



TERMS OF ENROLMENT POLICY

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

- Application to Register Form
- Drug and Alcohol Policy
- Enrolment 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
- Student Diary
- Uniform Policy

RELEVANT LEGISLATION:

- Australian Education Regulations 2013
- 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

By enrolling in a course provided by Methodist Ladies' College, parents agree to be legally bound by the following terms and conditions (these "Terms of Enrolment Policy").

AIMS

The aim of this policy is to;

- To clearly articulate the terms and conditions parents are agreeing to upon enrolment.
- Ensure that parents are aware of their obligations as members of the MLC community.

TERMS OF ENROLMENT

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.

1. OUR VISION, MISSION AND VALUES

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

INSPIRATION AND MOTTO

Per Ardua ad Alta; through striving to the heights.

VISION

An international leader of holistic learning and teaching.

MISSION

Mentoring motivated learners to choose purposeful futures.

VALUES

Integrity - *Seek Truth*

Mastery - *Seek Expertise*

Enterprise - *Seek Resourcefulness*

Justice - *Seek Fairness*

2. COMPLYING WITH THE COLLEGE'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 will actively encourage our daughter 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 College. Where possible, we will participate in College activities for parents.

APPEARANCE AND SCHOOL UNIFORM

We agree to support the Uniform Guide and ensure that our daughter's uniform is kept in pristine condition.

ATTENDING SCHOOL ACTIVITIES

We agree to ensure that our daughter attends all the activities of the College as required, including attending classes, compulsory Outdoor Education camps, co-curricular activities and special school functions such as College Sunday and end of year celebrations.

DRUGS AND ALCOHOL

We agree to support the Student Drug Use Policy. We agree that any student possessing, using or distributing any illicit drugs (including illicitly using and distributing prescription drugs) may be immediately suspended from the College.

3. COMMUNICATION BETWEEN THE COLLEGE AND PARENTS

COLLEGE COMMUNICATIONS

We agree 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 ordered otherwise.

We agree that the College will communicate with us using current contact details supplied on the Application to Register Form and as modified from time to time on the Student Information Update form.

ADVISING THE COLLEGE OF CHANGES

We agree to inform the College as soon as possible about any matters that could affect our daughter's participation in the College's programme and activities, including health issues or family circumstances.

We agree to advise the College immediately of any matter which affects our daughter attending the College, including our daughter's absence from the College for any reason, including illness or accident. We agree to 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 agree to advise the College of any changes to contact details, including residential addresses.

For International Students it is a legal requirement to confirm in writing to the College every 6 months, the contact details of the family.

PRIVACY AND USE OF PHOTOGRAPHS AND VIDEO

We agree that the College can use the personal information it holds about our daughter 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 agree to our daughter's photo and/or video being used in marketing and fundraising material and for educational purposes.

We agree that if we do not wish to have our daughter's photo and/or video used in marketing and fundraising material and for educational purposes we will advise the College in writing.

The College's Privacy's Policy can be accessed on our website www.mlc.wa.edu.au

PERMISSION TO CONTACT PREVIOUS SCHOOL ATTENDED

We agree to MLC contacting 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 College requests, we agree to provide current health and medical information that is relevant to our daughter participating in and attending school and school-related activities.

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

MEDICAL EMERGENCIES

In the event that our daughter 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.

In certain circumstances we recognise that the emergency may be such that the College has to take immediate action without contacting us. We indemnify the College, its employees and agents in respect of such action.

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

5. COLLEGE 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 Fees and Charges brochure. We agree 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 agree 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 daughter's enrolment. 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 agree that in enrolling our daughter at Methodist Ladies' College we have committed to paying College Fees for the period of our daughter's education at the College and that we have carefully considered the financial commitment involved.

The College is committed to broadening access to an MLC education by providing financial support to eligible families/parents/guardians through a bursary.

The Bursary Committee operates to:

1. Provide financial assistance to families/parents/guardians currently enrolled who may not be able to afford to pay for all the costs of education due to financial hardship.
2. Grant existing families/parents/guardians an opportunity for their 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 continue enjoying a MLC education.

WITHDRAWING FROM THE COLLEGE AFTER ENROLLING AT THE COLLEGE BUT BEFORE COMMENCING AT MLC

We agree 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 agree 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.

Examples:

1. 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.
2. 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.

WITHDRAWING FROM THE DAY SCHOOL AFTER COMMENCING AT MLC

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

Examples:

1. 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.
2. 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.

WITHDRAWING FROM THE BOARDING SCHOOL AFTER COMMENCING AT MLC

We agree 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. We agree that notice in writing is required at least one full term in advance before withdrawing our daughter from the Boarding House at the end of any year. That is, if our daughter 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 refer to Section 8 for withdrawals relating to Full Fee Paying Overseas Students.

ABSENCE FROM THE COLLEGE FOR AN EXTENDED PERIOD

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

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

We also agree if we do not wish to continue to pay the College Fees, our daughter will be placed on a waitlist and a new offer will be issued if a place becomes 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.

SUSPENSION FROM THE COLLEGE

We agree that the Principal may, at her discretion, at any time suspend our daughter from attending the College and that we will continue to pay all College Fees and other charges during any period when our daughter is suspended.

EXPULSION FROM THE COLLEGE

If our daughter is expelled from the College we agree that we remain liable to pay all College Fees and associated charges up to the end of the term in which our daughter is expelled.

IF THE COLLEGE ENDS ITS RELATIONSHIP WITH US

We agree the College has the right to require us to remove our daughter from the College if the College should conclude that the necessary relationship of trust and cooperation between us and the College is irreparably damaged. We agree 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 any College Fees and associated Charges are still outstanding at the time we remove our daughter, including those for the term during which removal takes place, we agree these Fees will remain payable.

6. JOINT AND SEVERAL LIABILITY

We agree that both parents in signing the Enrolment Confirmation and Terms of Enrolment, accept joint and several liability for paying all College Fees and ancillary charges.

We agree that 'joint and several' liability for payment means that both parents are liable to pay College Fees. Accordingly, if one parent fails to pay the College Fees the other parent can be held liable, 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 liability for paying College Fees.

7. INDEMNIFYING THE COLLEGE

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

We agree to be liable for the cost of any damage our daughter causes to school property.

8. INTERNATIONAL STUDENTS

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.

COURSE REQUIREMENTS

We agree that our daughter must satisfy the course requirements or her visa will be cancelled. To satisfy these requirements:

- Our daughter must maintain enrolment at the College;
- Our daughter 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; and
- We agree that the College is required to report breaches of attendance and academic requirements to the Department of Immigration and Border Protection.

COURSE FEES

We agree to pay the College Fees, including school tuition and other ancillary charges, in accordance with the Fees and Charges brochure applicable to international students published on the College website www.mlc.wa.edu.au

WITHDRAWING A FULL FEE PAYING OVERSEAS STUDENT FROM THE COLLEGE AFTER COMMENCING AT MLC

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

1. Education Services for Overseas Students Act 2000
2. 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 is available online or can be requested from the Admissions office and the Refund Policy – International Students is available on the College website www.mlc.wa.edu.au

SPECIAL CIRCUMSTANCES FOR TERMINATION OF ENROLMENT

We agree that the College reserves the right to terminate the enrolment of our daughter in any of the following circumstances:

- Our daughter fails to attend school, or any school activity, without authorisation;
- Our daughter 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 and ancillary charges.

HEALTH INSURANCE

A prospective Full Fee Paying Overseas Student must pay her health cover premium before being able to apply for a student visa. The College can 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. It is not mandatory for students to have the College organise their health cover and the student may choose to arrange their own health cover.

If the student does not obtain a student visa, and health cover has not yet been applied and paid for by the College on behalf of the student 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 and paid for by the College on behalf of the student to the health cover provider, then the College will not return the health cover premium to the student.

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

11. CHANGES TO RULES AND CONDITIONS OF ENROLMENT

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

We have read and understood the Terms of Enrolment Policy. We agree to be bound by these conditions once my daughter enters Methodist Ladies' College.

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____