METHODIST LADIES’ COLLEGE

TERMS OF ENROLMENT

(formerly known as ‘General Regulations’)

1. OUR VISION, MISSION AND VALUES

Methodist Ladies’ College is a College of the Uniting Church for boarding and day girls from Kindergarten to Year 12.

VISION
Per ardua ad alta; through striving to the heights.

MISSION
Methodist Ladies’ College provides challenging and holistic educational experiences that inspire individual excellence and global citizenship. To achieve this, we live our Christian Values and are committed to leading learning.

VALUES
At Methodist Ladies’ College our students, staff and community value and foster:

- Christian foundations in life
- Courage, resilience and confidence
- Community spirit which celebrates diversity
- Striving to make the most of individual gifts
- Respect for self, others and the environment

2. COMPLYING WITH THE SCHOOL’S REQUIREMENTS OF STUDENTS

We agree to uphold the rules of the College and other requirements as communicated to us from time to time and as set out in the Student diary and will encourage our child to uphold the College’s standards of behaviour.

PARENTS’ SUPPORT FOR THE COLLEGE’S POLICIES, RULES AND CODES OF BEHAVIOUR

We agree to support all College policies and to cooperate with teachers and administrators in this regard and to support the principles, ethics and aims of the school. Where possible, we will participate in parent activities of the College.
APPEARANCE AND SCHOOL UNIFORM
We will support the School Uniform Policy as outlined in the Student diary and ensure that our child's uniform is kept in good repair.

ATTENDING SCHOOL ACTIVITIES
We will ensure that our child attends all the activities of the school as required, including attending classes, co-curricular activities, and special school functions such as College Sunday and end of year celebrations.

DRUGS AND ALCOHOL
We will support the Student Drug Use Policy. We acknowledge that any student possessing, using or distributing any illicit drugs (including illicitly using and distributing prescription drugs) may be immediately suspended from the school.

3. COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

SCHOOL COMMUNICATIONS
We acknowledge that under Australian law, where this is relevant, both parents must receive information and be involved in decision-making about their child's education unless the courts have indicated otherwise.

We understand that the College will send communications (such as newsletters and School Reports) to us at the address or addresses we supply on the Application to Enrol Form and as modified from time to time in the Student Information Update form that is updated for each student as per the College's instruction.

ADVISING THE SCHOOL OF CHANGES
We will inform the College as soon as possible about anything that could affect our child's participation in the school's program and activities, including health issues or family circumstances.

We will advise the College immediately of any matter which affects our child attending the College including our child's absence from the College for any reason including illness or accident. We will contact the College on these occasions in keeping with the College's Attendance Policy. Non-attendance can have an impact on an International Student's visa.

We will advise the school of any changes to contact details or residential addresses.
PRIVACY AND USE OF PHOTOGRAPHS
We acknowledge that the College will use the personal information it holds about our child and our family for any lawful activity and in keeping with the College's Privacy Policy as updated from time to time.

In keeping with the College's Privacy Policy we consent to our child's photo appearing in school related publications such as the school magazine and website.

PERMISSION TO CONTACT PREVIOUS SCHOOL ATTENDED
We give permission for MLC to contact our daughter's previous school for the purpose of collecting information regarding academic, pastoral and administrative matters.

4. MEDICAL MATTERS
When necessary, and when the school requests it, we will provide current health and medical information that is relevant to our child participating in and attending school and school-related activities.

We understand that the College reserves the right to send a child home or require the child to be collected from school if she is too ill to remain at the school, and that the College can decide if this is the case.

MEDICAL EMERGENCIES
In the event that our child needs urgent hospital or medical treatment of any nature and the College is unable to contact us after making reasonable efforts we authorise the College to obtain ambulance and other emergency assistance. We indemnify the College, its employees and agents in respect of such action.

If our child is in care arrangements, then we authorize the Guardian to act for us in an emergency, accident or illness during the period of time.

5. SCHOOL FEES
Paying Fees
We agree to pay the College Fees, including school tuition and other ancillary charges in accordance with the timetable set out in the Fee and Charges Schedule. We acknowledge that if the College Fees are not paid within the period specified then a late payment fee will be charged and reversal of any concessions on accounts will occur. Direct debits returned unpaid may also incur the late payment fee. Parents are liable for costs incurred by the College in recovering outstanding amounts.
We acknowledge that if the College Fees are not paid at the end of any term to which those fees apply the Principal has the right to suspend or terminate our child's enrolment for the next term. For International Students this will have an impact on the validity of a student visa.

Parents experiencing difficulty in paying fees by the due date should contact the Finance Manager to discuss alternative arrangements for payment.

**IN THE EVENT OF HARDSHIP**

We acknowledge that in enrolling our child at Methodist Ladies’ College we have committed to paying College Fees for the period of the student’s education at the College and that we have carefully considered the financial commitment involved.

Bursaries are only available to local students who have been in attendance at the College for at least 12 months. Parents seeking a bursary are required to supply information to the Bursary Committee to establish financial need and the change in circumstances since enrolling.

The Bursary Committee operates to:

1. Provide financial assistance to those families who may not be able to afford to pay for all the costs of education due to financial hardship.
2. Grant existing families an opportunity for children to continue at the College even though the family is facing financial hardship due to changed circumstances or events since enrolment.
3. Help talented and/or conscientious young women to enjoy an MLC education.

**WITHDRAWING OUR CHILD FROM THE COLLEGE AFTER ENROLLING AT THE COLLEGE BUT BEFORE STARTING AT MLC**

We acknowledge that if we withdraw our child from the College after paying the confirming fee but prior to her attendance at the College, we will provide notice in writing of our intention to withdraw at least one full term in advance. We understand that if we do not provide this notice, a fee of 25% of the annual tuition fee, and if applicable 25% of the annual boarding fee, will be payable.

Example:

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.
WITHDRAWING OUR CHILD FROM THE DAY SCHOOL AFTER SHE HAS STARTED AT MLC.

We acknowledge that if we decide to withdraw our child after she has started attending the College, we will provide notice in writing of our intention at least one full term in advance. We understand that if we do not provide this notice, a fee of 25% of the annual tuition fee will be payable.

Examples:

a) For students who have commenced 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.

WITHDRAWING OUR CHILD FROM THE BOARDING SCHOOL AFTER SHE HAS STARTED AT MLC.

We acknowledge that the calculation of fees for boarding is based on costs for a whole year. In the event of the withdrawal of a student from the Boarding House during the year, whether the withdrawal is at the parents' or the College's instigation, boarding fees must be paid for the remainder of the year. Notice in writing is required at least one full term in advance before withdrawing our child from the Boarding House at the end of any year. That is, if our child is withdrawing at the end of Term 4, notice must be provided by the end of Term 3. In addition to associated boarding fees the tuition fees will also be applied as outlined above.

Please see section 8 for Full Fee Paying Overseas Students relating to withdrawals.

IF OUR CHILD IS ABSENT FROM THE COLLEGE FOR AN EXTENDED PERIOD

We acknowledge that College Fees will not be refunded if our child is absent from the College for extended periods due to sickness or injury.

We acknowledge that if we wish our child's place to be held open, we will be liable to continue to pay the College Fees.

We also acknowledge if we do not wish to continue to pay the College Fees, our child will be placed on a waitlist and a new offer will be issued if a place comes available. If a subsequent offer is made, the difference between the current year’s confirming fee less the sum of all previous confirming fees is payable for the acceptance of that place.

IF OUR CHILD IS SUSPENDED FROM THE COLLEGE

We acknowledge that the Principal may, at her discretion at any time suspend our child from attending the College and that we will continue to pay all College Fees and other charges during any period when our child is suspended.
IF OUR CHILD IS EXPELLED FROM THE COLLEGE
If our child is expelled from the College we acknowledge that we remain liable to pay all College Fees and associated charges up to the end of the term in which our child is expelled.

IF THE COLLEGE ENDS ITS RELATIONSHIP WITH US
We acknowledge the College's right to require us to remove our child from the College if the school should conclude that the necessary relationship of trust and cooperation between us and the College is irreparably damaged. We understand that in these circumstances the College Fees already paid for the term in which the student is required to leave will not be refunded. If College Fees and associated Charges are still outstanding for the term during which we remove our child, we acknowledge these Fees will remain payable.

6. JOINT AND SEVERAL LIABILITY
We understand that both parents in signing the Confirmation and Terms of Enrolment accept joint and several responsibility for paying all College Fees and ancillary charges.

We understand that 'joint and several’ responsibility for payment means that both parents are responsible to pay College Fees. Accordingly, if one parent fails to pay the College Fees the other parent can be held responsible, irrespective of any arrangement between the parents or with another person (for example, a grandparent) as to who is to pay. We accept that the College will not enter into disputes arising from disagreements between parents over responsibility for paying College Fees.

7. INDEMNIFYING THE SCHOOL
We agree to indemnify the College against any claim, cost, damage or suit which another party brings against the College arising out of our child failing to comply with the College's Rules and Conditions or any reasonable direction of a school employee while at the College or traveling to or from the College.

We agree to be responsible for the cost of any damage our child causes to school property.

8. INTERNATIONAL STUDENTS
CONDITIONAL OFFER OF PLACE
The College values the richness and the diversity that our International Students bring to the Boarding House and the wider 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 Federal Police Clearance of a Guardian over 18 years of age and resident in Perth 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.

We understand that this offer of a place at the College is conditional on satisfactory testing and interview.

We acknowledge that the College must always have sighted and copied both the students' valid passport and visa and if either of these expires, the new ones will be supplied to the College.

We acknowledge that our child's enrolment is based on an assumption of reasonable written and spoken English. Our child's level of English will be tested.

**COURSE REQUIREMENTS**
We understand that our child must satisfy the course requirements or their visa will be cancelled.

To satisfy these requirements

- Our child must maintain enrolment at a registered institution
- Our child must attend at least 80% of all scheduled classes/tutorials
- We must make appropriate arrangement for the payment of tuition fees as set out in these terms of enrolment
- We understand that the school is required to report breaches of attendance and academic requirements to the Department of Immigration and Citizenship.

**COURSE FEES**
We agree to pay the College Fees, including school tuition and other ancillary charges in accordance with the FFPOS Fees Schedule on the College website [www.mlc.wa.edu.au](http://www.mlc.wa.edu.au)

**Withdrawing our Full Fee Paying Overseas Student from the College after she has started attending the College**

As a provider of education and training services to overseas students, the College is required to comply with the following legislation;

- Education Services for Overseas Students Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to overseas Students 2007
Unless notice of withdrawal is provided in writing, by completing the Withdrawal from Enrolment form, to the Principal at least one full term in advance, withdrawal charges may apply in accordance with MLC’s Refund Policy – International Students. The Withdrawal from Enrolment Form and the Refund Policy – International Students are both available on the College website [www.mlc.wa.edu.au](http://www.mlc.wa.edu.au).

**SPECIAL CIRCUMSTANCES FOR TERMINATION OF ENROLMENT**

We understand that the College reserves the right to terminate the enrolment of our child in the following circumstances:

- Our child fails to attend school, or any school activity, without authorisation
- Our child fails to meet course guidelines as a result of non-attempted work
- The school is not notified within 7 days of changes of address and residential arrangements.
- Non payment of Fees.

**HEALTH INSURANCE**

A prospective Full Fee Paying Overseas Student must pay her health cover premium before being able to apply for a student visa. Methodist Ladies’ College will apply for this health cover on her behalf and she must pay the health cover premium direct to the College. The College will issue a receipt once it receives this payment from the student, and the student will need to present this receipt to the Department of Immigration as part of her student visa application.

If the student does not obtain a student visa and health cover has not yet been applied for by Methodist Ladies’ College on behalf of the student by means of payment to the health cover provider, then the full amount of the health cover premium will be returned to the student.

If the student does not obtain a student visa but health cover has been applied for by Methodist Ladies’ College on behalf of the student by means of payment to the health cover provider, then the College will not return the health cover premium to the student, but would encourage the student to apply directly to the health cover provider for return of these monies.

**9. SPECIAL CONDITIONS**

In some instances Special Conditions may apply to a student’s enrolment. These special conditions will be outlined in the enrolment offer and will remain in force for the term of enrolment unless agreed otherwise.
10. REVIEW OF THE ENROLMENT CONTRACT

We acknowledge that either party can review the conditions of the enrolment contract at any time.

11. CHANGES TO RULES AND CONDITIONS OF ENROLMENT

We understand the College may amend the Terms of Enrolment from time to time and that any changes will be communicated to the school community and will apply from the date on which they are communicated.