



OLD WOLLASTONIANS' ENROLMENT DISCOUNT POLICY

Section	Finance
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1. PREAMBLE

John Wollaston Anglican Community School (the School) values the contribution of both past and present students. Children of many past students (Old Wollastonians) attend the School and this policy aims to increase enrolments across the School by providing an incentive (in the form of a discount) to a new family whilst also acknowledging the contribution made by Old Wollastonians.

2. PROCEDURE

- The Old Wollastonian must complete an online Application for Admission via the School's website at <https://enrol.jwacs.wa.edu.au/student/application> indicating they are a former student. An *Old Wollastonians' Discount Application Form* (see *Appendix 1*) may then be downloaded from the School's website at <https://www.jwacs.wa.edu.au/fees-and-charges>. The completed form must be submitted to the Registrar at registrar@jwacs.wa.edu.au. The Registrar will verify the details contained on the form against School records to ascertain whether the requirements of this Policy are satisfied. Such substantiation will include the following:
 - confirmation that the parent/guardian was previously enrolled at the School;
 - confirmation that the fee account was paid in full and no debt was either written off as bad or still outstanding;
 - confirmation that the discount offered does not exceed the relevant threshold;
 - such other enquiries that the Registrar considers necessary in the circumstances.
- An Old Wollastonian discount is not a guarantee of a place. Normal application and enrolment policies and procedures will apply. A successful enrolment is subject to a satisfactory interview with the Principal (or delegate) and availability of a place.
- Discounts in accordance with this policy will be applied to the fee account of the family upon commencement.
- New student/s who fall under this policy must be enrolled at the School for a period of not less than 12 months to obtain the full amount of the discount. If any of the students enrolled are withdrawn or excluded from the School before the end of this 12-month period, the discount will be applied on a pro rata basis in relation to the period which the student/s were enrolled.
- The Principal has discretion to determine whether a family is entitled to a discount. The Principal's decision will be final.

3. GUIDELINES

- The maximum discount under this policy will be equivalent to one (1) term's tuition fees of the youngest enrolled student, irrespective of the number of siblings enrolled.
- Staff members of the School who are also Old Wollastonians, are eligible for the discount.
- This policy may be withdrawn or varied at any time by the School Council.

OLD WOLLASTONIANS' DISCOUNT APPLICATION FORM

John Wollaston Anglican Community School (the School) values the contribution of both past and present students. An Old Wollastonian discount is not a guarantee of a place. Normal application and enrolment policies and procedures will apply.

OLD WOLLASTONIAN FAMILY DETAILS:

First Name: _____

Surname: _____ **Maiden Name (if appropriate)** _____

Address: _____

Phone Contact: _____

Calendar Years attended John Wollaston Anglican Community School: _____

Student/s to be enrolled (Name and Academic Year): _____

Signature: _____ **Date:** _____

OFFICE USE ONLY	
Application Accepted: <input type="checkbox"/>	Enrolment Confirmed: <input type="checkbox"/>
OWA Family Check: <input type="checkbox"/>	
REGISTRAR:	Signature _____ Date _____
BUSINESS MANAGER	Signature _____ Date _____
APPROVED BY PRINCIPAL	Signature _____ Date _____
Credit applied: OWA <input type="checkbox"/>	Signature _____ Date _____
ASSISTANT BUSINESS MANAGER	Signature _____ Date _____

Refer: Old Wollastonians' Enrolment Discount Policy