ENROLMENT AND FEE POLICY

Written By	Principal
Approved By	Board of Directors
Date	OCTOBER 2027
Relevant to	Arkana College Staff and Learners
Related College Documents	• AISNSW Advice for Member Schools. • Privacy Policy. • Communications Policy
Legislation	• The Children and Young Persons (Care and Protection) Act 1998 (NSW). • The Child Protection (Working with Children) Act 2012. • Children and Young Persons (Care and Protection) Regulation 2000 • Commission for Children and Young People Act 1998 • Commission for Children and Young People Regulation 2009 • The Children's Guardian Act 2019 • A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing. • Education Act 1990 (NSW) as amended by the Education Amendment (non- Government Schools Registration) Act 2004 (NSW). • Civil Liability Act 2002.
Next Policy Review	OCTOBER 2027

Enrolment Policies and Profiles

Arkana College is a comprehensive Islamic co-educational Primary School (K-6) in the Sunni Islamic tradition. It provides an education underpinned by faith values and operates within the policies of the NSW Education Standards Authority (NESA).

All applications will be processed in accordance with the College's enrolment policy. Once enrolled, students are expected to act consistently with the College's ethos and comply with the school rules to maintain their enrolment. Parents are also expected to support the ethos of the College.

Enrolment Procedures

All applications will be processed in accordance with the College's enrolment policy. Arkana College will base its decision to offer a place to a student on the following:

Family relationship and compatibility with the College

- Preference is given to siblings of current students and to siblings or children of former students.
- The attitudes, values and priorities of the family are aligned with the College's vision, values and faith.
- The family is able to pay fees and meet other financial obligations.

The student

- The contribution the student may make to the College, both academically and holistically, include faith and co-curricular pursuits such as (but not limited to) sport, robotics/STEM, art, debating, leadership or community service.
- Student reports from previous schools.
- NAPLAN results, where applicable.
- The results of the students' background check, including behaviour at previous schools.
- The student's attitude and compatibility with the College's ethos, as assessed during an enrolment interview with the Principal or the Principal's delegate.

The College's ability to meet the special needs or abilities of the student:

This includes identifying any reasonable adjustments that need to be put in place to accommodate the applicant before a decision about enrolment is made, in accordance with the Disability Discrimination Act 1992. Parents must disclose any areas of support required, including any diagnosis from a health professional and/or NDIS plan, so the College can confirm whether the child's needs can be met with existing resources and staffing.

The Principal will meet with the student's parents/carers and the student before offering a place. This meeting may be held individually or in groups and, in exceptional circumstances, may be conducted online.

The College has absolute discretion in determining the weight given to each of the factors it considers when deciding whether to offer a student a place.

Continued enrolment at the College depends on the student making satisfactory academic progress, maintaining regular and consistent attendance as well as following school policy and procedures. It also depends on the student and their parents/carers observing all codes of conduct and other College requirements as they apply from time to time.

Mother's Initials _____
Father's Initials _____

Once the application process has been completed, parents/carers will be notified in writing of the outcome of their application to enrol their child or children.

Students enrolling must **turn 5 before the 30th of June** of the year they are due to start school. Continuing enrolment is subject to the student's adherence to school rules, behaviour management policy and payment of all school fees.

Expression of interest for Enrolment

The students' details will be recorded for the year of entry desired. Students will be considered for a position in the event of a vacancy subject to the enrolment policy. An expression of interest does NOT guarantee a position of enrolment.

Contractual Obligation

Within five working days of the child being offered a place at the College, the following items need to be completed and lodged with the administrative staff.

They include:

- Enrolment Application Form.
- Conditions of Enrolment Policy signed (by both parents).
- Immunization Record
- The original birth certificate, to be sighted by the school
- A non-refundable application fee of $550.00
- Proof of residency/citizenship - Parents

SCHOOL POLICIES

School policies are listed on the website and can be requested from the front office. These include those listed below and others

1. **Child Protection Policy**
2. **Anti Bullying Policy**
3. **Statement of Commitment to Child Safety**
4. **Behaviour Management Policy**
5. **Attendance Policy**
6. **Complaints and Grievance Policy**
7. **Uniform Policy**
8. **Enrolment policy**

SCHOOL EXPECTATIONS

Prayer, Arabic/Quran and Islamic Studies

Prayer is introduced during Yr. 2 and students in years 3-6 are required to pray in congregation during prayer time as well as attend Islamic Studies, Arabic and Quran classes. Islamic Studies and prayer is delivered according to the Sunni/Sunnah school of jurisprudence.

Exclusion from the College

1. If the Principal, or a person acting on the Principal's behalf, considers that a student has committed a serious breach of the College rules, or has otherwise engaged in conduct that is prejudicial to the College, its students or its staff, the Principal may, at their absolute

discretion, exclude the student either temporarily or permanently in accordance with the College's Behaviour Management Policy.

2. If the College Board or the Principal considers that the relationship of trust and cooperation between a parent/carer and the College has broken down to the extent that it can no longer be maintained, the College may require the parent/carer to withdraw the student from the College.
3. The College will only exercise its power to permanently exclude a student under clause 1 if it has:
   A. provided the student and their parents/carers with details of the conduct that may result in a decision to exclude the student; and
   B. given them a reasonable opportunity to respond. No remission of fees will apply in relation to any of the above cases.

Medical treatment

If a student requires urgent medical or hospital treatment and the College has been unable to contact the student's parents/carers after making reasonable efforts to do so, you authorise the College to consent to that treatment on your behalf. You agree to indemnify the College, its employees and its agents against all costs and expenses arising directly or indirectly from that treatment.

Uniform and Appearance

- All students enrolled at Arkana College must arrive and leave the school premises in full school uniform. This includes black school shoes for the boys and girls. The set uniform is available through Yeronga Uniforms at 900 Canterbury Road, Roselands and cannot be substituted for an alternative.
- School Bags, library bags, caps and hats may be purchased from the school office.
- Long Sleeved summer uniforms and Sports tops are available by special order through the office.
- A bottle green scarf is required for those girls who wear hijab.
- The girls require a plain lemon coloured scarf and skirt for Halaqa, Quran and Prayer (which can be purchased from the office).
- Sports uniforms are to be worn on scheduled sports days only.
- The children must have appropriate haircuts; no extreme haircuts, hair to be blended and all hair in its natural colour for both boys and girls or as deemed appropriate by the principal of the school. All long hair must be tied up.
- Girls to wear stud earrings only and no jewellery or nail polish is acceptable.

Personal Belongings

Students are responsible for their personal belongings and the College will not be liable for any loss of these belongings.

Publishing of Student's Work samples and Images

From time to time, a student's work, comments and/or photograph may be published in print or electronically. This includes College promotional material, newsletters, the annual magazine, the College website and the College's official social media accounts. Student work, comments and/or photographs may also be used for similar purposes by others with the College's consent.

Parents/carers who do not want their child's work, comments and/or photograph used for these purposes must notify the College in writing. Unless the College receives such notice, consent will continue for the duration of the student's enrolment at the College.

Amendment of Terms and Conditions

The school may alter these conditions of entry at any time by notifying parents/guardians in writing. Alterations will apply from the date of notice.

SCHEDULE OF FEES – 2027

Application Fee 2027

The application fee is $550.00 and is non-refundable.

Fee Structure

Please note the tuition fees are reviewed annually and are subject to change. The fees for 2027 were reviewed and confirmed on Friday 2nd October 2026.

(a)	1st Child	$1,098.00 per term
(b)	2nd & 3rd Child	$ 909.00 per term
(c)	4th & 5th Child	$ 819.00 per term

Textbook and Paper Levy 2027 (TBC)

Kindergarten – Year 6 $290.00 (payable in Term 1 for the calendar year)

Maintenance Levy- 2027 (TBC)

The maintenance levy is $83.00 per child per term.

Building Fund Donations

(a) Donations to the building fund can be made at any time.
(b) All donations over $2.00 to Arkana College School Building Fund are tax deductible.

Sport

All sporting activities at the school are compulsory.

Excursions and Incursions

The activities arranged throughout the year are planned to enhance the students' learning and are part of the school's curriculum. All excursions and incursions are compulsory at the school.

A levy is applied at the beginning of each term and must be paid in full, irrespective of whether a child attends all the activities, or not. (The levy will include sport, excursions and incursions).

Extended Leave

Any child that intends on being absent due to travel, irrespective of how much time he/she will be off, will require an 'Application for Extended Leave' to be completed and lodged with the school's front office. The principal will then review the application before granting/rejecting the application.

PARENT AGREEMENT – PAYMENT OF FEES

1. The first child fees will fall due at the start of each new term. If you have more than one child, the balance of the term fees will be paid before the end of Week 6 of each term.The office will be open the week prior to school commencing, for the payment of fees, if you wish to pay in person. Methods you may use are Bpay, EFTPOS, Credit Card - Mastercard/Visa Card, Direct Credit/Transfer (internet banking) or cash payments.

2. Cash payments, made at the office, should be handled by parents and not students. If a payment is sent with a student, the school will take no responsibility for lost money and the following must be observed –
   a) Payment must be placed in an envelope – with the child's name, class and amount clearly written on the outside. The parents must also contact the school by phone on the same day, to advise them.
   b) Upon receipt of the payment, an official receipt will be issued, and it is the responsibility of the parent to collect the receipt from the office.

3. All receipts issued for fees are to be kept so that any dispute regarding payments can be easily resolved. No responsibility will be accepted by the School if the above procedure is not followed.

4. I / We understand that the School reserves the right to charge a late payment fee of $50 on any fee, or portion of any fee, that remains unpaid after a period of forty (40) days, (i.e., on conclusion of Week 6 each term), if no payment arrangement has been previously agreed to by both the School and the parent.

5. If an account remains unpaid, the College reserves the right to recover such amounts via legal collection. The costs of any such legal collection will be added to the account with responsibility for settlement borne by the accountholder.

6. No student may commence a new term unless the previous term's fee commitment has been settled

7. Mid-term enrolments to the School will be charged full-term tuition fees in advance.

8. If a student is to leave the school, I / We will give the school one term's written notice. The term's fees will be paid in full and no refunds are issued.

9. If I / we fail to comply with the requirements of clause 8, the school reserves the right to invoice me / us for one term's fee in lieu of notice.

10. The school reserves the right to request parents enter a direct debit plan. This includes parents who may be on a payment plan when they fall in arrears.

Fee Dispute

Where there is a dispute over fees between parents in the event of family dispute, the school takes no responsibility of deciding which parent to pursue unless there is a court order to do so. It is the responsibility of each parent to meet payment of fees.

Mother's Initials _____

Father's Initials _____

Parent/Carer Agreement

I/We agree to:

- uphold and support the Islamic ethos and Sunni tradition of the College;
- cooperate with the requirements and directions of the College and the Principal relating to students, and not interfere in any way with the conduct, management or administration of the College;
- support the implementation of the College's Behaviour Management Policy, Anti Bullying Policy, Uniform Policy, Attendance Policy, alongside other College policies.
- refrain from using print, social media to denigrate the College, its staff, its students or other members of the College community; and
- acknowledge that students are responsible for their personal property, and that the College accepts no responsibility for the loss of or damage to students' belongings.

PARENT DECLARATION

I have read and agree with the terms and conditions of enrolment, as outlined in this policy agreement, and will always uphold the school's Islamic ethos.

Student Name/s: _____

Name of Mother / Guardian _____

Signature of Mother / Guardian _____

Name of Father / Guardian _____

Signature of Father / Guardian _____

Date:

OFFICE USE ONLY
FAILURE TO MAKE THE TUITION FEES

1. If the account remains unpaid at the end of Week 2 and no contact has been made with the College, the College will send an MYOB reminder requesting prompt payment.

2. By the end of Week 4, another MYOB reminder demanding fees be paid promptly will be sent out via email.

3. By the end of Week 6, another MYOB reminder demanding fees be paid promptly will be sent out via email and a telephone call from the office will be made requesting prompt payment. A $50 late payment fee is also added to fees.

4. By the end of Week 8, a letter/email demanding fees be paid promptly will be sent out.

5. An interview with the principal will be arranged to ascertain why prompt payment has not been made. The parent will also be advised that the student/s may be asked not to attend the College, and that their future at the College cannot be guaranteed.

6. By the end of Week 10, a final letter/email is sent demanding fees be paid immediately otherwise, the school will seek legal action to recover the fees in arrears. The parent will also be advised that the student/s will be asked not to attend the College.

Mother's Initials _____
Father's Initials _____