



# **ENROLMENT POLICY**

## **THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING MLC INFORMATION:**

- Anti-Discrimination Policy
- Application to Register Form
- Enrolling and Employing People with a Disability Policy
- Fees & Charges Brochure
- Fees & Charges Brochure (FFPOS)
- International Student Guide
- International Students Refund Policy
- Letter of Offer
- Letter of Offer (FFPOS)
- MLC Withdrawal from Enrolment Form
- Privacy Policy
- Terms of Enrolment Policy

## **RELEVANT LEGISLATION**

- Australian Education Regulations 2013
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Privacy Act 1988
- School Education Act 1999 (WA)
- The Educational Services for Overseas Students Act 2000 (ESOS Act)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)

## **RATIONALE**

Methodist Ladies' College is an inclusive school where enrolment is open, where numbers permit, to all who are willing to engage in the academic programmes we offer, who demonstrate a keenness to participate in the full range of MLC activities, and whose families understand and are supportive of the College Vision, Mission and Values.

## **AIMS**

The aim of this policy is to;

- Articulate the basis upon which school enrolment eligibility will be determined.
- Provide information about the enrolment process.
- Inform parents and students of their obligations upon enrolment.
- Ensure that parents are aware of fees and charges payable during the enrolment process and in the case of withdrawal.
- Provide information to parents that enable them to make informed decisions about their children's education.

## ENROLMENT POLICY

Students are enrolled at the College according to this Enrolment Policy as noted below. Please read carefully the College's Enrolment Policy.

In this Policy we have referred to 'daughter(s)' and 'girl(s)' to indicate most students commencing at the College, so we have chosen to use this terminology to simplify our documents: however, we readily accommodate boys into Pre-Kindergarten and Kindergarten only.

In this Policy we have also referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate Applications to Register in which guardians or carers have responsibility for a child's application

## OUR SELECTION CRITERIA AND ETHOS

Our selection criteria are established to reflect the ethos of our College. Subsequently, we seek to enrol those girls who are willing to engage in the academic programmes we offer, who demonstrate a keenness to participate in the full range of MLC activities, and whose families understand and are supportive of the College Vision, Mission and Values.

We prioritise applications from:

- Siblings of current students of the College;
- Daughters of Collegians;
- Boarding families;
- Uniting Church Ministers;
- Daughters of staff; and
- Applications according to date of application.

For your best chance at securing a position at MLC, priority will be given based on the date of your enrolment; however, all applicants transferring from overseas or interstate are encouraged to contact admissions to detail their circumstances.

MLC will consider all applications for enrolment. All applicants are assessed against the criteria noted in this policy.

## OUR ENROLMENT PROCESS

### ENTRY YEAR LEVELS FOR NEW STUDENTS

Our entry year levels are Pre-Kindergarten, Kindergarten, Year 5, Year 7 and Year 10. We will consider applications for entry to other years if places are available. Due to the high demand for places, we advise parents to apply for entry for their daughter well before the desired year of entry.

As we have a limited number of places to offer, it is often necessary for applications to be waitlisted. Once we have offered all of the available places we will refer to a waiting list of those applicants still seeking a position at the College to make further offers of enrolment if vacancies become available. Priority will be given as noted in Our Selection Criteria and Ethos.

Offers are generally made three years prior to your daughter's entry year.

## DEFERRAL OF AN OFFER

If we offer your daughter a place for a particular entry year level, the offer applies only to that year level of entry; it does not apply for a later entry year level. For example, if we offer your daughter a place at the College starting in Year 5, but you then decide that you wish to defer your daughter's entry until Year 7 you cannot defer the original offer to take it up at the later entry year level.

In these circumstances we will put your daughter's name on a waitlist for their preferred date of entry. Offers for the new entry year will be made based on the original application date for enrolment. We may ask you to update your Application to Register at the appropriate time.

## **FEES DURING THE ENROLMENT PROCESS**

### **WE WILL CHARGE:**

- A Registration Fee to be paid by parents and forwarded with the Application to Register form. This amount is non-refundable and does not guarantee a place at the College.
- A Confirming Fee to be paid by parents when they accept an offer of enrolment. This amount is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer.
- A Confirming Fee for each additional daughter is payable by parents, at 50% of the prevailing Confirming Fee, when they accept an offer of enrolment.
- No additional Confirming Fee is payable if an offer is made and accepted, and parents then choose to bring forward your daughter's entry year.
- If the Confirming Fee has been paid and the offer is deferred or your daughter returns to the College at a later date, the charge for a subsequent offer made will be the difference between the prevailing Confirming Fee less the sum of all previous Confirming Fees paid for that enrolment.
- For international students please refer to our Full Fee Paying Overseas Students (FFPOS) Refund Policy on our website [www.mlc.wa.edu.au](http://www.mlc.wa.edu.au).

## **PRIVACY OF INFORMATION SUPPLIED**

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an Application to Register is not successful we will retain the information, with the permission of parents, for consideration should an enrolment place become available later.

The College's Privacy Policy can be accessed on our website [www.mlc.wa.edu.au](http://www.mlc.wa.edu.au)

## **ENROLMENT CONTRACT**

Parents may accept a place for their daughter by signing the Enrolment Confirmation and Terms of Enrolment and paying the Confirming Fee. This will establish the parents' agreement to support the College rules and policies, to pay the College fees and other charges, and to accept the Terms of Enrolment and the consequences of suspension or termination.

## **PARENTS' DECLARATION**

In completing the Application to Register we will require parents to declare that to the best of their knowledge they have:

- Disclosed any current or past information relating to their daughter's learning, health and wellbeing;
- Provided a copy of any Parenting Order or Restraining Order that applies to the prospective student and parent(s); and
- Completed fully the Application to Register form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse or terminate the enrolment process on these grounds.

## **OBLIGATION TO ATTEND ALL COLLEGE ACTIVITIES**

When a place is accepted the student will be expected to attend all the activities of the College as required, including classes, compulsory Outdoor Education camps, co-curricular activities on weekdays and weekends, and special school functions (such as College Sunday, concerts and end of year celebrations.)

## **COLLEGE FEES**

The College has an annual tuition and boarding fee which is payable as per our Terms of Enrolment. All fees and charges are reviewed annually. The current tuition and boarding fees, including the College's concessions, are published annually in our Fees and Charges brochure.

Different conditions and fees apply to FFPOS. These conditions and fees are published in our Terms of Enrolment and FFPOS Fees and Charges brochure.

## **WITHDRAWAL FROM THE COLLEGE AFTER ENROLLING AT THE COLLEGE BUT BEFORE COMMENCING AT MLC**

If after paying the Confirming Fee but prior to starting at school, you withdraw your daughter from the College and do not notify the College of your intention at least one full term in advance, a fee of 25% of the annual tuition fee and, if applicable, 25% of the annual boarding fee will be payable. Examples:

- a) For students due to commence at the beginning of Term 1, notice must be provided by the end of Term 3 of the previous year.
- b) For students due to commence at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.

## **WITHDRAWAL FROM THE DAY SCHOOL AFTER COMMENCING AT MLC**

If you withdraw your daughter after she has commenced at the College, you will need to provide notice by completing the Withdrawal of Enrolment form at least one full term in advance. The Withdrawal of Enrolment form is available from the MLC Admissions office. If you do not provide this notice, a fee of 25% of the annual tuition fee will be payable. Examples:

- a) For students due to leave at the beginning of Term 1, notice must have been provided by the end of Term 3 of the previous year.
- b) For students due to leave at the beginning of Term 3, notice must be provided by the end of Term 1 of the same year.

## **WITHDRAWAL FROM THE BOARDING SCHOOL AFTER COMMENCING AT MLC**

The calculation of fees for boarding is based on costs for a whole year.

In the event of the withdrawal of your daughter from the Boarding House during the year, whether the withdrawal is at the parents' or the College's instigation, the total annual boarding fee will still apply. Notice in writing is required at least one full term in advance before withdrawing your daughter from the Boarding House at the end of any year. Examples:

- a) In the event of the withdrawal of a student from the Boarding House during the year once she has commenced, the total annual fee will still apply. If a student is withdrawing at the end of Term 4, notice must be provided by the end of Term 3 of the same year.

In addition to associated boarding fees the tuition fees will also be applied as outlined above.

## **INTERNATIONAL STUDENTS**

The College values the richness and the diversity that our International Students bring to the Boarding House and the wider school community. It is a requirement of the College that all Full Fee Paying Overseas Students must reside in the Boarding House for the full duration of their education at the College.

It is a condition of continued enrolment that parents must provide the College with the name, address and a National Police Check of a guardian over 21 years of age, who resides in Perth, is proficient in English and who is willing to act as a guardian at all times. The guardian must be a Permanent Resident of Australia and accept full responsibility for the student in his/her care in the absence of the student's parents.

The offer of a place at the College is conditional upon satisfactory testing and interview. The College must have sighted and copied both the student's valid passport and visa and if either of these expires, the new copies must be supplied to the College.

An International Student enrolment is based on an assumption of reasonable written and spoken English and your daughters level of English will be tested at application and prior to commencement at the College.

## **COMMUNICATION BETWEEN THE COLLEGE AND PARENTS**

Under Australian law, where this is relevant, both parents must receive information and be involved in the decision making about their child's education, unless the courts have ordered otherwise.

The College communicates with both parents as per the contact details supplied on the Application to Register form and/or as modified on the Student Information Update form.

## **OUR ENROLMENT POLICY MAY CHANGE**

The College reserves the right to alter its Enrolment Policy at any time. The prevailing Enrolment Policy will be available at all times on the College website and families will be notified of changes as they occur.