

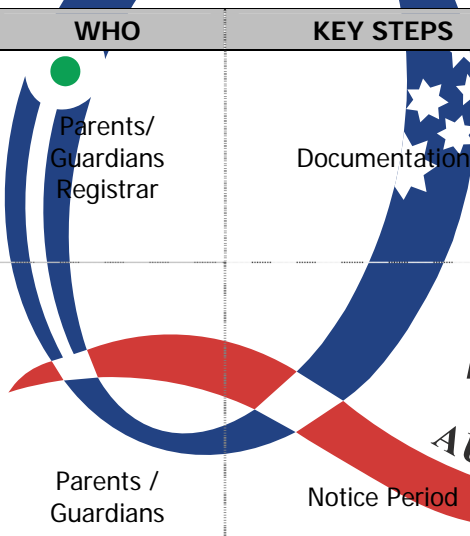


Enrolment Cancellation Policy

Policy: Al-Taqwa College aims to provide a quality education in an Islamic environment. We are an equal opportunity school welcoming students of all race, religion, gender and ability. Our enrolment process is designed to ensure that the school has a thorough understanding of the needs of all of our students, and the ability to accommodate and nurture all children enrolled at our school.

In some circumstances, Parents/Guardians may decide to cancel their child/ren enrolment. If this is the case Parents/Guardians are required to provide notice as stipulated in the Business Notice and Conditions of Enrolment to enable the College to make all necessary preparation and to ensure stability of student enrolment numbers at the school. (Please refer to the Business Notice and Conditions of Enrolment for further details).

Scope: All Parents/Guardians

WHO	KEY STEPS	CLARIFICATION
 <p>Parents/ Guardians Registrar</p>	<p>Documentation</p>	<ul style="list-style-type: none"> An Enrolment Cancellation Form must be submitted to the College Registrar as soon as the parent/guardian decide to cancel the students enrolment.
<p>Parents / Guardians</p>	<p>Notice Period</p>	<ul style="list-style-type: none"> An Enrolment Cancellation Form must be submitted one full term prior to leaving. An Enrolment Cancellation Form along with a description of the reasons for cancellation must be submitted to the College Registrar. A full term school fees and administration fee may be charged for student's cancelling without sufficient notice in writing (please refer to School Fee Policy/Business Notice for further information and conditions).

<p>Principal or delegate/ Registrar/ Parent Liaison Officer</p>	<p>Exit interview</p>	<ul style="list-style-type: none"> • A confidential exit interview is required with the Principal or delegate and the Registrar with the Parent/Guardian to confirm the reasons for the student leaving the College. The interview is particularly important to ensure that all issues are openly discussed and that the student's departure from the College is respectfully completed. • In situation where the decision to leave is due to concerns about the College, we would like an opportunity to attempt to resolve any issues before a final decision is made. • An appointment time will be made within one day of receiving cancellation form. • The Parent Liaison Officer may be invited to attend these meetings and the outcome will be included in the Corrective Action Request Register. • An exit interview will not be held in instances where the student/family have been requested to leave the College due to misconduct or failure to comply with the School Fees Policy.
<p>Principal Head of Secondary/ Primary Registrar Parent Liaison Officer</p>	<p>Expulsion/Encouraged to Leave</p>	<ul style="list-style-type: none"> • If student is expelled or encouraged to leave the Head of Secondary/Primary is required to complete the Enrolment Cancellation Form and immediately provide the form to the Registrar within one working day. Registrar to forward the form onto relevant Departments
<p>Parents/ Accounts</p>	<p>College Fees</p>	<ul style="list-style-type: none"> • Parent/Guardian remains liable and subject to full payment of any outstanding College Fees. • Al-Taqwa College also reserves the right to recover the cost of replacement of lost items or repairs to damage of school property caused by your child. This amount will automatically be added to your final account.