ENROLMENT POLICY

Darul Ulum College of Victoria is an independent, coeducational Islamic school catering for children from Foundation to Year Twelve, located in Fawkner, in the northern suburbs of Melbourne. The College comprises of three sub-schools: primary girls, secondary girls and the boys' sub-school being from Grade Four to Year Twelve. In light of the school's vision which can be captured by its three main domains, namely: ***academic excellence***, ***spiritual growth*** and ***contribution to the broader society***, the diverse programs offered by the school are predominantly underpinned by these principles.

In terms of curriculum, Darul Ulum College adopts The Australian Curriculum in all learning areas from Foundation till Year Ten. The senior secondary program of Year Eleven and Year Twelve is guided by the VCE study designs provided by the Victorian Curriculum and Assessment Authority (VCAA). As per the school's philosophy, importance is given to students' overall wellbeing through a range of strategies and platforms.

This Enrolment Policy is also applicable to Darul Ulum Academy, the second campus of Darul Ulum College of Victoria.

Application Process

The main entry points for enrolment are Foundation and Year Seven levels. However, the school accepts applications for all other year levels, subject to availability and vacancy. The following is the sequential outline of the application process:

1. Parents / guardians express their interest by registering through the school's website. Registration does not constitute an offer of a place.
2. Obtain a copy of the fee details which include tuition fees, extra-curricular levy, capital levy and applicable discounts. (This information is available on the website and is subject to change without prior notice.)

3. All expressions of interest will be recorded in a dedicated database.
4. Subject to availability and to the Principal's approval, the parent / guardian will be contacted by the Registrar to request the submission of an Application for Enrolment form. The Application for Enrolment is to be submitted electronically.
5. The Application for Enrolment form seeks relevant information pertaining to both parents, including their educational background. As per regulatory requirements, such information may be shared with the Commonwealth government and relevant agencies for assessment and reporting purposes only.
6. Parents / guardians applying for a child at primary level must submit the child's Immunisation History Statement from the Australian Immunisation Register whether or not the child is immunised.
7. Parents / guardians applying for a child at all levels must attach the following items to the Application for Enrolment form:-
    - child's birth certificate;
    - latest report of previous school (for other than Foundation applicants);
    - proof of residency (where applicable); and
    - custody orders / Court orders (where applicable)
8. Parents / guardians are expected to read, understand and sign the Conditions of Entry (Contractual Agreement) outlined in the Application for Enrolment form. The Conditions of Entry makes direct reference to the Student Code of Conduct, Student Behaviour Management Policy, Student Declaration for Use of Digital Technologies -where applicable, Uniform Policy and the school's Business Regulations.
9. Subsequent to the submission of the Application for Enrolment form, the Registrar will inform the parent / guardian of the date and time for the assessment and interview. A non-refundable assessment fee is payable.
10. Subject to the outcome of the assessment and interview, the school either consider offering a place or otherwise.
11. The school will usually consider offering of a place based on the time the Application for Enrolment form was submitted, the student's age, the outcome of the entrance assessment and vacancy. However, other factors are also considered, some of which may include:-
    - current or previous enrolment of other children in the school;
    - one or both parents being former students at the school; or
    - a child of a school staff member.

12. Upon the Principal's approval, a letter of offer will be issued to the parent / guardian. The signatories of this offer are jointly and individually bound to the agreement and to the Business Regulations of the school. The offer of a place is only considered as being complete and secured upon payment of payable fees.
13. Students are expected to adhere to all school rules and policies. Failing to comply with the school rules and/or policies will result in the student being subjected to a range of consequences as outlined in the Student Behaviour Management Policy.
14. The school reserves the right in its sole and unfettered discretion to accept an applicant or decline approval without providing an explanation as per the Equal Opportunity Act 1995.
15. Parents / guardians of current students must confirm their child's return for the following year by completing the annual reenrolment process provided by the school.
16. Student attendance timings shall adhere to the Student Attendance Policy. In the event that the month of Ramadan fully or partially falls during the school term, the duration of school hours will be reduced at the school's discretion to accommodate the wellbeing of students. Parents will be duly notified of the adjusted pick-up times before the commencement of Ramadan and are expected to make arrangements for the earlier pick-up during that period.
17. Students produce pieces of work and participate in activities which may be recorded and displayed in school publications, including but not limited to, the school's newsletter, the school's web page, Schoolbox and other publications. Names of students who are recipients of awards are also subject to publication. Parents who do not wish to authorise this must put their request in writing to the Principal.
18. Parents are advised to consult the school's Complaints Management Policy and Procedures regarding any concerns or complaints they may wish to raise with the school's management. The school does not engage through any collective platform for addressing complaints. Each complaint will undergo individual review, assessment, and feedback will be provided to the complainant, accordingly, based on the unique circumstances of the complaint. Lodging complaints as part of a group lobby will not be acknowledged or entertained by the school.
19. Where applicable, the school encourages all students to participate in extracurricular activities as a means of personal growth and skill development. Our extracurricular activities are accessible to all students, irrespective of their academic performance. This includes incursions, competitions, annual festival events, sports days, excursions, graduations and upper secondary camps. In addition to our inclusive extracurricular activities, the school also delivers specialised academic and faith-based programs tailored for students who have showcased outstanding aptitude and academic achievements in specific fields.

Business Regulations

1. The school fees comprise of the following three components: tuition fee, extra-curricular levy, technology levy and capital levy. The term "fees" implies any one of these components. Extra-curricular and technology levies are charged on an annual basis with Term One invoice for current/new students. Both these annual levies are also charged in full for new students who start later in the year in any term after Term One.
2. Consistent with the diverse operational expenses associated with the college's two distinct campuses, each campus will feature its own individual fee structure.
3. School fees are applicable for one whole school year in advance. To assist parents with timely payments, parents are invoiced in four instalments: Term One, Term Two, Term Three and Term Four.
4. Paying the annual fees in advance will result in a $200 discount per child, contingent upon completing the upfront payment for all currently enrolled children in November of the preceding year.
5. A sibling discount on the tuition component of the fees is applicable as per the table below:

Second child	**Third child**	**Fourth child**	**Fifth and subsequent child(ren)**
$150 discount per term	$250 discount per term	$500 discount per term	100% subsidised

6. If fees remain unpaid for a given term, the student may be deregistered if an agreement of a payment plan is not achieved or approved by the Principal.
7. There is no waiver of fees once a Foundation student is enrolled.
8. There is no waiver of fees if a student is absent from the school, whether on approved leave or otherwise.
9. There is no waiver of fees for Year 12 students in Term 4, regardless of whether they are enrolled in scored or unscored VCE.
10. For existing students, a written notice of one school term (ten weeks of school) in advance must be submitted to the office, if a student is to be withdrawn. Where a written notice of withdrawal

is submitted less than one term in advance, the parents may be liable for the fees of the subsequent term.

11. If a parent seeks approved leave (Temporary Leave) for their child for one term, that term's fee must be paid in advance in order to preserve the student's place in the school. The term fees paid will be counted towards the term in which the child was absent. This payment is non-refundable. If the term fees are not paid in advance, the College reserves the right to de-register the student.
12. The College expects payment of all fees and charges by the due dates. The College reserves the right to recover outstanding monies through the aid of debt collection services, legal action including costs, and may seek consumer credit information if required.
13. Parents / guardians agree that continued enrolment at the College is subject to:
    a. fulfilling the Business Regulations and meeting school requirements; and
    b. the child is observant of the College's Student Behaviour Management Policy, the Student Code of Conduct and other pertinent school policies.
14. Parents / guardians may write to the Principal for any disputes or disagreements pertaining to payments or refund of fees.
15. The Business Regulations and the complaints processes outlined by the school do not forfeit the rights of parents / guardians or students outlined in the Australian consumer protection law.
16. Parents / guardians must ensure that accurate and current contact details are promptly provided to the school including addresses, phone numbers, emails and the student's medical information.
17. The school has an internal scholarship program in place for students of Year Nine to Year Twelve. As far as practically possible, details of the program are made available on the school's website. However, the program details are subject to change without prior notice.
18. This Enrolment Policy is subject to change without prior notice and accounts for all privacy related regulations. Please refer to the College's Privacy Policy available on the website.

Students with Special Needs

The College recognises the diverse needs of students and seeks to support them where applicable. In an attempt to better facilitate for these needs, parents are requested to inform the school of any learning difficulty their child may be experiencing which may have an impact on their education or wellbeing. This collaboration will assist the school in determining as to whether an adjustment is deemed necessary to enable the child's participation in school related activities.

Date of Review	Next Review
Term 2, 2024	Term 2, 2026
Principal's Endorsement:	