

Al Zahra College Admission and Enrolment Policy



Al Zahra College – Admission and Enrolment Policy

Policy Statement

Al Zahra College (AZC) welcomes applications, regardless of a person's ethnic origin, religion, or disability. AZC accepts students who can access and benefit from our curriculum, physical structures, opportunities, and experiences. At Al Zahra College, the IB experience is essential in developing our students into faithful, knowledgeable and wise young people who take responsibility for creating a better and more peaceful world.

Implementation

The Headmaster will determine admission to Al Zahra College based on information obtained with respect to:

- the potential of the applicant to benefit from the educational services available at the College; and
- the capacity of Al Zahra College to meet the educational needs of the applicant.

From 2026 until further notice, AZC will only offer admission to Kindergarten. This is a deliberate strategy to reduce student numbers due to overcrowding.

The deadline for present Al Zahra College families to re-register for the following year is 1 November. Note: Year 6 students must complete the PYP Exhibition to be eligible for Year 7. Year 10 students must complete the MYP Personal Project to qualify for Year 11. Continuing enrolment for all students will require evidence of satisfactory academic performance, attendance, punctuality, uniform and behaviour. Parents must ensure there are no concerns with the payment of school fees.

1 September is the date by which we process the applications for Kindergarten that we have received. Applications for enrolment will be processed on the date of receipt of the formal application documents. Parents will be advised of the social readiness screening and interview. Students must be 5 years old by 31 January to commence Kindergarten.

Applicants for admission are considered in the following priority order:

- Children who attend the Al Zahra College Preschool (Al Zahra Kingdom);
- Children of the governing council;
- Children of staff;
- Children of all other applicants who have a sibling already enrolled in or admitted to the College;
- All other applicants.

Evidence

- A.1 Admissions data.
- A.2 Admissions screening data
- A.3 Admission process learning diversity and inclusion recommendations for individual students.

Updated: October 2026

Review: October 2027

SUPPORTING STATEMENTS

Admissions of Students with special needs

Al Zahra College has an inclusive environment, where teachers work with each student's unique abilities, including those students who require learning support or medical needs. Students with mild learning support needs may receive support from the class teacher and learning support teachers.

Al Zahra College has some contact with specialists to whom we can refer for one-on-one support out of school. This will incur an extra cost for the family. We will continue to liaise with the specialist and work alongside class teachers to offer appropriate support strategies for the student.

Al Zahra College strongly encourages student engagement. It is vital to establish at an early stage whether the school programme offered is appropriate to the applicant's needs, and whether the student can benefit from the curriculum.

Applications for students who have received counselling, support, therapy, or who have been diagnosed with special educational needs must include all relevant diagnostic reports and evaluation documentation for confidential review.

Qualified applicants are then accepted in order of date of application, subject to the above priorities.

Al Zahra College can only guarantee a place once a formal offer has been made, accepted in writing, and the Acceptance Fee has been paid. All placements are conditional. Placements are reviewed at the end of the first term. Admissions are conditional on a student's ability to benefit from the Al Zahra experience.

Decisions on Admission

After all the admissions procedures have been followed, the application will be considered. Decisions will be given in writing.

Early Withdrawal

Students withdrawing before 1 April are charged 30% of the annual tuition and miscellaneous fees. Students withdrawing before 1 July are charged 55% of the annual tuition and miscellaneous fees. Students withdrawing before 1 October are charged 80 % of the annual tuition and miscellaneous fees. If a student enrolment ceases for reasons other than voluntary withdrawal annual tuition and miscellaneous fees will be calculated on a weekly basis.

Pre-requisites for Continued Enrolment

Prerequisites for continued enrolment are based on academic achievement, attendance, behaviour, uniform and payment of school fees.

FINANCE

Acceptance Fee

An acceptance fee of \$600 per student is due when Al Zahra College offers a place, and the place is accepted. To be secured, the place offered by Al Zahra College needs to be confirmed by the applicant through payment of the acceptance fee within ten days of notification. This application fee is non-refundable and does not count towards school fees.

Tuition Fees

Tuition fees for the following school year are set by the Al Zahra College Board and are advised by the headmaster by 1 October. Due to inflation and college obligations, annual tuition and miscellaneous fees may be increased by at least 5% annually. Tuition and miscellaneous fees are invoiced at the beginning of each semester and are payable within 14 days after the start of each semester.

Included in the fees are the tuition and the provision of all necessary transcripts relating to attendance and academic performance. The following items are not included in the annual tuition and miscellaneous fees, as these costs will vary per year group and per year:

- Textbooks and stationary requirements
- Camps & other field trips
- Educational assessment by outside specialist
- IB Diploma courses not offered at AZC
- Some extra-curricular activities
- Canteen requirements
- Uniform requirements
- School photos.

Non-Payment of School fees

School fees are to be paid in full in the first 14 days of each semester. Failure to pay fees within the prescribed time frame will result in the withdrawal of the student enrolment from Al Zahra College. Fees are not refundable under any circumstances.

Annual Tuition Fees: Kindergarten to Year 12 between \$4000-\$4700.

Sibling Discounts Per Semester:

- A reduced tuition fee is applicable to families with two or more students enrolled at the College as per the Schedule of Fees for the year of enrolment.
- For the family discount, children are counted from the eldest.
- The family discount cannot be combined with any other discount or scholarship. Where a student is eligible for more than one, whichever is higher will apply.

Curriculum Fees:

Curriculum fees vary each year, please refer to the current academic year school fee schedule. Curriculum fees include subscription, resources, service levies, activities and IB fees.

There is a \$1,200 DP exam fees included in the curriculum fees which are not refundable.

Bi - Annual tuition and curriculum fees are billed at the start of Semester 1 and the start of Semester 2. Payments are payable within 14 days after the start of each semester.

Additional Fees

Additional fees will apply for IB courses delivered by external providers, as well as other activities such as camps, interschool events, school functions, and specialised trips. These fees will be invoiced as required and must be paid by the specified due date. Students are required to participate in scheduled camps or excursions, unless sanctions apply.

Document Control

Version	7
Last Reviewed	October 2026
Next Review Date	October 2027
Approved By	Dr Ken Darvall, Headmaster