

## ENROLMENT, FEES AND PROCESSES POLICY

### 1.0 INTRODUCTION

“Bhavani School”- *Centre for Learning* is an educational institution conducted solely for the education of children’s from 3 Year Old Kindergarten to Year 12. Students at BS-CFL come from a range of varied social, cultural, religious, and economic backgrounds; as well as from many different locations in India and overseas. The diverse nature of the student body and the students' many individual talents, interests and skills enrich and benefit the entire School community.

Admission to the School occurs after a written Offer of Enrolment is issued by the School and accepted by the student's family.

There are five main entry points for student admission to the School:

- FOUNDATION STAGE AGES 3 TO 8 | PRE-SCHOOL, CLASS 1, & CLASS 2
- PREPARATORY STAGE AGES 8 TO 11 | CLASSES 3 TO 5
- MIDDLE STAGE AGES 11 TO 14 | CLASSES 6 TO 8
- SECONDARY STAGE AGES 14 TO 18 | CLASSES 9 TO 12

Places will be offered at other levels where vacancies arise. BS-CFL does not accept enrolments at the Year 12 level.

Offers of enrolment are made solely at the discretion of the Principal. An Application for Enrolment does not itself constitute an enrolment. In general, submitted Application for Enrolment and Student Details forms are considered by the School in the order in which they are received.

Prior to activating the enrolment phase for an intake year, the School retains the discretion to give preference to an application where the applicant:

- has a family connection to the School;
- is a boarding applicant;
- is one of a number of applicants from the same immediate family; or
- is a returning student who has paid a holding fee.

### 2.0 SCOPE

This policy, and the Conditions of Entry govern the enrolment of all students who enter “Bhavani School”- Centre for Learning and detail the contractual obligations between families and the School.

### 3.0 THE APPLICATION PROCESS

- a) An application can only be made on the School's Application for Enrolment and Student Details form which can be obtained from the School either in hard copy or online.
- b) A non-refundable application fee and a copy of the applicant's Birth Certificate or similar documentary evidence of the student's date of Birth and gender must accompany the Application for Enrolment Form.
- c) Parents will be invited to bring their child to the School to attend an enrolment interview with the Principal or appointed delegate approximately with 7 days of such application. In the case of entry to the Early Learning Centre, the enrolment interview will be not required. If possible, the student and both parents should attend the enrolment interview.
- d) Parents will be asked to complete a 'Prospective Student Profile' form prior to the enrolment interview. The information from this form will be used to assist the School in planning the student's educational program should she/he proceed to enrolment. Parents are required to provide BS-CFL with all relevant information to ensure School can provide their child with an effective learning program. Parents are required to provide their email address or addresses.
- e) Admission to the School is conditional upon the Principal being satisfied as to both the suitability of the applicant and the ability of the School to meet the applicant's educational needs. Parents will be notified after the interview if a place is to be offered by the School to their child.
- f) If a place is offered, a formal Letter of Offer will be issued to the family. This will be sent with an Acceptance of Enrolment Offer form and Conditions of Entry. Acceptance of the School's offer is made by completing the Acceptance of Enrolment Offer form and returning it to the School accompanied by a non-refundable Enrolment Fee as per fees scheduled. (If a boarding house place is also required, an additional non-refundable Boarding House Enrolment Fee must be paid at this time).
- g) Following the acceptance of a place, if a family requests an enrolment to be deferred to another year and year level, all enrolment fees already received by the School will be applied to any ensuing enrolment. 3.8 Any change of address and contact details must be notified promptly to the School.
- h) Failure to do so may result in the School being unable to make contact with the family and may lead to cancellation of an application for enrolment.
- i) Cancelled applications can be re-instated without payment of a new application fee. Re-instated applications will be returned to the application register based on the new application date.
- j) In accepting enrolment at BS-CFL a family agrees to uphold the School's values in their interactions.

- k) All students enrolled at BS-CFL must wear BS-CFL school uniform as scheduled. (Available on Uniform Section of Website).

#### 4.0 FOUNDATION STAGE ENROLMENTS

Enrolments at the School's "Foundation Stage" are conducted as stated in this Policy with the following variations:

- a) An Offer of Enrolment will be made approximately 02 months prior to the date of entry.
- b) Minimum age requirements: AGES 3 TO 8 | PRE-SCHOOL, CLASS 1, & CLASS 2.
- c) All students entering the ELC must be fully vaccinated for their age in accordance with the National Immunization Program or on a recognized catch-up schedule or have a medical reason for not being immunized.
- d) It is an expectation that students are daytime toilet trained.

#### 5.0 PREPARATORY STAGE ENROLMENTS

Enrolments at the "Preparatory Stage" are conducted as stated in this Policy with the following variation:

- a) An Offer of Enrolment will be made approximately 02 months prior to the date of entry. This offer will be conditional upon a satisfactory enrolment interview.
- b) Minimum age requirements: AGES 8 TO 11 | CLASSES 3 TO 5
- c) All students entering the Junior School must be fully vaccinated for their age in accordance with the National Immunization Program or on a recognized catch-up schedule or have a medical reason for not being immunized.

#### 6.0 MIDDLE STAGE ENROLMENTS

Enrolments at the "Preparatory Stage" are conducted as stated in this Policy with the following variation:

- a) An Offer of Enrolment will be made approximately 02 months prior to the date of entry. This offer will be conditional upon a satisfactory enrolment interview.
- b) Minimum age requirements: AGES 11 TO 14 | CLASSES 6 TO 8
- c) All students entering the Junior School must be fully vaccinated for their age in accordance with the National Immunization Program or on a recognized catch-up schedule or have a medical reason for not being immunized.

## 7.0 Student Withdrawal

- a) A full term's notice in writing must be received by the Principal prior to the withdrawal of a student. Where less than one full term's notice of withdrawal is given, the School will charge a Fee In Lieu of Notice equivalent to one term's tuition fee.
- b) Where a boarder withdraws from the Boarding House- even when they intend to remain enrolled at the School as a day student- a full term's notice in writing must be provided to the Principal prior to their withdrawal from the Boarding House. Where less than one full term's notice of withdrawal is given, the School will charge a Fee In Lieu of Notice equivalent to one term's boarding fee.

## 8.0 Billing of Fees

- a) A schedule of current Tuition and Boarding fees are available in a separate schedule which may be obtained upon request from the School's Business Office. The School reviews fees on an annual basis.
- b) Tuition and Boarding fees are billed one term in advance. A Statement of Account is issued via email by the School at the beginning of each term to a contact nominated by the parents/ guardians. The account becomes due and payable within fourteen days from the date of statement.

## 9.0 Co-Curricular and Experiential Learning Activities

Co-curricular and Experiential Learning activities offered both within and outside the curriculum may attract a separate charge. Billing for these charges will be issued subject to the terms of this section.

## 10.0 Administration Fee

The School will charge an Administration Fee where an account remains unpaid 14 days after the due date and no extension of time to pay has been given by the School, an Administration Fee as scheduled will be charged to the account. A further Administration Fee as scheduled will be charged for each period of 30 days thereafter where the account remains unpaid.

Tuition and boarding fees can be paid in twelve monthly instalments for families in financial need, following discussions with Business Services. Where there is an agreed payment arrangement in place and if there will be a change in your agreed payment arrangement this must be communicated in writing to Fees@bhavanischool.com one working day before the next instalment payment date. All broken arrangements will incur an Administration Fee each time an arrangement is broken. In these situations, the School also reserves the right to cancel the arrangement.

Administration Fees are charged to recover the costs associated with attempting to collect the overdue debts, and strains placed on school working systems.

## 11.0 FEE DISCOUNTS

### a) Sibling Discount

The School provides a 7.5% discount on tuition fees to second child, & if it happens to be second daughter, a 17.5% discount will be applied concurrently enrolled at BS-CFL.

### b) Advance fee payment options

There is currently a discount of 5.0% prepayment option available which attracts a tuition discount; if paid for the entire year.

## 12.0 IMPLEMENTATION OF THE POLICY

The policy is available on BS-CFL Website.

