

## ENROLMENT POLICY GUIDELINES

### 1. Preamble

**“Train up a child in the way he should go: and when he is old, he will not depart from it”**  
(Proverbs 22.6, KJV).

- 1.1. TCC, an English-medium instruction College, welcomes applications for enrolment of learners whose parents/guardians are seeking an education for their child/children within Adventist Biblical Christian values. The Bible will be read, studied and prayers offered during morning assembly time, register time and end of College day. One Spiritual Emphasis week will be hosted a Term while Progressive classes will be on-going. The College seeks to provide equal opportunity for all applicants from families seeking a Biblical Christian education regardless of denominational affiliation.
- 1.2. We enrol learners aged from 3 years upwards (by 30 June). Learners with disabilities (and dependent upon availability of resources) will be enrolled on the same basis as prospective learners without a disability.
- 1.3. TCC retains the right to refuse the enrolment of learners who are not able to demonstrate a record of acceptable standards of behaviour and compliance from a previous School or Colleges as well as meeting all the other requirements of the document entitled “Conditions for Continued Enrolment” which appears later in this policy.

### 2. ENTRANCE TESTS

To better prepare the College for its learners being drawn from diverse educational backgrounds, Entrance Tests (oral or written) will be administered for prospective grade 4-11 learners at a nominal fee.

### 3. ENROLMENT PRIORITY GUIDELINES

- 3.1. Our College accepts learners from all religious and non-religious backgrounds. These learners and their parents/guardians have to **be prepared to receive** education premised on Adventist Biblical Christian educational values as spelt in OUR PHILOSOPHY.
- 3.2. The College will endeavour to maintain a high percentage of Christian learners in each class. In the event that the percentage may potentially fall below that point, the College reserves the right to refuse an enrolment application.
- 3.3. An “Application for Admission” form needs to be completed and forwarded with or without the required fee(s). A College-parent interview (usually with the Principal or a designated official) may be required before enrolments are finalized and **all learners will be enrolled on a probationary basis**. The enrolment will be **reviewed** after two College weeks and **if highly satisfactory**, then the enrolment will be given **final approval**. If the College Management considers that the learners has not met all of the conditions outlined in the “Conditions for Continued Enrolment” document, then the probationary enrolment may be ended, or an additional one term probation implemented with 5 weekly review points. However the review period may be

shortened if the College Management considers this to be appropriate. At the end of the review period the enrolment will either be declined or given final approval.

3.4. If a learner has left the College and again seeks enrolment then their enrolment will be re-evaluated. In the event that fees are owing, the application will not be considered until all fees owing are paid in full.

#### **4. CONDITIONS OF ENROLMENT**

- 4.1. The parents/guardians agree to allow the learner to share fully in the life and program of the College.
- 4.2. The parents/guardians agree fully with **OUR PHILOSOPHY** and sign a copy of this to acknowledge their support of the Bible Christian Ethos of the College.
- 4.3. Parents/guardians **re-apply** in July for the re-enrolment of their child for the coming year.
- 4.4. The parents undertake to provide the learner with the correct uniform as expected by the College and ensure that their child/children wear the uniform correctly and neatly. The learner should also travel to and from College in the correct uniform. Where learners are given permission to wear clothes other than uniform, the parents/guardians undertake to ensure that the learner is dressed appropriately and modestly.
- 4.5. The parents/guardians undertake to provide the learner with all necessary equipment, as stated by the College, so they are able to fully participate in the College's educational program.
- 4.6. The parents/guardians accept and agree to support the College's Discipline and Behaviour Management Policy and the right of the College to employ such legal discipline as it deems wise and expedient for the learner and to uphold the College's authority and right to administer appropriate discipline in accordance with the policy.
- 4.7. Parents/Guardians agree to pay the required amount of College fees/levies. Payment schedules can be organized with the College's Bursar. If hardship arises alternative arrangements can be made with the Bursar. The Board of Directors, upon receiving recommendations from College Management, may at its discretion terminate an enrolment if fees are in arrears for more than two months and communication with the Bursar has been ignored or alternative arrangements cannot be agreed upon.
- 4.8. No unutilised fees on termination of enrolment for any reason will be refunded by the College.
- 4.9. The learner will behave in a manner that does not bring dishonour on the name of Jesus Christ or disgrace to the College.
- 4.10. The learner will obey the College rules and conditions of enrolment.
- 4.11. Parents/Guardians understand that the College **may suspend or terminate** enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College rules.
- 4.12. The College may, at its discretion, grant a conditional enrolment, prior to granting a full enrolment.
- 4.13. Parents\Guardians fully inform the College of any medical condition their child has that may affect the College's duty of care to the child or other person at the College, including any medication the child needs to administer at College.
- 4.14. A learner must make their College bag, locker or other possessions available for search upon the request of the College Management.

## 5. SPECIAL CONDITIONS:

- 5.1. For High College learners the enrolment may be conditional for the first 6 weeks depending on the circumstances of the enrolment.
- 5.2. A learner's former school may be telephoned for any clarification before an enrolment is accepted.
- 5.3. For disciplinary reasons a learner may be put on a conditional enrolment at any time during their enrolment at TCC.

## 6. CONDITIONS OF CONTINUED ENROLMENT

For a learner to be eligible to continue to be enrolled at the TCC, the College **Management Team, Board of Directors** and or **School Governing Board** must be satisfied that:

- 6.1. The learner and their family are maintaining their **full support** for the Advent **Christian philosophy and ethos** of the College;
- 6.2. The family and learner are meeting the requirements outlined on the **original enrolment agreement** e.g. Uniform compliance, fees/levies payment, following communication procedures;
- 6.3. Learners are expected to **participate in excursions and camps** unless granted an exemption by the Principal for compelling reasons;
- 6.4. The family acknowledges that if they choose to **withdraw their child** from the College, a **minimum of ten weeks written notice** must be given, or, if ten weeks written notice is not received, then a full term's fee must be paid in lieu of notice when removing the learner from the College;
- 6.5. The lifestyle of the learner and/or family **does not conflict with the Advent Christian values** of the College;
- 6.6. The **activities** of the learner and/or family are not likely to bring **significant criticism** upon the College, or **create disharmony or distress**, for either staff, learners or the College community;
- 6.7. The continued enrolment of the learner is **not disadvantaging the College or harming its reputation**;
- 6.7. The **learner's behaviour and attitudes** are such that it does not unduly interfere with the **ongoing physical safety, spiritual and emotional wellbeing** of other learners and staff in the College;
- 6.8. The learner is maintaining **acceptable standards of behaviour, attendance, respect** for staff and **effort** in all aspects of College life;
- 6.9. The **relationship** between the learners and /or family, and the College **has not deteriorated** to the point where, in the opinion of the College Management, **irreconcilable differences exist**;
- 6.10. There is **strong acceptance** by the learner and the family of the **authority of the College in organisational, educational and disciplinary matters and other College matters.**
- 6.11. If, following careful consideration of the evidence, a decision is made by the College Management that a learner should not be enrolled for any of the above reasons; the family will be informed that the learner has been excluded, along with an explanation. If the family of the learner wishes to question the exclusion, an appeal against the decision, in writing, may be lodged with the College Board of Directors within seven (7) days of the date of

notification of the exclusion. After the written response from the family is received, the Board of Directors will then make a final decision, giving due consideration to the matters at hand and the merits of the case. The results of the appeal will then be conveyed in writing to the family in question.

In future, changes may be made to the Conditions for Continued Enrolment at the absolute discretion of the College Board, and notification of the changes will appear in the College Newsletter for two consecutive publications.

## **7. UNDERTAKING BY PARENTS/GUARDIANS**

- 7.1. I / We undertake to reimburse the College for any damage caused by my/ our child/ children.
- 7.2. I / We understand that the College will take all possible precautions to prevent damage and / or theft of clothing and equipment. The College cannot be held responsible for any damage and / or theft.
- 7.3. We undertake to forthwith notify the College in case of absence and to submit a medical certificate.
- 7.4. I / We accept the responsibility to update all mandatory immunizations and keep the necessary documentation to submit.
- 7.5. I, the undersigned declare that all information on this form are completed to the best of my knowledge correct at the date of completion.
- 7.6. To support and endorse the provision of the code of conduct.
- 7.7. To pay College fees according to prescription determined by the Board of Directors.
- 8.8. I/ We undertake to notify the College in writing if we intend our child to leave College and hand in all books and / or equipment to the College. We understand that outstanding textbooks and equipment will be debited to our account when our child leaves without prior notice to the College.
- 8.9. I / We undertake to notify the College in writing of any details that may change. College fees, essential to the existence of the College are without exception compulsory and are payable in advance. The sum of the fees is determined by the College Governing Body and is directly related to the costs of running and maintaining the College.
- 8.10. In addition to payment of the College fees for the applicable year, I/We undertake to make punctual payment of all additional costs which may from time to time be levied which relate, but are not limited, to Personal. Accident Insurance, ACSI membership fees, College camps, medical requirements, transport, books and any other costs. (See Finance policy 3.13)
- 8.11. N.B. I understand that should any document have been sent to me at the chosen address, in law I will have been deemed to have received such document, notwithstanding the fact the I/we may subsequently have moved from that address, unless I have advised the College, in writing, of my new address.)

## **9. STATEMENT BY PARENT/GUARDIAN**

Declaration: I the undersigned as parent (s) / guardian acknowledge that:

- 9.1. Both the father and mother and/or, where applicable, the guardian(s) of every learner are jointly and separately responsible for College fees in respect of such a learner.
- 9.2. Payments must be made by the due date. College fees are payable in full, in advance at the start of the academic year. Should payment of 12 or 10 equal monthly instalments be arranged, each such payment must be made by no later than the 30th day of each month. The

parent/guardian is responsible to ensure timeous payment by means of the method chosen, i.e. by debit order, cheque or electronic transfer.

- 9.3. If payments are late or not received as undertaken, the full outstanding balance of College fees for the year, as at the date of non-payment, **will become due and payable immediately**. If the full balance due is not immediately settled in **two months**, TCC will hand such amounts over for collection, and a 25% handling fee will be added to the outstanding balance.
- 9.4. Should it be necessary for the College to instruct its attorneys or any collecting agent to collect College fees, the parent/guardian concerned, will be responsible for all collection costs, including legal fees at the attorney and client scale plus collection commission.
- 9.5. We inform you timeously of the College fees so that you can make provision in your budget for the next year. No payments will be allowed to be made at the end of the year (i.e. waiting for November bonus). No College can be properly managed if the money is only received during the last months of the year. Payments are thus made by paying cash before the end of February or by means of debit-order/internet or cash instalments over a period of ten months.
- 9.6. Should fees have to increase **during the year** due to a confluence of circumstances, it will be submitted and approved at a parent meeting prior to being applied. (Extreme circumstances).