the student returning to School.

PLEASE REFER TO THE INFECTION CONTROL AND EXCLUSION OF INFECTIOUS DISEASE POLICIES.

MEDICAL CONDITIONS

If any student has a medical condition which warrants an Action/Care Plan, then this Plan must be submitted at the time of enrolment and on an annual basis (ie: Diabetes, Asthma, Epilepsy, Anaphylaxis etc). Failure to provide any required Action Plan will result in your child not being permitted to attend any external activities. These Plans must be updated accordingly if there are changes to your child's condition.

If any student develops a medical condition which warrants an Action Plan, then this Plan must be submitted to the First Aid Department as a matter of urgency (ie: Diabetes, Asthma, Epilepsy, Anaphylaxis etc). All Action Plans must be signed by the family doctor.

The parents/guardians of students at risk of Anaphylaxis are legally required to meet with the First Aid Department staff who will prepare an Anaphylaxis Management Plan. For further information refer to the Anaphylaxis Ministerial Order 706 and the Anaphylaxis Management Policy on our website.

If a parent/guardian of a student at risk of Anaphylaxis does not provide a personal Adrenaline Auto Injector to the College, the student will be debarred according to the Anaphylaxis Management Policy.

Parents/Guardians of a student with asthma are expected to provide their child with a spacer and inhaler. In the event that these items are not provided, the College will purchase these items on the student's behalf and bill parents/guardians accordingly.

Parents/Guardians are required to replace all medication prior to expiration dates. Letters will be sent home advising that medications are about to expire and are required to be replaced.

MEDICATION ADMINISTRATION

It is highly recommended that parents/guardians provide the First Aid Department with written approval to administer medication to students, such as paracetamol, anti-inflammatory and antihistamine. This written consent is available upon enrolment and updated annually. Al-Taqwa College staff will arrange/administer first aid/medical treatment if deemed necessary.

In an emergency the College staff may be required to make a decision to call an Ambulance for your child/ren. If this is the case, parents/guardians will be responsible for any associated fees. The College staff will not be required to call the parents/guardians for permission, however the College will make every effort to notify parents/guardians as soon as practicable.

PLEASE REFER TO THE SCHOOL FEE POLICY, ENROLMENT POLICY, COLLEGE ANAPHYLAXIS MANAGEMENT POLICY AND THE COLLEGE AGREEMENT FOR FURTHER DETAILS AND CONDITIONS.

6.10 OCCUPATIONAL HEALTH AND SAFETY

CAR PARK

Student safety is our number one priority at Al-Taqwa College. Parents/Guardians have a few options when dropping off/collecting their children. Please adhere to the following options.

- Observe and follow instructions given by our staff on duty.
- Park in the designated areas
- Drop off children within the drop off zone area
- Do not exceed the speed limit
- Be aware of the pedestrians and use caution whilst driving
- Give way to school buses at all times
- Be courteous to staff, students and fellow commuters
- Ensure all people in the car are correctly restrained
- Parents/Guardians are also required to follow the College rules and guidelines or they may not be permitted to enrol their children in following years.

STUDENTS RIDING TO SCHOOL

All students are required by law to wear their helmets whilst riding their bikes to/from school at all times.

6.11 COLLEGE COMMUNICATION COLLEGE NEWSLETTER

Each month the College produces a newsletter which is available electronically through the use of the SkoolBag App. The newsletter is available on the College website under News/Activities. The newsletter contains reports from the Principal and other key leadership staff in the College advising the events of the College. It also contains important information on upcoming events, accounts and administration news.

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/guardians use the website to obtain up to date information including policies. Please visit www.al-taqwa.vic.edu.au

PARENT PORTAL/SKOOLBAG

Al-Taqwa College has implemented the Parental Portal which is accessible from the College website. The Parent Portal provides an efficient and environmentally friendly way for the College to communicate and share information with our parents. The portal provides easy access to information about current students in each family, including school reports, booking parent/teacher interviews, student timetables, forms and documents, financial information and fee statements.

The SkoolBag app is used by the College as its main point of communication between school and home. It is highly recommended that all parents/guardians download the app to receive up-to-date and ad-hoc information.

6.12 COLLEGE EVENTS (CAMPS, SPORTS, EXCURSIONS AND INCURSIONS)

It is highly recommended that students attend all the College's camps, excursions/incursions or other events. Parents/Guardians are required to meet all activity costs. Parents/Guardians are required to sign all necessary forms before a student is allowed to partake in any nominated event. Permission must be provided for staff to seek appropriate medical treatment if required and agree to meet all future medical expenses that may occur. Students who have not returned a completed permission form and not paid will be excluded from the event. Parents/Guardians are not entitled to any refund or fee relief if a student does not attend the College event. Under no circumstances are students permitted to attend any nominated event without the parent/guardian providing a signed Action/Care Plan from their doctor, medication/equipment must also be provided (if applicable).

In an emergency, the College staff may be required to make a decision to call an Ambulance for your child/ren. If this is the case, parents/guardians will be responsible for any associated fees. The College staff will not be required to call the parents/guardians for permission, however the College will make every effort to notify parents/guardians as soon as practicable.

PLEASE REFER TO OUR MEDICAL POLICIES AVAILABLE ON OUR WEBSITE.

7 // GOVERNMENT ALLOWANCES

Depending on individual circumstances, the State Government may provide allowances to assist in your child's education. Parents/Guardians should understand that the allowances are discretionary based on State Government guidelines. 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

7.1 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. Parents/Guardians will be notified by the College when claim forms are available. Parents/Guardians are requested to check Conveyance Allowance information guidelines online at www.education.vic.gov.au

All claim forms must be completed in full in order for payments to be made. When the application form is signed and submitted, a receipt will be issued to the parent/guardian by the Accounts Department. Failure to submit the application on time may result in non-submission and no payment will be issued.

Eligible parents/guardians who utilise the school bus service are required to consent in writing for the College to use the private bus portion of their conveyance allowance. If written consent is not provided the College will deem that you do consent to give permission for:

- the College will use the private bus portion of your conveyance allowance towards the running of the bus service; or
- you will be charged the full amount for the bus service.

Due to amendments to the government policy on Conveyance Allowance which came into effect in 2013, new students to the College will not be eligible. Students who were eligible prior to 2013 will remain eligible as long as they meet the criteria required under the Government's Policy. For further details please contact the Accounts Department.

All decisions regarding Conveyance Allowance eligibility are made by the Government and not by Al-Taqwa College.

7.2 CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

The CSEF commenced in 2015 and provides limited funding for eligible students to assist in the payments of camps, sports and excursions/incursions.

A special consideration eligibility category also exists. Payments are made directly to the school and are allocated to the student.

To be eligible for the fund, a parent or legal guardian of the student attending Al-Taqwa College must:

- on the first day of Term one, or;
- on the first day of Term two;

a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR

- b) Be a temporary foster parent, and
- c) Submit an application to the school by the due dates.

CSEF applications open from term one 2017. The program will be promoted to families via school newsletters and websites.

Parents or legal guardians are required to submit a new CSEF application form each year.

Al-Taqwa College will use the CSEF payment for expenses relating to camps, sport and/or excursions/ incursions for the benefit of the eligible student.

The General Levy includes some of the costs for Al-Taqwa College selected camps, sports, excursions and incursions activities. The school will use the CSEF to offset these charges for those students who are eligible for this Government Funding.

For further information please visit www.education.vic.gov.au/csef

8 // COLLEGE AGREEMENT (TERMS AND CONDITIONS OF ENROLMENT)

It is expected that you have read, understood and agree to the following terms and conditions of enrolment:

- 1** To abide by the Islamic Studies Curriculum that is based on the Sunni School of Thought and the practicing way of prayer and life.
- 2** To support the College ethos, vision, mission and its philosophy.
- 3** To abide by the rules, requirements, policies and procedures of the College which are detailed in the Business Notice, Enrolment Application Form, College Agreement and all College Policies (including the Privacy Policy) as set down by the College and/or the College Board and which may be varied as necessary from time to time. Policies are available upon request, if you do not request a copy, it is deemed you have accepted all policies and procedures.
- 4** Parents/guardians entering school grounds are requested to uphold Al-Taqwa's Values and to respect the Islamic religion relating to dress code, dressing modestly and for women to wear a hijab and no pork on the premises. It is also requested that persons are not permitted to do any of the following whilst on College premises: smoking of tobacco, using/promoting pornography, drinking alcohol, using substances (legal or illegal), theft/possession/use of items which may be considered as weapons. The College has developed a new Student Behaviour Policy

which is available on the website. Parents/Guardians are expected to respect the rights of staff, students and the community.

- 5** Students are to obey all College rules, policies, procedures and the direction of the Principal and/or his delegates in matters of conduct and discipline at all times. The College has also developed a new Student Behaviour Policy which is available on our website, Parents/Guardians must agree to the right of the Principal or his delegate to suspend or debar the student if in the event that directions are not followed this also includes bus travel.
- 6** To allow the Principal and/or his delegates to interview students and/or discuss matters in relation to inappropriate behaviour and the maintenance of good conduct at the College, including external College related events. These events include but are not limited to camps, excursions, bus travel to and from school and assembly at College designated bus stops.
- 7** Students and parents/guardians will be liable for, and indemnify the College against, any loss or damage to the College and/or College property and any person where such loss or damage is caused or contributed to by any act, omission or default of a student or parent/guardian. The College will not be responsible for loss or damage to student property or for loss or damage to the property of parents/guardians.
- 8** Fees and charges of the College are payable on the date specified on the account rendered by the College. The parent/guardian who has signed the Enrolment Application Form and College Agreement is responsible for the payment of all fees and charges. Fees and charges (including but not limited to Application Fee, Tuition Fees, General Levy, Administration Fee, Withdrawal Fee, Re-Enrolment Confirmation Fee, Bus Booking Fees, and Bus Fees) are payable as detailed in the Business Notice and Enrolment Application Form and may be varied without notice.
- 9** To agree that your personal details will be given to an external transport provider if your child utilises the bus for school travel.
- 10** In accordance with the provisions of the Business Notice (as updated from time to time), if parents/guardians fail to pay any sums due to the College (including tuition fees and charges), any students in respect of whom such sums are owed may be suspended or debarred from the College and that the student's parents/guardians will be liable for all legal, administrative and debt recovery costs resulting from the failure to pay such sums. Furthermore, a student's reports will be withheld and the student will not be permitted to commence a new term whilst any fees remain unpaid or until a satisfactory arrangement has been agreed to with the Accounts Department.
- 11** During any period in which a student is absent from the College, all fees and charges will remain payable.

12 To accept that a student may be referred to the Psychologist and/or the Counselling and Student Welfare Department where College staff have concerns for welfare and/or wellbeing of a student.

13 To accept that the College may transfer confidential or personal information to a third party as legally required or in accordance with the College's Privacy Policy.

14 Parents/Guardians and students cannot partially accept the Terms and Conditions of Enrolment (College Agreement). Failure to accept all Terms and Conditions of Enrolment (College Agreement) will result in the immediate cancellation of enrolment.

15 Progression from year to year and retention in the College depends on academic progress and the conduct of the student.

16 To provide the College with correct and current information (including emergency contact details, visa details and personal information) as requested annually by the College and to advise the College of any changes to such details. If requested information is not provided by the parent/guardian, the College will deem the information already held as current and correct.

17 Parents/Guardians are expected to sign and return the Family Re-Enrolment Confirmation Form to the College by the end of Term 3. However, in the event that this form is not signed, it is deemed that you have read, understood, accept, abide and agree to the current and subsequent years' Terms and Conditions of Enrolment (College Agreement). Agreements which have been previously signed are now superseded.

18 To comply with Infectious Diseases, Medical Conditions and Medical Administration rules and requirements. To complete and return all necessary forms (including but not limited to Action/Care Plans for Allergic Reactions, Asthma, Diabetes and Anaphylaxis).

19 To accept that information contained in the Business Notice may change from time to time without notice. The current version of the Business Notice can be found on the College website www.al-taqwa.vic.edu.au

20 To provide one full terms notice in writing to the Principal or his delegate in the event that parents/guardians withdraw their child/ren from the College.

21 To have read, understood, abide, accept and agree to the School Community Code of Conduct at all times.

22 To accept that the College reserves the right to suspend or debar students if they do not comply to the Student Welfare and Discipline Policy.

9 // INFORMATION COLLECTION NOTICE

1 Personal information about students and parents/guardians is collected by the College before and during the course of a student's enrolment.

2 Information is collected from students and parents/guardians in a variety of ways which include forms and documents submitted to the College, written notes taken during meetings, conversations and interviews with staff or representatives of the College, emails and communication through our website/SkoolBag.

3 The purposes of collecting this information is to enable the College to: provide education, pastoral care, extra-curricular and health services; comply with legal requests and satisfying the College's legal obligations; keep parents informed as to community matters through correspondence, newsletters and magazines; engage in marketing, promotional and fundraising activities; support community based causes and activities, charities and other causes; help us to improve our day to day operations; undertake planning, research and statistical analysis; facilitate internal administration and business operations; employ staff and engage volunteers; satisfy insurance obligations.

4 Medical information may be given to outside sources including medical practitioners, Government departments, visiting teachers and volunteers.

5 If requested information is not provided, we may not enrol a student or may cancel the student's enrolment.

6 Photographs and videos of College activities, staff and students will be taken from time to time and information such as educational and sporting achievements may be used and publicised on our website, in our newsletter and other College publications as well as in any marketing materials. If you have any objection to this, please advise the Marketing Coordinator in writing.

7 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.

For further information please refer to the College's Privacy Policy which can be found on our website at www.al-taqwa.vic.edu.au

10 // SCHOOL COMMUNITY CODE OF CONDUCT

All students are to abide by the Islamic Studies Curriculum that is based on the Sunni School of Thought and the practicing way of prayer and life whilst studying at the College. All students, parents, teachers and staff are expected to support the College ethos and its philosophy.

1 STATEMENT OF CONTEXT AND PURPOSE

- Al-Taqwa College promotes values that are in keeping with the School's Mission Statement and in accordance with the values that underpin the Islamic Sunni School of Thought.
- All students, parents, teachers, staff and visitors have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.
- This Code of Conduct provides members of the School Community with guidelines for the effective development of positive relationships within the School Community and assists in promoting the values that are in keeping with the School's Mission.
- This School Community Code of Conduct sets clear standards of behaviour which are expected of members of the School Community in the School environment or when attending any School related function or activity at any other location. These events include but are not limited to camps, excursions, bus travel to and from school and assembly at College designated bus stops.
- The Code specifies the consequences for any member of the School Community who does not comply with these standards of behaviour.

2 APPLICATION

For the purpose of this Policy 'School Community' comprises of the Principal, staff, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the School, when in the School environment or when attending any School related function or activity at any other location. It should be noted that more detailed requirements of staff, volunteers dealing with children and students are outlined in other policies.

Parents/guardians and students agreed to be bound by the School Community Code of Conducted when parents/guardians sign the College Agreement with the School. Although relatives, friends, supports and carers of students at the School are not a party to that College Agreement, this School Community Code of Conduct is a guide for them about expected standards of behaviour. It is expected that you have read and understood Al-Taqwa's school policies and procedures which may change from time to time without notice.

3 REFERENCE POINTS/BACKGROUND PAPERS;

- Working with Children Act 2005 (Cth);
- Equal Opportunity Act 2010 (Vic);
- Race Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Disability Discrimination Act 1992 (Cth);
- Age Discrimination Act 2004 (Cth);
- Australian Human Right Commission Act 1986 (Cth);
- Fair Work Act 2009 (Cth);
- Privacy Act 1988 (Cth);
- Accident Compensation Act 1985 (Vic);
- Discrimination and Harassment Policy; and
- Grievance Policy

4 PRINCIPLES OF CONDUCT

The following principles provide the framework for this Code of Conduct:

4.1 Responsible citizenship involves appropriate participation in the civic life of the School. Active and engaged members of the Community are aware of their rights but, more importantly, accept responsibility for protecting their rights and the rights of others.

4.2 Insults, disrespect and other hurtful acts are disruptive and are a direct contradiction of the School's Mission and Values.

4.3 Members of the School Community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity.

5 PARENTAL ROLE

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of the School in maintaining a safe and respectful learning environment for all students. Parents/guardians fulfil this responsibility when they:

- Show an active but non-invasive interest in their child's school work and progress;
- Communicate regularly with the School in a way that is constructive and supportive of their child/ren and the work of the school. All communication written and verbal is to be courteous in its form and content, even when conveying concerns or issues that the writer feels needs addressing.
- Help their child/ren be neat, appropriately dressed and prepared for School;
- Ensure that their child/ren attend School regularly and punctually;
- Promptly report to the School their child's absence or late arrival;
- Become familiar with the School Community Code of Conduct and School Rules;

- Encourage and assist their child/ren in following the standards of behaviour;
- Work with the School in dealing with disciplinary issues involving their children;
- Do not intrude into the working space of the school in a way that distracts students or interrupts the learning of either their child or others;
- **5** Encourage their children to understand the importance of education and reinforce the school's inculcation of the values of hard work and self-discipline;
- Reinforce the importance and value of both academic and practical pursuits;
- At no times behave in a threatening, intimidating or violent fashion towards other members of the school community.

6 STANDARDS OF BEHAVIOUR

6.1 School Community members must:

6.1.1 Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the School environment or around students will not be tolerated;

6.1.2 Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;

6.1.3 Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise;

6.1.4 Respect and comply with all applicable Commonwealth and State laws;

6.1.5 Demonstrate honesty and integrity;

6.1.6 Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.

6.1.7 Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;

6.1.8 Show proper care and regard for School property and the property of others;

6.1.9 Take appropriate measures to help those in need;

6.1.10 Support the School's Policies;

6.1.11 Acknowledge that the Principal or delegate is responsible for implementing School Policies and has responsibility for the behaviour and management of all activities on the school site.

6.1.12 Work with the School in a reasonable fashion to deal promptly with areas of concern;

6.1.13 Acknowledge and affirm success in individual and School achievement; and

6.1.14 Seek staff assistance, if necessary, to resolve conflict peacefully;

6.1.15 Be supportive of the school and its program. This does not preclude having and raising reasonable concerns/issues about particular matters, however, if a member of the community has wide ranging difficulties with the direction, ethos or management of the school, they need to reflect on their continued involvement with the school.

6.1.16 Parents/guardians to uphold Al-Taqwa's Values and to respect the Islamic religion relating to dress code, dressing modestly and for women to wear a hijab and no pork on the premises. It is also requested that persons are not permitted to do any of the following whilst on the College premises: smoking of tobacco, using/promoting pornography, drinking alcohol, using substances (legal or illegal), theft/possession/use of items which may be considered as weapons. Parents/Guardians are expected to respect the rights of staff, students and the community.

6.1.17 Students must attend all Arabic and Islamic classes and go to the Masjid.

6.1.18 To accept that any student found to be involved in terrorist activity of any kind, that student will be debarred from the College immediately without notice and a report will be sent to the appropriate authorities.

6.2 School Community members must not:

6.2.1 Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;

6.2.2 Cause injury or possible injury to any person by the use of any such object;

6.2.3 Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so; or

6.2.4 Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

6.2.5 Be particularly responsible in displaying courtesy and obeying road and traffic regulations whilst on school property or access routes.

7 EXTRACURRICULAR ACTIVITIES

School Community members are expected to comply with the following principles when attending extra-curricular activities:

- Young people are involved in extra-curricular activities principally for their enjoyment;
- Young people should always be encouraged to abide by the rules;
- Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- Turn defeat into victory by helping young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing;
- Young people learn best by example. Applaud good performance by all participants in an activity;



- Do not publicly question the referee's or official's judgement and never his/her honesty;
- Support all efforts to remove verbal and physical abuse from extra-curricular activities;
- Recognise the value and importance of volunteer, managers and officials. They give of their time and resources to provide recreational activities for all students; and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

8 RESPONSIBILITIES FOR GUESTS

Any School Community member who invites a relative, friendly, supporter, carer or other person to be present at any School related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

9 COMMUNICATION OF POLICY INCLUDING KEY RESPONSIBILITY

Al-Taqwa College will ensure that all relevant stakeholders are aware of their responsibilities as stated in this policy.

10 CONSEQUENCES OF A BREACH OF THIS POLICY

The consequences to a member of the School Community for breaching this Code of Conduct will be determined by the Principal or delegate in accordance with the Al-Taqwa Grievance Policy and may include one or more of the following:

- The School may ban any member of the School Community from attending any Extra-Curricular activity;
- The school may ban any member of the School Community from being on the School grounds in general;
- The School may direct that any parent may only communicate with members of staff through a nominated School representative;

- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent; and
- The School may take other steps that it may in its reasonable discretion determine appropriate according to the nature of the breach.

11 RIGHT OF APPEAL

Al-Taqwa College Grievance Policy will apply to any decision made by the Principal or delegate under this Code of Conduct. The Grievance Policy is accessible on, and can be downloaded from, the School's website.

12 IMPLICATIONS FOR PRACTICE

12.1 At Board/Principal Level to properly implement this policy, Al-Taqwa College, the Board and/or the Principal or delegate must ensure:

12.1.1 That this policy is endorsed on an annual basis;

12.1.2 That copies of this policy are made available to all relevant stakeholders, for example; on the Al-Taqwa intranet, in physical form in the staffroom and on employee bulletin notice boards;

12.1.3 That this policy is incorporated into the Boards/Principal's record of current policies such as:

- OHS Policy
- Visitors Policy
- Uniform

12.1.4 That this policy is incorporated into Al-Taqwa's induction program, to ensure that all employees are aware of the policy, have read and understood the policy and acknowledge their commitment to comply with the policy;

12.1.5 That periodic training and refresher sessions are administered to all employees in relation to this policy.

12.2 At Other Levels

12.2.1 To properly implement this policy, all Al-Taqwa College's stakeholders must ensure that they will abide by the policy and assist Al-Taqwa in the implementation of this policy.



11 // IMPORTANT DATES FOR 2017

// TERM 1

Term 1 Fees due by mid February

Bus Fee payments due by mid February

Upfront fees due mid Term 1 (Foundation to Year 12)
- discounts apply

30 January First day of Term 1 (G1-Y12)

31 January First day of Term 1 (Foundation students)

3 February Bursary applications must be submitted

24 February Bursary Applications Reviewed

13 March Labour Day

31 March Last day of Term 1

// TERM 2

Term 2 Fees due by the first week in Term 2

Bus Fee payments due by the first week in Term 2

18 April First day of Term 2

21 April Bursary applications must be submitted

25 April Anzac Day

12 May Bursary Applications Reviewed

12 June Queen's Birthday

23 June Last day of Term 2

// TERM 3

Term 3 Fees due by the first week in Term 3

Bus Fee payments due by the first week in Term 3

July Enrolments for 2018 Close

17 July First day of Term 3

21 July Bursary applications must be submitted

August Foundation Assessments

11 August Bursary Applications Reviewed

16 September Reconfirmation Fee and Bus Booking Fee payment due

22 September Last day of Term 3

September First round Letters of Offer

// TERM 4

Term 4 Fees due by the first week in Term 4

Bus Fee payments due by the first week in Term 4

October Second round Letters of Offer

9 October First day of Term 4

13 October Bursary applications must be submitted

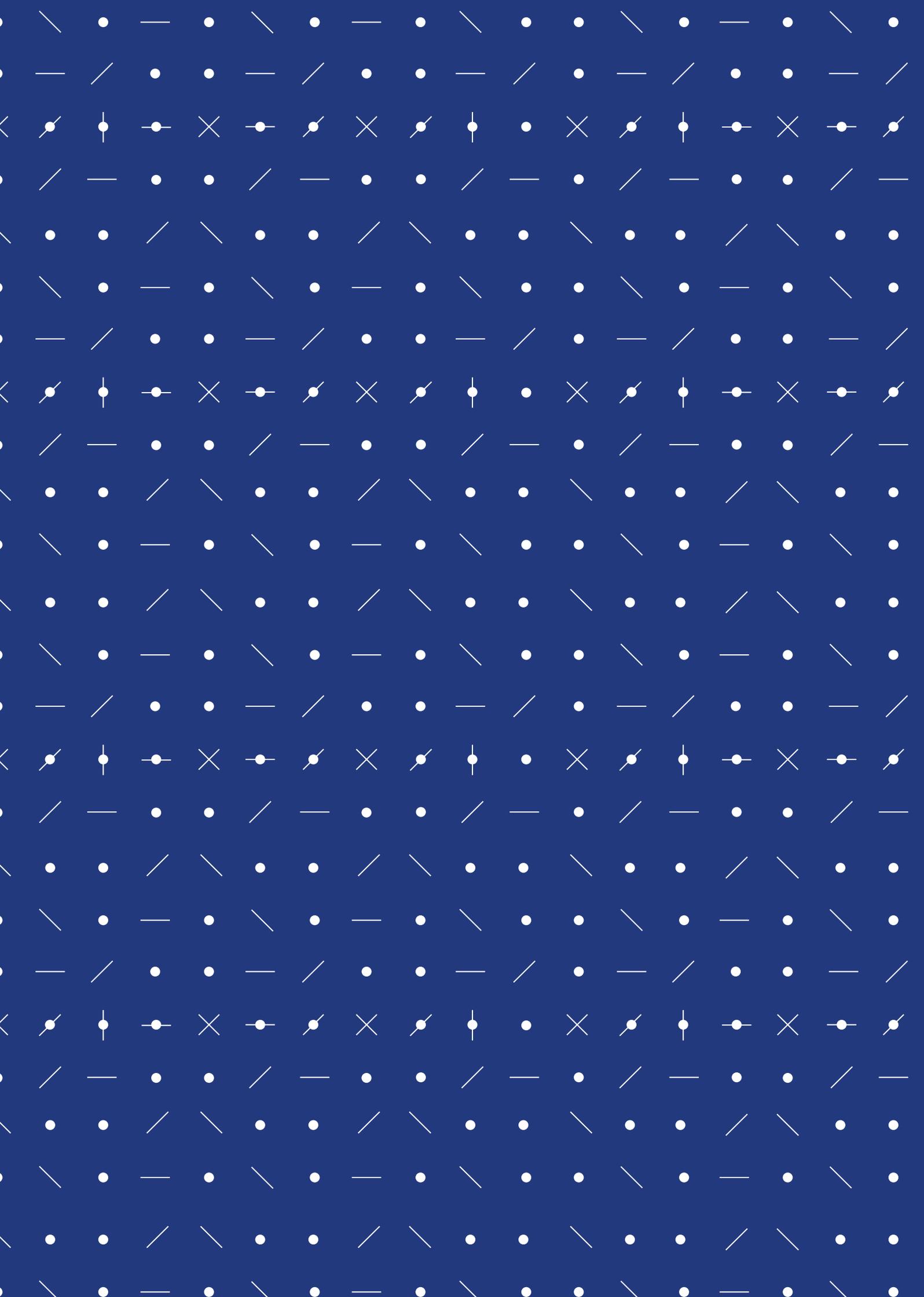
3 November Bursary Applications Reviewed

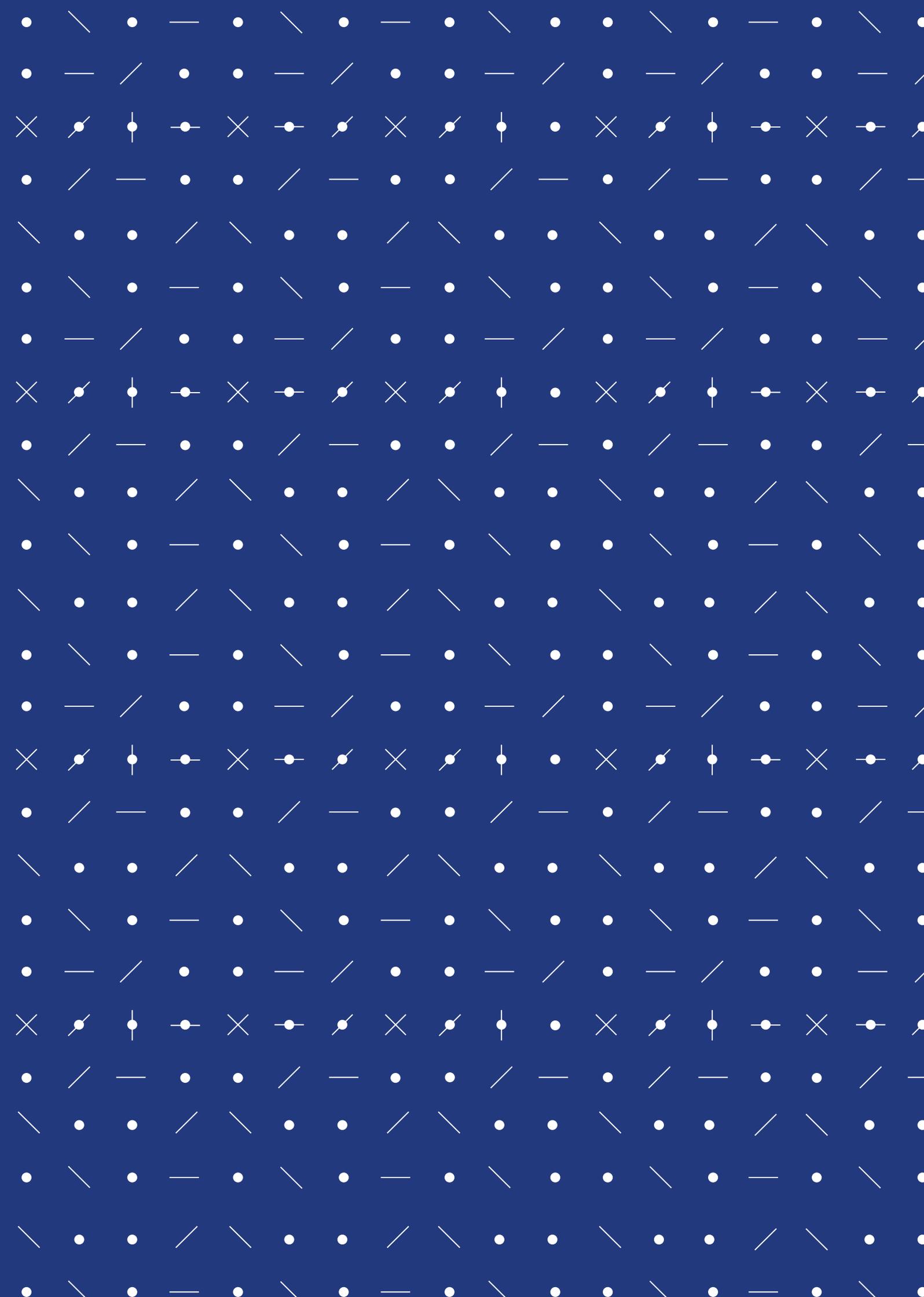
November Orientation Day

7 November Melbourne Cup Day

December Booklists available

12 December Last day of Term 4 for all students







20
17

AL-TAQWA COLLEGE

201 Sayers road Truganina VIC 3029

Tel: (03) 9269 5000

Fax: (03) 9269 5070

Email: adminoffice@wicv.net

Web: www.al-taqwa.vic.edu.au

ABN 32 079 146958

© AL-TAQWA COLLEGE 2017 BUSINESS NOTICE 2017