



Enrolment Policy

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION

Enrolment Policy

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1. Statement of Context

- 1.1 The Australian International Academy of Education (**AIAE** or the **School**) is a co-educational Muslim School that welcomes students and staff from all religious, ethnic and cultural backgrounds.
- 1.2 AIAE has four campuses in Melbourne, offering the local VCE (Victoria), and the International Baccalaureate IB Programs (PYP, MYP and DP).
- 1.3 AIAE also implements the Australian Curriculum and bases its teaching and learning programmes on up-to-date pedagogy practices. As a result, AIAE's graduates are well prepared for admission into the best universities worldwide, and many AIAE alumni are global professionals.
- 1.4 AIAE provides a school environment where all students can grow to their maximum potential and enjoy their school days in an environment where Islamic values, manners, respect and acceptance of other opinions, beliefs, and cultures exemplify character.
- 1.5 AIAE is committed to providing an environment where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. AIAE has zero tolerance for child abuse and takes proactive steps to identify and manage any risk of harm to students in the school environment. Particular attention is given to the child safety needs of students who may be experiencing risk or vulnerability due to their culturally or linguistically diverse backgrounds, disabilities or personal circumstances.

2. Purpose

- 2.1 Australian International Academy of Education is committed to ensuring that the enrolment process is fair and transparent by providing comprehensive and accurate information to parents/guardians seeking enrolment and adhering to all applicable state and Commonwealth laws, including anti-discrimination, equal opportunity, privacy, and immunisation legislation.
- 2.2 AIAE is committed to maintaining accurate records that comply with AIAE's legal obligations in relation to school enrolment.
- 2.3 The Enrolment Policy sets out the principles and framework governing the basis on which students are admitted to the School, clearly explaining the basis on which offers of enrolment are made and information parents/guardians must have when entering into the enrolment agreement.
- 2.4 Prospective parents/guardians should read this Enrolment Policy when applying for a place at the School for their child. It should be read in conjunction with the Enrolment Agreement, Business Notice and Fee Schedule, and all policies governing student, parent/guardian and school life at AIAE, as introduced and/or amended, from time to time.

3. Scope

- 3.1 This policy applies to the Australian International Academy of Education Board, Heads of Campus, AIAE staff, current and prospective parents/guardians and students.

4. Aims and Key Principles

- 4.1 The School is committed to ensuring that students are enrolled at the School in a manner that is fair, transparent and non-discriminator.
- 4.2 The School will publish clear criteria as to the basis on which enrolments are made.
- 4.3 The School will provide comprehensive and accurate information about the enrolment process,

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including information about the School, the School's services and the School's expectations of parental/guardian and student behaviour so that parents/guardians are in a position to make fully informed choices when entering into an Enrolment Agreement (contract) with the School.

- 4.4 The School values diversity and this principle shapes the way in which the School's enrolment criteria are applied. AIAE recognises that Australia is a nation of immigrants and cherishes the multi-racial, multi-cultural and multi-faith nature and aspirations of society. Children from other religious traditions or of no religion, may apply for enrolment to the School.
- 4.5 The School requires, prepares and retains accurate records of School enrolments that comply with Commonwealth and State legal and regulatory requirements.
- 4.6 The School complies with Commonwealth and State legal regulatory requirements, including but not limited to, Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Disability Discrimination Act 1992 (Cth), Privacy Act 1988 (Cth) and the provisions of Australian Consumer Law.

5. Legal and Regulatory Compliance

- Australian Consumer Law - Competition and Consumer Act 2010 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act (Vic.) 2010
- Ministerial Order 1359 / New Child Safe Standards
- Privacy Act 1988 (Cth.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards

6. Roles and Responsibilities of Parties

- 6.1 The AIAE Board is responsible for authorising this Enrolment Policy, criteria for enrolments and the terms and conditions contained in the Enrolment Agreement and Business Notice and Fee Schedule.
- 6.2 The Executive Principal is responsible for ensuring the implementation of the Enrolment Policy is fair, transparent and non-discriminatory.
- 6.3 The Executive Principal is responsible for ensuring the Enrolment Policy and Enrolment Agreement are publicly available and that they are administered and recorded accurately.
- 6.4 The Head of Campus is responsible for ensuring an Enrolment Register and waiting list is accurately maintained.
- 6.5 The Head of Campus is responsible for ensuring the Enrolment Policy is implemented in accordance with Commonwealth and State Privacy Legislation.
- 6.6 The Student Registrar, in support of the Head of Campus, is responsible for implementing this Policy, and ensuring compliance with its principles and criteria, in respect of the School's enrolment processes and applications.
- 6.7 The School's Senior Team, School Nurse and other School employees as applicable (for example,

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the Special Education Needs Officer, Advanced Learning Program Coordinator, School Counsellor or Psychologist) may review an enrolment application, should there be any factors pertaining to the enrolment application which may require further consideration and documentation prior to an offer being made.

- 6.8 The Head of Campus is responsible for ensuring that procedures are implemented so parents/guardians are guided through the enrolment process from enquiry to enrolment, to also ensure procedures are in place to record the basis on which a child does or does not fulfil the enrolment criteria together with the School's decision to offer a place or not.
- 6.9 The Head of Campus is responsible for ensuring procedures are in place for the management, storage and retrieval of enrolment data that includes, but is not limited to:
 - 6.9.1 proof of the child's identity, specifically date of birth and enrolment name;
 - 6.9.2 immunisation status (Immunisation History Statement); and
 - 6.9.3 visa status.
- 6.10 The Head of Campus is responsible for ensuring that the School reports data relating to the characteristics of students at the School to the School community at least once a year.
- 6.11 Parents/guardians are responsible for disclosing any educational, legal, medical, psychological and/or special needs and family circumstances which may be relevant to the School providing an education to the child, the child's welfare or the education and welfare of other students.
- 6.12 Both parents/guardians are jointly and severally responsible for all fees and charges payable as a result of enrolling their child at the School.
- 6.13 Where Sole Custody/Parenting Orders and/or Domestic Violence Orders exist, the parent/guardian has the responsibility to disclose and provide copies of such orders to the School.

7. Educational Programs

- 7.1 Australian International Academy of Education offers the Australian Curriculum, the local VCE (Victoria), and the International Baccalaureate IB Programs (PYP, MYP and DP).
- 7.2 The curriculum remains in accordance with the Australian Curriculum and Assessment Authority and IB PYP, MYP, DP general, subject and unit guidelines.
- 7.3 The curriculum is to be designed to maximise each student's potential in achieving an appropriate pathway both for further education and workplace opportunities.
- 7.4 The School continues to expand its curriculum offerings for its students.
- 7.5 The School reserves the right to vary its curricular, co-curricular and teaching methods as it considers necessary and/or appropriate without prior notice or notification.

8. Enrolment Eligibility

- 8.1 To be eligible for enrolment, the prospective student must be either:
 - 8.1.1 An Australian citizen.
 - 8.1.2 Entitled to stay in Australia, or enter and stay in Australia without limitation.
 - 8.1.3 Deemed eligible and approved for enrolment by the Head of Campus as determined at their sole discretion.

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9. International Students

- 9.1 An International Student is defined as a student whose visa status, under Australian Immigration Law, excludes them from being charged Australian domestic educational tuition fees. Fees relating to International Students from Application for Enrolment to annual Schedule of Fees are different to domestic/local students and can be obtained from the Student Registrar.
- 9.2 International students who hold a valid temporary resident visa as a dependent are also eligible for enrolment.
- 9.3 The International Student may be required to complete additional language testing to confirm readiness to commence.
- 9.4 The Enrolment Process, as outlined in clause 12, will apply to all International Student Applications for Enrolment.
- 9.5 Students are required to reside with at least one parent/guardian. In addition to the Enrolment Documentation outlined in the Application for Enrolment form, the School requires:
 - 9.5.1 A copy of the current passport and visa grant letter for the student.
 - 9.5.2 The family to maintain passport and visa as current and valid for the duration of enrolment.
 - 9.5.3 The family are required to notify the School and provide documentary evidence if there is a change to visa status and provide documentation evidence before any change can be made.

10. Entry Points

- 10.1 There are two main entry points for enrolment: Prep and Year 7, with possible vacancies at other year levels depending on place availability. The School is able to consider applications for entry in Term 1, 2, 3 and 4, depending upon the circumstances and place availability for specific year level.
- 10.2 To be eligible for enrolment to Prep, children must be five (5) years of age on or before the 30th of April in the year they begin schooling and, in the School's reasonable opinion, school-ready. In determining the school readiness of a child, the School will consider a number of factors including but not limited to the child's physical independence, social maturity, confidence and language skills.

11. Discretion to Accept and Preference of Enrolment

- 11.1 AIAE has limited places that can be offered each year. It is highly likely that the number of applicants will be more than the number of places available. The exact number of positions available will vary each year at the discretion of the School.
- 11.2 Due to the limited number of places available, applicants may not be offered an interview and/or a place. An Application for Enrolment does not guarantee an offer of a position at the School.
- 11.3 The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment. All enrolment applications will be considered by the School on a case-by-case basis.
- 11.4 In exercising its discretion, the School considers a range of criteria including, but not limited to:
 - 11.4.1 Date of Application for Enrolment.
 - 11.4.2 The number of students already enrolled at the School and prospective year level.
 - 11.4.3 Student interview, including interests and activities of the student, what the student can contribute to the School, and how the School can support the student.

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- 11.4.4 The child's academic record and behavioural history, including student management record.
- 11.4.5 Whether the values and beliefs of the child and parents/guardians clearly align with the vision, mission and values of the School.
- 11.4.6 The starting year level of the child and whether this aligns with a main year level entry point at the School.
- 11.4.7 The entrance test results.
- 11.4.8 The School's capacity, as an inclusive school, to support a prospective student's special needs.
- 11.4.9 Whether reasonable adjustments can be made by the School to accommodate the child.
- 11.4.10 The safety and wellbeing of the student or other students and School employees.
- 11.4.11 The merits of the application, a prospective student's suitability for enrolment at the School.
- 11.5 The School reserves the right to lawfully refuse any application for enrolment without providing a reason.
- 11.6 At the discretion of the Head of Campus, preference of enrolment may be given to children:
 - 11.6.1 who are siblings of current or past Australian International Academy of Education students;
 - 11.6.2 who are children of past alumni;
 - 11.6.3 who are children of current Australian International Academy of Education employees;
 - 11.6.4 who are ranked well above benchmark scores on the entrance test and if available other tests i.e Naplan;
 - 11.6.5 who have been listed on the waiting list for entry to the School in the immediately preceding year but failed to gain a place;
 - 11.6.6 who will benefit from the education offered by Australian International Academy of Education;
 - 11.6.7 who show remarkable past academic progress and involvement in co-curricular activities such as sport, arts, and community service;
 - 11.6.8 who are willing to contribute to the broader life of the School;
 - 11.6.9 who need support on compassionate grounds; and
 - 11.6.10 any other matter the Head of Campus thinks may be of significance.

12. Enrolment Process

- 12.1 Enquiry:
 - 12.1.1 Before applying for enrolment, families of prospective students are encouraged to:
 - 12.1.1.1 Visit the Australian International Academy of Education website at: aia.vic.edu.au
 - 12.1.1.2 Read this policy, and other information regarding policies and procedures available on the School's website, to fully understand the vision, mission and values that will frame a student's education at AIAE;
 - 12.1.1.3 Attend Open Days, as advertised;
 - 12.1.1.4 Book a tour of the School and receive an Information Pack and Prospectus; and
 - 12.1.1.5 Request or download an Application for Enrolment form.

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12.2 Application for Enrolment:

- 12.2.1 An expression of interest may be made by a prospective family and student by submitting a completed online Application for Enrolment form.
- 12.2.2 An application must be accompanied by the following documents:
 - 12.2.2.1 online copy of the Application for Enrolment form (available on the School's website under Enrolments) or;
 - 12.2.2.2 hard copy of Application for Enrolment form obtained from the Student Registrar at the nominated Campus;
 - 12.2.2.3 a copy of the child's Australian birth certificate and/or passport;
 - 12.2.2.4 a copy of a Visa Grant Notice (if applicable);
 - 12.2.2.5 immunisation status by provision of a Child History Statement;
 - 12.2.2.6 a copy of the two complete, most recent School reports (and if applicable, provision of a certified English translation);
 - 12.2.2.7 NAPLAN results (if applicable);
 - 12.2.2.8 a copy of an Australian English Assessment Standard (AEAS) test report (for any student with English as an additional language);
 - 12.2.2.9 any applicable Court Orders; and
 - 12.2.2.10 payment of a non-refundable application fee to cover the School's administrative costs in managing the enrolment process.
- 12.2.3 Submitting the Application for Enrolment form and associated documents does not guarantee a place at the School, but constitutes an expression of interest by parents/guardians.
- 12.2.4 Both parents/guardians, unless Sole Custody/Parenting or Domestic Violence Orders exist, or an exemption has been granted by AIAE, must sign the Application for Enrolment Form.
- 12.2.5 Where the student resides with only one parent/guardian or only ONE (1) parent/guardian is to be the only/sole signatory to all applications and agreements, the parent/guardian must provide a copy of the Sole Custody/Parenting Orders and/or Domestic Violence Order or apply in writing to the Finance Manager and/or Head of Campus for an exemption.
- 12.2.6 The disclosure of all medical, physical, psychological/psychometric and educational testing, pending litigation or court orders relating to or against a prospective student, information relating to a prospective student's application is a condition of the application process at the School. Such information is an important requirement in assessing the suitability of an application for the purposes of duty of care and educational obligations for the student as well as other students enrolled at AIAE and to fully support the student's academic needs and progress.
- 12.2.7 The application process enables the School to receive information from a range of sources, including the prospective student and parents/guardians, current and former school(s) which is used to assist the School in considering whether it can meet the child's behavioural, educational and welfare needs.
- 12.2.8 Each completed Application for Enrolment is considered by the School on a case-by-case basis.

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12.3 Interview

- 12.3.1 When all the required paperwork, stated on the Application for Enrolment is submitted, the application will be placed on a waiting list and if and when appropriate, the School will invite a prospective student and their parents/guardians to attend an interview with the Head of School or their delegate. If possible, the child and both parents/guardians should attend the interview in person.
- 12.3.2 An interview does not guarantee a place at the School and is not an offer of enrolment.
- 12.3.3 For families seeking entry to Prep, the interview will be conducted during Term 3 and 4 of the year prior to possible commencement, to discuss the prospective students' school readiness.
- 12.3.4 Prospective students will be interviewed, either in person, remotely or via other platforms as necessary.
- 12.3.5 Parents/guardians will be required to answer a number of questions in the interview. The information gathered will be used to assist the School in planning the child's educational and welfare needs should the child proceed to enrolment. The School cannot progress the child's application until all required information is provided, including but not limited to:
 - 12.3.5.1 psychologist, psychiatrist or medical reports;
 - 12.3.5.2 educational or IQ testing results;
 - 12.3.5.3 learning plans;
 - 12.3.5.4 diagnostic or English language proficiency testing;
 - 12.3.5.5 any suspension and/or expulsion history from previous school or educational institute; and/or
 - 12.3.5.6 details of any pending litigation, Court orders or parenting plans in relation to, or against a prospective student.
- 12.3.6 Students may be asked to undertake an entrance exam which assesses student's literacy and numeracy knowledge and skills.

12.4 Offer of Enrolment and Confirmation of Enrolment Fee

- 12.4.1 At all times, the Head of Campus has the absolute discretion to make the final decision regarding whether or not the School should make an Offer of Enrolment. It is not the School's practice to disclose a prospective student's place on the School's waiting list, or provide specific feedback regarding the timing of an offer to a student or, where no offer is made, the reasons for this.
- 12.4.2 When an applicant is accepted, parents/guardians will be sent an Offer of Enrolment letter, the Enrolment Agreement, and the Business Notice and Fee Schedule via post and email. Any Offer of Enrolment made by the School will be in writing.
- 12.4.3 Where an application is not approved, the parents/guardians will be informed in writing via post or email.
- 12.4.4 Acceptance of an Offer of Enrolment must be completed within 14 days, unless the School's offer states otherwise. Notice of Acceptance of an Offer of Enrolment must be accompanied by payment of the Confirmation of Enrolment Fee.
- 12.4.5 Both parents/guardians must sign the Notice of Acceptance attached to the Enrolment Agreement. The only exception is where there are Sole Custody/Parenting Orders or Domestic Violence Orders in place or an exemption has been granted by the Finance Manager/Head of Campus. By signing, both parents/guardians agree that they are jointly and severally responsible for all School fees and charges payable as a result of enrolling their child at the School.

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- 12.4.6 The Confirmation of Enrolment fee is a one-off payment, per child, to secure the child's enrolment. The fee is refundable when and if the student withdraws and where the parent/guardian gives ONE (1) term notice and no outstanding School Fees exist. If this condition is not met, the amount is used to offset any outstanding School Fees and expenses incurred by the School for not being given notice of intention to withdraw. An Application for a Refund of the Confirmation of Enrolment Fee must be completed within SIX (6) months of withdrawal, otherwise the amount is forfeited to the School.
- 12.4.7 The Confirmation of Enrolment Fee is also refunded if the School terminates the student's enrolment, or the student completes Year 12, provided no outstanding School Fees exist. An Application for a Refund of the Confirmation of Enrolment Fee must be completed within SIX (6) months of the termination of enrolment, otherwise the amount is forfeited to the School.
- 12.4.8 An Offer of Enrolment will not be regarded as accepted until the Enrolment Agreement, Notice of Acceptance has been signed by each of the prospective student's parents/guardians (unless an exemption applies), the refundable Confirmation of Enrolment Fee as well as the first Terms' Invoice is paid and the other requirements set out in the Offer of Enrolment (which will be consistent with this Policy) have been complied with.
- 12.4.9 All tuition and other charges and levies, imposed by the School for that school year (collectively the School Fees) in relation to the student's enrolment are set out in the Business Notice and Fee Schedule published annually by the School.
- 12.4.10 Where a place is accepted but is not subsequently taken up, the place and the Confirmation of Enrolment Fee will be forfeited to the School.
- 12.4.11 The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student at its discretion but particularly when the parents/guardians, having been made aware of the student's educational needs, decline to disclose those needs or withhold relevant information pertaining to the student.
- 12.4.12 The School also reserves the right to terminate an enrolment where the parents/guardians have not disclosed or have withheld known information pertaining to the student's educational, physical, psychological or emotional needs.

13. Continued Enrolment

- 13.1 Subject otherwise to the Enrolment Agreement and related documents, once enrolled, a student remains enrolled at the School from year-to-year until the completion of Year 12, or until the student is otherwise withdrawn or removed from AIAE.
- 13.2 During the course of the student's enrolment, parents/guardians are required to inform the School of any change to their contact details, and any relevant information concerning the student, such as:
 - 13.2.1 reports or assessments pertaining to the student's learning, medical, physical, social and psychological needs;
 - 13.2.2 any change in family circumstances which may affect the student's life at School; and
 - 13.2.3 any Court orders that may impact the Student and of which the School should be made aware.
- 13.3 Parents/guardians are responsible for ensuring the ongoing accuracy of student and family information provided to the School. This may be done by advising the School in writing, either online or by mail.
- 13.4 Any failure to provide updated, accurate information, or the provision of inaccurate information, will be treated as a breach of the Enrolment Agreement and may result in termination of enrolment by the School, where the School reasonably determines that it is not practical to continue the enrolment.

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- 13.5 Unless the School is supplied with a Court Order which states otherwise, the School will proceed and act on the basis that each of the student's parents/guardians have equal parenting rights and responsibilities in relation to the student. If this situation changes, the parents/guardians will immediately advise the School of the change. Parents/guardians indemnify the School against legal liability which may ensue from a misrepresentation under or any breach of this clause by the parents/guardians. Any such changes will have no impact on joint and several liability regarding the parent's/guardian's financial obligations in respect of the enrolment.

14. Year Level Progression

- 14.1 Students normally progress on an annual basis to the next year level with their peer group. If there are concerns about a child's development or social, welfare or academic needs, the School may exercise its professional expertise and judgment in relation to whether a child can or should progress to the next year level. Should this occur, the School will be in contact with the family to discuss this possibility.
- 14.2 Students are retained at their current year level only in exceptional circumstances where the School considers it is required for the long-term benefit of the student. The School will ensure that parents/guardians are fully advised of the options that AIAE considers to best meet individual student needs.

15. Inclusivity and Reasonable Adjustments

- 15.1 AIAE is an inclusive school and welcomes students and other members of the school community from a range of backgrounds, personal circumstances and special needs. In this policy, special needs include, but is not limited to, allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 15.2 The School is committed to anti-discrimination principles and compliance with legal obligations concerning inclusivity, fully supporting the Disability Standards for Education 2005 (Cth). Where information obtained by the School indicates that a student has a disability or special needs, the Head of Campus will consult with the student and parents/guardians, to determine whether the disability/special needs would affect the student's ability to enrol and participate in the life of the School. Following the consultation, the School will assess whether it is necessary to make an adjustment and whether that adjustment is reasonable.
- 15.3 Accordingly, when parents/guardians are applying for enrolment of their child, they must inform the School of all needs a prospective student has which may be relevant to the education and welfare of the child or which may impact upon the education or welfare of others.
- 15.4 If a parent/guardian fails to promptly inform AIAE of a student or prospective student's needs, or any significant change in those needs, AIAE in its absolute discretion, may refuse to make an Offer of Enrolment or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Enrolment Agreement.
- 15.5 If the School considers, in its reasonable opinion and subject to its legal obligations, that the School cannot meet the additional/individual needs of the student then:
- 15.5.1 the School may, in its absolute discretion, refuse to proceed with the enrolment of the student or, if the enrolment has already commenced, may terminate the enrolment of the student without giving notice); and/or
 - 15.5.2 the students' parents/guardians may choose not to proceed with the enrolment or, if the enrolment has already commenced, may terminate the enrolment of the student without giving notice.

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16. Withdrawal of Student

- 16.1 When parents/guardians wish to withdraw their child(ren) from AIAE, they must both complete and submit a Permanent Withdrawal Notification Form. Both parents/guardians must sign the notification, unless Court order specify otherwise or an exemption at time of enrolment was given by the Head of Campus/Finance Manager, of the intention to withdraw.
- 16.2 Parents/guardians must ensure fair notice is given to the School where there is intention to withdraw or transfer a student. ONE (1) Term's notice must be given in writing to the Head of Campus and/or Finance Manager, of the intention to withdraw a student from the School or ONE (1) Term's fees in lieu, will be payable immediately. If a student is withdrawn from the School, all outstanding fees and charges become immediately due and payable. There will be no reduction or remission of fees. The Finance Manager has absolute discretion to determine if fair notice was given or that fair notice was impractical.

17. Discretion to Terminate Enrolment

- 17.1 All students and, where applicable, their parents/guardians, are required to abide by the School rules and policies, as published on the School website or otherwise communicated. These include but are not limited to the rules, procedures and policies outlined in documents listed in the Related Documents section.
- 17.2 Failure to abide by the School rules and policies may result in disciplinary action for the student.
- 17.3 A student may be asked to leave the School if their conduct or performance is unsatisfactory, they breach the Student's Code of Conduct or they fail to obey the School's rules and policies, or an appropriate direction of the Head of Campus and/or delegate.
- 17.4 A student may also be asked to leave the School if one or both of their parent/guardian breaches the Parent Code of Conduct or their conduct is otherwise unsatisfactory.
- 17.5 The School reserves the right to terminate the enrolment of the student, together with any other child or children of the parents/guardians who are enrolled at the School, if the parents/guardians have not paid in full, by the due date, all amounts required to be paid by them to the School, as set out in the Enrolment Agreement and Business Notice and Fee Schedule.
- 17.6 Any decision to suspend or expel a student is at the discretion of the Head of Campus, in consultation with the Executive Principal. In such circumstances, the Head of Campus's decision is final. In making any such decision the Head of Campus will consider the principles of due process.

18. Register of Enrolments

- 18.1 The School keeps a Register of Enrolments of all students who have been enrolled at the School, in electronic form and where necessary paper form. The register includes the following information:
 - 18.1.1 Name, age and address of the student.
 - 18.1.2 Parent/guardian names and contact details.
 - 18.1.3 Parents/guardians occupation and work details.
 - 18.1.4 Date of enrolment.
 - 18.1.5 The Victorian Student Number allocated to the student.
 - 18.1.6 Medical information for emergency management purposes.
 - 18.1.7 Emergency contact details.
 - 18.1.8 Date of leaving the School and details concerning student's departure, where appropriate.

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- 18.1.9 For students older than six years of age, details of previous schools or pre-enrolment situation.
- 18.2 The register is retained for a period of seven years after the student leaves the School and copies of the information in the register are stored off-site at regular intervals.

19. Australian Consumer Law Protections

- 19.1 The School ensures that we will abide by the provisions of the Australian Consumer Law.
- 19.2 The School ensures that we do not:
 - 19.2.1 In trade or commerce, engage in conduct that is misleading or deceptive or is likely to mislead or deceive.
 - 19.2.2 Engage in unconscionable conduct.
 - 19.2.3 Have unfair contract terms within its Enrolment Agreement.
 - 19.2.4 Provide false or misleading representations about goods or services provided by the School.

20. Communication of the Policy

- 20.1 Australian International Academy of Education publishes on its website and will provide to prospective parents/guardians by contacting the Student Registrar, its Enrolment Policy and Enrolment Agreement. The Student Registrar for Melbourne Senior Campus (MSC) and King Khalid Coburg Campus (KKCC) is located at the AIAE Head Office, at 56 Bakers Road, North Coburg, 3058. The Student Registrar for Caroline Springs Senior Campus (CSSC) and Caroline Springs Primary Campus (CSPC) is at 183-191 Caroline Springs Boulevard, Caroline Springs 3023.
- 20.2 AIAE publishes on its public website for parents/guardians, the procedure outlining how a student is enrolled at the school, as well as the Enrolment Agreement and Business Notice and Fee Schedules. These documents will also be provided by contacting the Student Registrar at the relevant campus
- 20.3 The AIAE Board reserves the right to alter the Business Notice and Schedule of Fees during the course of the academic year. Any changes will come into effect 14 days after written notice or public notification on the School website has been provided to parents/guardians.

21. Scholarships

- 21.1 At AIAE, there are a number of scholarships available. Scholarships are open for both local and international students. Information relating to Scholarships and application processes are available on the AIAE website. All prospective students are welcome to apply for the scholarships as advertised on the School website.
- 21.2 The number, category and value of Scholarship awarded in a given year may vary at the discretion of the Executive Principal.
- 21.3 The School reserves the right to withdraw any scholarships or concessions from a student while any School Fee or charges remains outstanding or unpaid to the School in respect to the student or any of his/her siblings.

22. Distribution of Fees to Early Learning Centre (ELC)

- 22.1 Whilst at present AIAE does not operate an ELC, should in future it elects to do so, a proportion of funds raised or fees collected including from parents/guardians, may be applied towards the conduct of the School's Early Learning Centre.

Enrolment Policy

23. Privacy and Data Collection

- 23.1 The School collects and handles personal information as defined by the Privacy Act 1988 (Cth) in line with its Privacy Policy, available on request and on the School's website.
- 23.2 The School will collect, use and disclose personal information for the purpose of completing the enrolment process in accordance with the School's Privacy Policy.
- 23.3 The School collects information through the enrolment process for the purpose of enabling a child to be enrolled at the School and so that the School has all the relevant information required to provide education and necessary support for that child.
- 23.4 The School is also required to provide enrolment data to State and Federal Governments for funding allocation purposes.

24. Policy Review

- 24.1 AIAE is committed to the continuous improvement of its Enrolment Policy and procedures and associated enrolment documentation.
- 24.2 The AIAE Board will review the Enrolment Policy biennially and will review the terms and conditions contained within the Enrolment Agreement biennially. Unless otherwise stated, this policy remains in place until it is superseded by an amended version.
- 24.3 Furthermore, the AIAE Board will require the Head of Campus/Executive Principal to report on the application of the enrolment criteria as part of the Board's discussion of its Annual Report to the School Community.

25. Related Documents and Policies

- Application for Enrolment;
- Enrolment Agreement;
- Business Notice and Fee Schedule;
- Child Safe and Wellbeing Policy;
- Complaints and Grievances Policy and Procedures;
- Disability Discrimination Policy;
- Mobile Phone Policy;
- Privacy Policy;
- Student Uniform Policy;
- Student Management and Code of Conduct Policy;
- Parent Code of Conduct Policy;
- Smoking, Vaping and Use of E-Cigarettes Policy;
- Smoking Ban Policy;
- Student Attendance Policy;
- Student Academic Integrity Policy;
- Student Promotion Policy;
- Student ICT Usage Policy;
- Any other policies that govern and provide guidelines for students and parents/guardians at AIAE.

Enrolment Policy

26. Definition

TERM	DEFINITION
We/Us/Our/the School/AIAE	Australian International Academy of Education.
Parent/Guardian	Any person(s) who has legal parental responsibility and wishes to enrol their child/ren at the School and or who signs an Enrolment Agreement with the School agreeing to abide by the terms and conditions outlined and be responsible for the payment of fees as stipulated in the Business Notice and Fee Schedule.
Student	Child wishing to gain a position at the School and named in the Application for Enrolment.
School Policies and Procedures	A collective description for any and all policies, rules, regulations and guidelines of the School that may be detailed in the Enrolment Agreement, the Related Documents, the annual Business Notice and Fee Schedule, the annual Fee Schedule, the School Prospectus, the School newsletter, Student Handbook and/or otherwise, which are published on the School website or Compass or communicated by the School via other means. The Schools Policies and Procedures may be varied, amended, and or withdrawn from time to time without notice. Where appropriate, reviewed editions will be published on the School website and/or Compass Parental Portal, unless withdrawn entirely.

**ADVANCEMENT
DETERMINATION
FAITH**

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