



Saint Mark's Coptic Orthodox College

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Fees Policy and Conditions of Enrolment Kindergarten to Year 12

To be read as an integral part of the Application for Enrolment

Parent Copy

(Please retain for your records)

- 1 Parents are to actively encourage their children to support the College's goals and to do their utmost to realise those goals in their lives, as reflected in the College Vision & Mission Statements:
St Mark's Coptic Orthodox College is a school that works in partnership with parents to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices and where students and staff feel secure and supported by all members of school community.
The distinctive, sincere and continuous practice of Christian love, service and humility provides students with the opportunity to develop and display a high moral standard.
Our Students are challenged to strive to achieve excellence and success in all areas of the curriculum by attaining their full potential, having confidence in who they are as Christian individuals and becoming active participants in church and the Australian community.
- 2 As a branch of the Coptic Orthodox Church, the College Ethos is reflected within the daily operations by all staff and students. The Ethos therefore is generally more conservative in nature, and all students will be expected to respect the teachings of the Church and to live by them at all times. For example, disrespect, obscenity, alcohol, tobacco, drugs, dancing, violent or immoral music, dating and pre-marital physical relations are all strongly rejected. It is the aim of the College to help young people learn to live a life of purity and holiness without fear or shame, and to be living, practical witnesses to the truths of the Bible. Morals should not be left behind at the school gates every afternoon and parents are expected to support the College in this aim at all times.
- 3 Students are to abide by all College rules. Students are to wear the correct College uniform/grooming and do all work set for them, including homework.
- 4 Parents agree to actively encourage and support their children to participate in the spiritual program set by the College, fully and with sincerity. I understand that at present, this includes the following activities.
 - Morning prayers and hymns each day from the Coptic Orthodox tradition
 - Classroom prayers and devotions each day from the Coptic Orthodox tradition
 - School Liturgies on a regular basis
 - Community Service Projects
 - Christian attitudes and behaviour are to be actively encouraged in the classroom and playground.
- 5 Parents are to actively encourage and support their children fully in the Curriculum as set by the College. This includes the curriculum prescribed by the NESA (NSW Education Standards Authority) with the addition of compulsory courses:
K – Year 12 = Coptic Orthodox Studies (Religion); Coptic Language and Hymns K – 6 (Elective as Yr 8/9/10)
- 6 Parents and guardians are expected to co-operate with the College in matters of discipline, attendance, completion of homework and the wearing of the Full School Uniform.
- 7 Parents understand that the Curriculum also includes the following compulsory activities: excursions, carnivals and other events organised by the College.
- 8 Parents understand that St Mark 's College has designed its Student Management Policy with the aim of using it to teach our children right from wrong and how to live according to the commandments of God. This includes encouraging and rewarding good behaviour and discouraging and punishing bad behaviour.
- 9 Parents agree to work in partnership with the College and fully support the College's policies relating to student management and discipline, and will at all times encourage their children to obey College rules and accept any consequences that may be given for breaking those rules by any staff member, within the College's Discipline Policy.

- 10 The College reserves the right to discipline, suspend or expel any student whose attitude or behaviour does not meet with the expectations of the School.
- 11 Fees are fixed at the lowest level possible level, commensurate with costs of establishing and maintaining good educational standards and facilities.
- 12 Tuition fees are set by the School Board and are variable at the discretion of the Board.
Fees are charged three times per annum – posted prior to the commencement of term 1 with the Proposed College Fee letter. Fee payment dates are outlined in this letter, and are due and payable in the first week of each of payment period, 1, 2 and 3.
- 13 Fees in advance + Bond for all new enrolments should be paid within 3 weeks from date of the Letter of Offer.
- 14 An Activities Levy (K-12) will include costs for camps, school diary, swimming lessons, sport costs, resources and IT fee. Accounts will also include the recommended contribution to the Building Fund. Although voluntary, the School Board encourages the support of parent contributions for the Library and Building Funds which are both Tax Deductible.
- 15 An administration charge will be imposed on accounts unpaid by the due date at a rate determined from by the School Board.
- 16 For a student to restart a new term, his or her fees must be paid up to date.
- 17 Parents are urged to contact the Head of College if it is anticipated that temporary financial difficulty might be experienced.
- 18 Following initial Application accompanied by Application Fee (\$220) and Interview, an offer for enrolment may be received: parents then must complete enrolment process by forwarding all required Enrolment/Bond/Activities fees as outlined in the Letter of Offer with three (3) weeks of the date as shown in the Letter of Offer.
- 19 A full term's notice is required in writing to the Head of College if a student is to be withdrawn from the College. If such notice is not given then one term's tuition fees will be charged in lieu of notice.
- 20 A final statement of fees, following a student's withdrawal, will be sent to those responsible for payment.
- 21 For each person paying fees, a 20% sibling discount is allowed on tuition fees for the 2nd child, 35% for the 3rd child and the 4th child is free, after full fees are paid for the 1st child. Only one type of discount is available per child.**
- 22 The College Board delegates to the Head of College all operational authority to approve courses of instruction consistent with the objectives of the school: to determine all matters relating to order and discipline, and may be called upon to arbitrate on matters pertaining to a student's eligibility to enrol. The decision of the College Board is final, and no correspondence shall be entered into.
- 23 Parents and Guardians must abide by the Rules and Regulations that govern the College and be responsible for payment of fees and charges by the prescribed times. Continued enrolment is at the sole discretion of the College Board and Head of College.
- 24 Waiting List: If a Student on Waiting list for a particular year is informed that position is available: **Option 1** - position is accepted and application process continues with requirement payments prior to commencement; **Option 2** - position is not accepted for varied reasons and parents do not wish to proceed for the applied-for vacancy position. Process stops here and name is withdrawn, noted with withdrawal date/notification reasons etc; Parent may reapply in future with new application process commenced to apply for a new position if one becomes available.

Declaration by Parents or Guardian and Person responsible for payment of fees

Student's Full Name _____ Class / House _____

Parents / Guardians Signatures: 1. _____ 2. _____ Date: _____