

Enrolment Policy

Version 2 – 2023



ACS

Written By	Chief Executive Officer, Chief Financial Officer
Approved By	Chief Executive Officer
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Relevant to	All Staff, Students and Affiliates
Related College Documents	<ul style="list-style-type: none"> • Privacy Policy • Communications Policy • Financial Policy and Procedures Manual • Enrolment Application
Legislation	<ul style="list-style-type: none"> • The Children and Young Persons (Care and Protection) Act 1998 (NSW) • The Child Protection (Working with Children) Act 2012 • Children and Young Persons (Care and Protection) Regulation 2000 • Commission for Children and Young People Act 1998 • Commission for Children and Young People Regulation 2009 • The Children's Guardian Act 2019 • Education Act 1990 (NSW) as amended by the Education Amendment (non-Government Schools Registration) Act 2004 (NSW) • Civil Liability Act 2002
Next Policy Review	August 2025

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Enrolment Policy

1. PURPOSE

1.1 The purpose of this Policy is to clearly outline the conditions associated with enrolment at Assyrian Christian Schools (ACS).

2. SCOPE

2.1 The policy applies to existing and future student enrolments.

3. DEFINITIONS

3.1 Application Fee – is defined as the date both the completed Application to Enrol form and the Application Fee are received by the school.

3.2 Fees – are the amount of money paid to attend ACS.

3.3 Building Levy – A non-refundable fee per student capped at a maximum payment of two students per family, renewed every year.

3.1 Scholarships – are the amounts of money waived by the school in lieu of student contributions, academic and other extra/co-curricular performance.

3.2 Hardship Discounts – are the amounts of money by which fees are reduced by ACS.

3.3 Sibling discount – A discount offered for parent's with multiple children at ACS.

3.4 Early payment discount – A discount incentivising early full payment of tuition fees.

3.5 Staff fee reduction – A reduced fee schedule for existing staff members of ACS.

3.6 Scholarship – A scholarship offered to students who meet a predefined criterion.

4. ACCOUNTABILITY

4.1 It is the responsibility of school support staff to ensure accurate and timely information and processes are shared with existing and future families enrolling at ACS.

4.2 It is the responsibility of ACS teaching staff to ensure students enrolled are receiving quality teaching and learning programs.

4.3 It is the responsibility of ACS finance staff to ensure processes are completed accurately and in a timely manner, as well as following up on fee payments for families who have outstanding fees.

5. RATIONALE

5.1 ACS is open to all parents and students who are prepared to support the philosophy, values and objectives of ACS.

5.2 Clear and transparent enrolment systems and processes are crucial in ensuring all stakeholders are treated equally and with consistency.

6. POLICY GUIDELINES

6.1 Applications for enrolment may be made at any time by the parent/carer(s) of students to the relevant school administration office. However, this does not guarantee enrolment of their child in the school.

6.2 An interview will be arranged with the Principal to determine the suitability and compatibility of the student enrolment.

6.3 ACS will base its decision of offering a place to a student on:

6.3.1 Family relationship with ACS:

- Sibling of a current or ex-student.
- Attitudes, values and priorities that are compatible with ACS' vision, values and faith.

6.3.2 The student:

- Contribution that the student may make to the school.
- Student reports from previous schools.
- Results of enrolment assessments completed at ACS.
- Results of students' background check from previous school(s).
- Other reports submitted by a family.

6.3.3 The family's ability to meet the financial requirements of the school.

6.3.4 The school's ability to meet the special needs or abilities of the student.

6.3.5 Order of receipt – when the application to enrol is received by the school.

6.3.6 Availability of places within the Year level being applied.

6.4 The school will liaise with parent/carer(s) of the student before offering a place.

6.5 The school has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

6.6 Continued enrolment at the school is dependent upon the student making satisfactory academic progress, regular and consistent attendance, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the school which are applicable from time to time. See **Appendix 1** for the process, conditions and fees associated with enrolling at ACS.

6.7 Once the necessary application process has been completed, parents will be advised in writing of the outcome of their application for enrolment of their child or children under their care.

7. ROLES AND RESPONSIBILITIES

A. Chief Executive Officer

7.1 The CEO has overall responsibility for the implementation and management of this Policy.

B. Senior Executive

7.2 Members of the Senior Executive have a responsibility to:

7.2.1 Ensure staff within their areas of responsibility are aware of appropriate practices.

7.2.2 Allocate resources to support the requirements of this policy.

7.2.3 Critically review processes and provide considered opinion and approval when appropriate.

C. Staff and Affiliates

7.3 Staff and affiliates are required to comply with this policy and any other documents or procedures to which this policy refers.

Appendix 1 – Enrolment Process, Fees & Financial Hardship

8. ENROLMENT PROCESS

8.1 Upon lodgement of an application for enrolment, an application fee is payable to ACS. Applications will ONLY be considered and processed once the application form, all required documentation and the application fee have been submitted to the school.

8.2 After submission of required documentation applications will be reviewed by the Principal. Consideration will be given to the needs of prospective students in light of existing programs to ensure that the school can meet the needs of the prospective student and the expectations of their parents. Positions are often limited and therefore selection is competitive.

8.3 Where places in a particular year or level are limited, preference may be given to families with siblings already attending ACS.

8.4 Offers of an enrolment place must be accepted and confirmed no later than 7 working days from the date the offer was made. If the offer is not accepted within this time or alternative arrangements are made with the school, it may be considered that the offer will be forfeited.

9. TUITION FEES

9.1 An application fee is payable with the Application for Enrolment Form.

9.2 Fees for Kindergarten to Year 12 will be notified by December of the preceding year to parents/guardians.

9.3 Fees not paid by the due date may result in the child being excluded from classes until payment is made or unless prior arrangements have been made with the Principal or Finance Office.

9.4 A Building Levy per student is payable to ACS (discounted for extra siblings).

If Fees are not paid on time

9.5 ACS strives for a mutually beneficial relationship of trust and co-operation between the parents and the school.

9.6 ACS will take all reasonable measures to collect unpaid fees including engagement of debt collectors for both existing and withdrawn parents.

9.7 Where a fee is outstanding, without any formal written explanation or notice provided, or debt repayment plan agreed to in writing by the parent, the school may reassess the child's ongoing enrolment.

9.8 ACS reserves the right to withhold student reports, including interim, half yearly and yearly reports, until all outstanding fees are paid in full.

9.9 For students to participate in school overseas activities, all family fees must be paid in full.

9.10 If the school fees are not paid and are not up to date, re-enrolment of the students for the following year will be at the Chief Executive Officer and Principal's discretion

Refunds

9.11 Full refund if enrolment is withdrawn with 1 Term's (or 10 active term weeks) notice.

9.12 50% of balance due will be refunded if enrolment is withdrawn with 4 active term weeks' notice.

9.13 Nil refund once term commences or if less than 4 weeks' notice is given.

Fees Discount

9.14 Parents who choose to pay their child's annual school fees in full by the due date will receive a \$100 discount per student.

Summary of Sibling Discounts – Tuition and Building Levy

Children	Sibling Discount (%)
1st child	0%
2nd child	25%
3rd child	45%
4th child	100%

9.15 Sibling discounts will be assigned by grade year, the first child being the one in the highest grade.

Order of application of discounts

9.16 The discounts apply in the following order:
First sibling discount, then higher % of staff or scholarship.

9.17 Each student's calculation is completed separately.

Miscellaneous expenses

9.18 Parents can expect that additional costs will be incurred throughout the year. These activities are part of the school's curriculum and extracurricular programs, such as:

9.18.1 Excursions and Incursions

9.18.2 Camps

9.18.3 Other activities – eg. Sport, Music, Karate, Robotics

9.18.4 Transport to/from school – eg. Buses

Conditions for application of a scholarship

9.19 A scholarship is based on criteria, set for students within and externally to the school.

9.20 Scholarships are applied for a minimum two academic years or longer (depending on the scholarship). The school will be clear as to which scholarship the student is receiving.

9.21 ACS reserves the right to modify the criteria.

10. FINANCIAL HARDSHIP

10.1 ACS considers its parent and student body as an extension of its family and is committed to supporting its parent body through unexpected and difficult life circumstances.

10.2 ACS has the following mechanisms in place to support parents who are experiencing financial hardship:

10.2.1 Extension in due date for payment of fees

10.2.2 Fee discounts

10.2.3 Payment by instalments

10.3 Financial hardship options are to be applied for in writing to the Finance Office. ACS requires parents to reapply for financial hardship annually, in case the circumstances have changed.

10.4 The following table shows the criteria used in assessing the level of financial hardship:

Criteria for Financial Hardship Assessment of Fees

Number of Children	Standard Fee Payment (per fortnight)	Varied Fee Payment (negotiated per fortnight)
3+	\$200	\$150-\$200
2	\$150	\$100-\$150
1	\$100	\$80-\$100

Financial Hardship Assessment

1. Standard Fee Payment – Reviewing the following conditions:

- a.** 1 or 2 parents (1 parent working).
- b.** Bank accounts – eg. evidence of low income, pay slips, rental agreements, mortgage repayments.
- c.** Inability to pay full fees – eg. Centrelink statements.

2. Varied Fee Payment – Reviewing the following conditions:

- a.** 1 or 2 parents (no parent working or limited ability to work).
- b.** Bank accounts – eg. evidence of low income, pay slips, rental agreements, mortgage repayments.
- c.** Inability to pay full fees – eg. Centrelink statements.
- d.** Medical / health evidence – eg. chronic conditions
- e.** Change in family conditions – eg. divorce, separation, death.
- f.** Compassionate grounds.
- g.** Enrolment start date late in year.

10.5 Submissions to ACS should be done in consideration of the following principles:

10.5.1 Equity (for all other parents who are paying fees)

10.5.2 Truthfulness (e.g. if the circumstances change, the parent must inform ACS, the circumstances mentioned must be genuine)

10.5.3 Comprehensiveness (e.g. all sources of income, savings, assets and liabilities must be disclosed to ACS, and no information omitted which creates a false impression of difficult life circumstances)

10.5.4 Prioritisation (Parent action and circumstances should reflect education for their children is a higher priority than other activities that can be classified as ancillary and leisure oriented by any reasonable person).

10.6 ACS requires parents to submit all documentary proof required to confirm the circumstances are genuine (including a current Centrelink statement).

10.7 ACS requires all accepted financial hardship cases to be on a direct debit payment plan.

10.8 ACS reserves the right to the final decision.

11. FEE STRUCTURE FOR CHILDREN OF CURRENT STAFF MEMBERS

11.1 Fee Structure for Children of Current Staff Members will apply as follows:

11.1.1 Staff employed 0.5–1.0 FTE (Full-time Equivalent) working at ACS will receive a 50% reduction on ACS student fees for the remainder of the staff member's employment at ACS.

11.1.2 The reduction will be based on the total family fee amount (which includes sibling discounts). For example, if the total full fees (including sibling discounts) for the family add up to \$10,000, the staff reduced fees for a staff member who has worked at ACS for more than one calendar year, will be reduced to \$5,000 for the whole family.

11.2 The following conditions will apply to the Fee Structure for Children of Current Staff Members:

11.2.1 Fees will not be retrospective and will begin in the 2023 Calendar Year.

11.2.2 Fees will be calculated only at the beginning of each Calendar year. A staff member starting at ACS mid-year for example, will be regarded as having started at the beginning of that Calendar year, but only for the purposes of calculating student fee reduction.

11.2.3 Fees and Building Levy must be paid upfront, and in full, at the beginning of the Calendar year, prior to the commencement of Term 1. Otherwise, the existing fee arrangement for all other families will apply.

11.2.4 Other than sibling discounts, this fee structure cannot be used in conjunction with any other benefits, scholarships or discounts. For example, the existing early payment discount does not apply.

11.2.5 This fee structure does not apply to Building Levy, extracurricular activities, co-curricular activities, excursions, textbooks, resource fees, uniform costs and any other costs incurred during the course of the Calendar year.

11.2.6 If two staff members from the same family work at ACS, the fee structure is not applied twice. This applies only once per family.

11.2.7 Part-time Staff employed 0–0.49 FTE will receive the FTE equivalent of the fee structure. For example, a staff member who is 0.4 FTE at ACS will receive a 0.4 pro-rata Staff Discount.

11.2.8 Casual Staff are not eligible for Staff Discounts on their child or children's school fees.

11.2.9 The Staff Discount does not apply to children attending the Early Learning Centre. Staff Discounts begin in Kindergarten and finish in Year 12.

11.2.10 Staff must be the parent of the student, not grandparent, relative or friend to receive the fee structure.

11.2.11 If the Staff member leaves ACS, the fee structure will be removed immediately and the staff member will be required to repay the difference in fees, based on what the fees would have been with no staff fee structure and the pro-rata period within the year that the staff member leaves.

11.2.12 If the staff member's child or children are withdrawn from ACS during the course the year, the following refunds will apply:

- After Term 1 (with no prior notification), a 50% refund of the Staff Fee Structure will apply for Terms 3 and 4.
- After Term 2 (with 10 active term weeks' notification), a 50% refund of the Staff Fee Structure will apply for Terms 3 and 4.
- After Term 3 (with 10 active Term weeks' notification), a 25% refund of the Staff Fee Structure will apply for Term 4.
- No other refunds will apply, including the Levies and resource fees.

11.2.13 This addendum may be amended when required by ACS and staff will be notified in a timely manner.

11.2.14 See **Appendix 2** for Fee Discount for Children of Current Staff Members Application Form.

12. APPENDIX 2 – FEE DISCOUNT FOR CHILDREN OF CURRENT STAFF MEMBERS APPLICATION FORM

I would like to apply for the Staff Discount Fee Structure applicable to my children.

Staff Member Name	
Campus Working at	
Role/Position	
FTE	

My child's or children's full names within my family attending ACS are:

Student Surname	Student First Name	Year

I understand and accept all conditions within the ACS Enrolment policy.

Staff Member's Signature: _____ Date Submitted: _____

Finance Office use:

Application received by	
Date received	
Application (Approved / Not Approved)	
Application assessed by	

Assessor's Signature: _____ Date Approved: _____



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