



## Student Enrolment Policy

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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	College Executive	Dec 2024	Review and Update of Previous Policy	College Executive

\*Next review of policy to take place in December 2025 by College Executive

## About this policy

St Mary & St Mina's Coptic Orthodox College's Student Enrolment Policy outlines the requirements that parents and students need to be aware of before they agree to enrolling their child at SMSM College.

## Declarations

As part of the enrolment process, parents/guardians are required to agree to the following declarations when they complete the Enrolment Application:

1. **College Rules:** I/We are prepared to support my/our child in maintaining the College rules and accept the College's efforts to enforce them.
2. **Media Permission:** I/We give permission for photos and/or videos of my/our child to be used by the College for promotional, publication, and educational purposes.
3. **Local Excursions:** I/We give permission for my/our child to participate in local excursions, including walking, traveling by private car, or bus to venues such as swimming facilities, the local library, and heritage walks.
4. **Non-Local Excursions:** I/We give permission for my/our child to participate in planned school excursions or events outside the local area, involving travel by bus, train, and/or ferry.
5. **First Aid:** I/We give permission for teachers to administer any necessary first aid treatment in the event of illness or injury.
6. **Data Collection:** I/We give permission for my/our child to be assessed for the National Consistent Collection of Data requested by the Commonwealth government.
7. **Progress Assessments:** I/We give permission for the College to assess the social, emotional, and physical progress and development of my/our child, including seeing the College Counsellor if needed.
8. **Non-Refundable Fees:** I/We understand that the application fee paid is non-refundable.
9. **Fee Review:** I/We understand that tuition fees are subject to review.
10. **Withdrawal Notice:** I/We understand that at least one term's written notice must be given to the Principal if my/our child is to leave the College, otherwise one term's fees will be payable in lieu of notice.
11. **Fee Payment Commitment:** I/We declare and agree to pay the school fees in full and confirm that I/we have access to the necessary funds.
12. **Acceptance of Conditions:** I/We have read, understood, and accept the Conditions of Enrolment.

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## Conditions of Enrolment and Fees Policy (Kindergarten to Year 12)

### Expectations and Behaviour

1. **Student Responsibilities:** Students must abide by College rules, wear the correct uniform, and complete all work, including homework.

2. **Parental Support:** Parents are expected to encourage their children to uphold the College's goals, supporting its Christian values and Coptic Orthodox traditions both within and outside the College.
3. **Moral Standards:** Students are expected to respect and adhere to the teachings of the Coptic Orthodox Church. The College aims to instill values such as purity and holiness, and parents are expected to support this mission.
4. **Spiritual Activities:** Parents are to encourage their children's full participation in the College's spiritual program, including daily prayers, devotions, and regular school masses.
5. **Curriculum Participation:** The curriculum includes courses mandated by NESAs as well as compulsory College courses in Coptic Language and Hymns and Coptic Orthodox Studies.
6. **Discipline and Attendance:** Parents must cooperate with the College on matters of discipline, attendance, homework, and the wearing of full uniform, including blazers.
7. **Compulsory Activities:** Parents acknowledge that excursions, carnivals, and events are mandatory parts of the curriculum.
8. **Discipline Policy:** Parents support the Student Behaviour Management Policy, which includes encouraging good behaviour and addressing misconduct.
9. **Disciplinary Actions:** The College reserves the right to discipline, suspend, or expel students whose behaviour does not align with College expectations.

### School Attendance

10. **Attendance Requirements:** Students must attend during specified hours unless leave is granted or due to illness, supported by documentation as needed.

### School Fees

11. **Fee Structure:** Tuition fees are set by the School Board and may be adjusted at its discretion.
12. **Billing Cycle:** Fees are charged three times annually and are payable within two weeks of term commencement.
13. **Fee Advance:** New enrolments require advance payment of fees within three weeks of an offer.
14. **Service Charges:** Fees include costs for camps, excursions, textbooks, and a voluntary contribution to the Building Fund.
15. **Financial Hardship:** Parents must contact the Head of College if financial difficulties arise.
16. **Withdrawal Notice:** A full term's written notice is required for student withdrawal; otherwise, one term's fees will be charged.
17. **Sibling Discounts:** Discounts apply for multiple siblings: 10% for the second child, 20% for the third, and 30% for the fourth, after full payment for the first child.
18. **Refundable Bond:** A bond is required before an offer is made, refundable upon completion of schooling if liabilities are met.
19. **Debt Recovery:** Parents agree to bear costs associated with debt recovery if fees remain unpaid.

### Health and Safety

20. **Special Needs Disclosure:** Parents must disclose any special needs, learning difficulties or major concerns to the college and update the College annually.

21. **Searches and Monitoring:** The College may search a student's belongings or monitor electronic devices if warranted.
22. **Emergency Medical Care:** In urgent medical situations, the College is authorized to consent to necessary treatments if parents cannot be reached.

### **Personal Belongings**

23. **Student Responsibility:** The College is not liable for loss or damage to personal property brought by students.
24. **Property Damage:** Parents may be required to pay for damage caused by their child to other students.

### **General Provisions**

25. **Final Authority:** The Head of College has the ultimate authority on all matters of instruction, discipline, and enrolment.
  26. **Documentation:** Enrolment applications must include a birth certificate, proof of residential status, and immunisation records.
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*This Enrolment Policy forms an integral part of the Application for Enrolment.*