



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

Enrolment Policy

Introduction

The Hamilton and Alexandra College (College) is implementing this policy to ensure that all applications for student enrolment are treated fairly and equitably and to outline the conditions of attendance associated with the enrolment of students at the College.

Policy

The College maintains a non-discriminatory open-entry policy for students from ELC to Year 12. Students are accepted regardless of background and abilities. No entry tests are required other than for international students who are required to complete AEAS testing or similar.

The enrolment policy of the College's Early Learning Centre meets all the requirements of the Department of Education and Early Childhood Development policies. Reference should be made to the ELC Policy documents. A proportion of funds raised and fees collected may be applied to the conduct of the Early Learning Centre.

The College is committed to providing an opportunity for all children to become members of the College community, regardless of their religion, ethnic or social background, abilities and interests, but it is expected that all students will actively participate in each part of the College program, including service learning, leadership and co-curricular programs.

The parents or persons responsible for payment of fees shall pay to the College such fees and charges for the education and maintenance of, and for the supply of goods and services to the Student, as outlined in the College's Fee Policy, fixed by the Board each year. (See Fee Policy for more details)

Parent/Guardians must provide frank and detailed information about their child's previous education, and if the child has special needs their reports need to be submitted with the child's school reports prior to interview and discussed with the Principal. It is the responsibility of the Parent/Guardians to advise the College of any changes in family circumstances affecting the life of the Student at the College.

All students enrolled at the College will be expected to reside with either Parent/Guardians or in the Boarding House. At any time when this may no longer be possible the College must be notified immediately, and the Principal reserves the right to withdraw the enrolled place.

All personal details provided regarding enrolment will be treated in accordance with the College Privacy Policy.

It is assumed that students will automatically continue their education at the College from year to year unless otherwise advised; however, Parent/Guardians will be required to update medical information on Operoo and other forms as required. Students may not be permitted to recommence until the medical forms have been appropriately completed and returned to the College.

The Principal reserves the right to make the final decision on all place offers and enrolments. All students will be interviewed by the Principal and/or Head of Junior School, Head of Middle Years, Head of Senior Years. The College has the right to determine the appropriate year level of a student's entry, and progression is dependent upon satisfactory performance in the opinion of the College.

Enrolment may not be possible if the child's participation requires special services, facilities, resources or adjustments which cannot reasonably be made available; if the child, or other students, are placed at physical or emotional risk; and/or where the Principal believes that participation in classes will not further benefit the child or will significantly restrict the education of other students.

Our Code of Conduct expects students, Parent/Guardians to support the College's Uniting Church ethos, traditions and practices; treat staff, students and other parents/carers/guardians with respect and courtesy; support the College in its efforts to maintain a positive teaching and learning environment; understand the importance of healthy partnerships and strive to build these relationships; and adhere to the College's policies, as outlined on our website. In return the staff will strive to communicate with Parent/Guardians regularly regarding their child's learning, development and wellbeing; provide opportunities for involvement in the child's learning; maintain confidentiality over sensitive issues; relate with and respond to Parent/Guardians in a respectful and professional manner; and ensure a timely response to any raised concerns.

The College reserves the right to discipline, suspend or expel any student whose lack of academic endeavour or whose behaviour is considered by the Principal to be unacceptable.

While the College takes reasonable precautions to prevent loss and damage the College does not accept liability and will not be responsible for damage to, or loss, theft or destruction of, students' (whether boarders or day students) personal effects (including notebook computers).

Related documents available from the College's Business Office: Fee Schedules, Enrolment Forms, Fees Policies

Point of Contact: Principal

Responsibility of: The Hamilton and Alexandra College Board

Created: January 2010

Date of last Amendment: November 2023

Due for review November 2025

CONDITIONS OF ENTRY

I/We the parent(s) or guardian(s) agree as follows (and where this application is signed by more than one parent/guardian, each of us is bound by these conditions separately and jointly):

- 1) The parent(s)/guardian(s) that sign below must pay to The Hamilton and Alexandra College (“the College”) such tuition and boarding fees and charges for the education and maintenance of, and for the supply of goods and services to the Student, as outlined in the College’s Fee Policy and fee schedule (which are fixed by the Board each year). The College’s current Fee Policy and fee schedule can be found on our website (<https://hamiltoncollege.vic.edu.au/about-college/policies/>).
- 2) As specified in the College’s Fee Policy, parents/guardians have the choice whether to pay the fees and charges in four Term payments (which are each payable in advance by the first day of the Term to which they relate), or by monthly direct debit of 10 instalments from January to October (inclusive). The College reserves the right to remove or refuse entry to any student whose fees are not paid in accordance with this requirement. If the parent(s)/guardian(s) of the student fails to pay the fees and charges when due, the parent(s)/guardian(s) are also liable for and must pay the College for all costs (including all legal costs on a full indemnity basis and any collection agency costs and commissions) incurred by the College in connection with or in relation to recovery of the overdue amounts.
- 3) Without prejudice to the requirements of Condition 2, a Late Payment Fee will be charged on any overdue account at rates specified in the College’s Fee Policy (as determined from time to time by the Board).
- 4) If parents/guardians wish to remove their child from the College, written notice of withdrawal is required no later than close of business 3.30pm on the first day of the Student’s intended final Term at the College, otherwise, half of that Term’s fees will be charged.
- 5) The College has the right to determine the appropriate year level of a student’s entry, and progression is dependent upon satisfactory performance in the opinion of the College.
- 6) I/We agree to fulfil the expectations of the College as outlined in the policies of the College, including the Enrolment Policy and Code of Conduct, which are available on the College’s website (<https://hamiltoncollege.vic.edu.au/about-college/policies/>).
- 7) The College reserves the right to discipline, suspend or expel any student whose lack of academic endeavour or whose behaviour is considered by the Principal to be unacceptable.
- 8) It is the responsibility of the parent(s)/guardian(s) to advise the College of any changes in family circumstances affecting the life of the student at the College.
- 9) I/We are aware of the College’s Outdoor Education program and agree to allow our child to attend all compulsory camps.
- 10) I/We confirm that, in the event of illness or injury to my child whilst at College, or on an excursion or co-curricular activity, or travelling to or from the College, I authorise the Principal or senior staff

member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations.

- 11) I/We will provide accurate and up-to-date information (including health and medical information, emergency contact details and personal information) regarding the student as required by the College from time to time, and will promptly advise the College of any changes to such information. If the College does not receive any updates to such information after requesting an update to the information, the College will deem the information already held as current and correct. I/we consent in our own capacity, and on behalf of the student, to the College's collection, use and handling of such information (including health information) in accordance with our Privacy Policy which is available on our website: <https://hamiltoncollege.vic.edu.au/>.
- 12) I/We consent to the College communicating with my child's current school (where appropriate) for information about developmental needs.
- 13) I/We confirm that all information provided is complete and accurate.
- 14) Unless I/we have expressly opted out, I/we consent to photos/videos of our child being used in accordance with the College's Image Use Policy (which is included in this enrolment form).
- 15) I/We are responsible for familiarising themselves with all matters related to their child's education. Apart from any formal arrangement that has been agreed between the parent(s)/guardian(s) and the College, the College will be entitled to assume that:
 - a) a communication or information conveyed to one parent/guardian is a communication to all parents/guardians; and
 - b) a document that has been signed by one parent/guardian is taken to have been read, understood and agreed to by all parent(s)/guardian(s).