

Girton Grammar School Enrolment Policy

BACKGROUND

Girton Grammar School is an Independent, Christian, Co-Educational School for young people from Preparatory to Year Twelve.

The School is open to the entry of all students irrespective of their faith, ethnicity, nationality, family structure, social class or status, subject to the following:

- The ability of the School to provide services to that student according to its academic curricula, and for that student to be willing and able to gain from the curricula of the School.
- The clear understanding by the student and his/her family that the student must conform to the requirements of behaviour, dress and general philosophy and particular practices of the School as published or as developed from time to time.
- The payment of all fees and charges as determined by the Board.
- The availability of places, according to the class sizes, overall size of the School and the regulations approved by the Board and/or Head for entry.
- Federal, State and local laws.

The School does not offer Boarding or Homestay for international students. The School will only offer enrolment to international students aged under 18 years where the student resides in Victoria at all times either:

- in the care of a parent or legal guardian, or
- in the care of a close relative nominated by the parent/legal guardian and approved by the Department of Home Affairs.

The School does not issue Confirmation of Appropriate Accommodation & Welfare (CAAW) arrangements accepting responsibility for unaccompanied students aged under 18, and will not arrange homestay or boarding accommodation, either through the School or through commercial Education Agents.

At all times, the Board shall keep the compulsory fees and charges of the School at the lowest level that is consistent with the prudent business practices best suited to ensuring that the School provides an education consistent with its Mission and good practice. This is to allow maximum access to students from as wide a socio-economic background as possible at the present time and in the future.

The School reserves the right, through its Head, to require an enrolled student to depart the School if his/her standards of general behaviour, academic behaviour, or dress and grooming fall consistently below the required standards, or if there is clear evidence of criminal, dangerous or seriously negligent behaviour. It is a condition of continuing enrolment of a student that his/her parents or guardians support the policies and practices of the School as they affect the student, and that all fees and charges, fairly and legitimately made, are paid promptly in accordance with the Business Regulations of the School.

Capital Fees and the Enrolment Process

All Capital Fees stated herein are exclusive of GST. Should GST be payable, in accordance with legislation, then the said amount of GST will be charged. Accounts provided to parents will list any GST that has been charged. Should you wish to know what fees are subject to GST, please contact the Chief Financial Officer.

1. APPLICATION FEE

A \$110 GST inclusive non-refundable Application Fee is payable per child and will place the child on a list for the relevant year of entry.

2. CAPITAL FEE

The Capital Fee is:

- \$1250 for the first child in the family
- \$500 for the second and subsequent children in the family.

Payment dates for the Capital Fee are advised in the letter of offer:

Fee	First Child	All Other Children	Payment Due
First Instalment	\$750	\$300	Upon acceptance of Enrolment Offer
Second Instalment	\$500	\$200	On or before 31 st August in the year prior to entry
Total Fee	\$1250	\$500	

The Capital Fee will **only** be refunded if the School fails to offer a place in the *original* year of entry.

Where a family first enters the School with a student in Year 10 or above, the family will only pay the Application Fee and the first instalment, as detailed above, of the Capital Fee.

Where a family re-enters the School after departure (applicable if no other siblings are currently in the School) the difference between the previous Capital Fee paid and the current Capital Fee will be payable. Should the School hold a capital deposit, then the capital deposit may be transferred to offset the Capital Fee. Please note this Capital Fee is not tax deductible.

3. APPLICATION

The *Application Form* (online or hard copy) must be signed by both parents or guardians of the child seeking entry to the School. Joint and several responsibility for the enrolment of the child at Girton Grammar School is required in all applications for enrolment. Space is provided at the foot of the *Application Form* for joint signatures. The signing of the form acknowledges acceptance of the Business Regulations, including fees and charges. If circumstances permit only one party as signatory, then that person is solely responsible for all fees and charges.

4. CONFIRMATION OF ENTRY

A place is offered if the Enrolment Interview is successful and a vacancy exists in the required Year level. This place must be confirmed by accepting within 14 days and by paying the first instalment of the Capital Fee.

5. WAITING LIST

Students will remain on the *Waiting List* when all places in the year level sought have been allocated, unless, at the request of parents, they are deleted from our pre-enrolment system. If a place does not become available in the requested year of entry, all students on the Waiting List will be rolled over to the next year of entry.

6. OFFER OF ENROLMENT

A Formal *Offer of Enrolment* at Girton Grammar School shall be made in writing, over the signature of the Head or his delegate. It will include details of payments due and expectations of the School should the Offer of Enrolment be accepted by the parents or guardians.

Fourteen days is normally given to accept an *Offer*. However, if the *Offer* is to fill a vacancy, owing to the departure of an existing student or non-acceptance by another applicant, immediate confirmation may be required.

Please note that should no response to an *Offer of Enrolment* be received within the specified period from the date of posting of the Letter of Offer, the Offer shall be withdrawn and the place provided to another child, without further notice from the School. This regulation applies to all enrolments.

Once the signed *Confirmation of Enrolment Form* is received, and the Capital Fee is paid, the student is deemed to be enrolled in the School. Hence the notice of withdrawal period is required to be given if a parent subsequently decides not to proceed. (See Schedule A, Clause 4: *"To withdraw a student from the School, at least one complete term's notice, including the preceding vacation, must be given in writing to the Head."*)

7. OFFERS MADE DURING THE DECEMBER-JANUARY SUMMER VACATION

If a parent is not contactable by telephone/letter within a forty-eight hour period, the Offer shall be made to the next person on the list.

8. TERMINATION OF ENROLMENT

Student enrolments may be terminated at the discretion of the Head.

Generally, termination of a student enrolment may ensue when:

- The school has evoked its Student Expulsion Policy which is applicable when student's behaviour is of such magnitude that it grossly interferes with the rights of students as articulated in the Girton Grammar School Student Code of Conduct.
- A parent is deemed by the Head to be in gross breach of the Parent Code of Conduct.
- Fees and charges remain in arrears.

ENROLMENT PROCEDURES

1. Parents enquire via the website or telephone or in person.
2. Parents receive an Information Package which includes the link to online Application Forms and Business Regulations.
3. Parents are invited to attend an Open Day, or a School Tour Morning, or arrange a tour with the Registrar on another suitable day. Or If parents wish to proceed immediately, they should complete the Application Form together with payment of the non-refundable Application Fee of \$110. (This may also be done online).
4. The School will contact families, in order of receipt of the Application Form and Application Fee, to arrange an Enrolment Interview approximately 18 months prior to entry. Both parents (if possible) and the child should attend the enrolment interview. Parents seeking an immediate place in the School can ring the Registrar to arrange an interview.
5. The Enrolment Interview is a necessary requirement for any enrolment at the School. Exceptions may be made for overseas and interstate applicants at the Head's discretion and telephone interviews can be arranged as an alternative. Follow up interviews will be arranged upon arrival in Bendigo. In the case of international students, it is essential that the parent/legal guardian or the Department of Home Affairs approved relative attend the Enrolment Interview.
6. Following the Enrolment Interview and at the discretion of the Head, an offer of a Place in the School will be made if a vacancy exists.
7. Parents are asked to accept, defer or decline the offer within 14 days of the offer being made.
8. Upon acceptance of the offer parents are asked to pay the first instalment of the Capital Fee and return the signed Confirmation of Enrolment form. The Capital Fee is a non-refundable amount used by the School to purchase capital items within the School. The second instalment of the Capital Fee is due and payable on or before the 31st August the year prior to entry or, in the case of an immediate start, prior to commencement.

9. Capital Fee Instalments

For the First Child entering the School:

1 st Instalment of the Capital Fee	\$750
2 nd Instalment of the Capital Fee	\$500
Total	\$1250

For the Second and Subsequent Child(ren) entering the School

1 st Instalment of the Capital Fee	\$300
2 nd Instalment of the Capital Fee	\$200
	Total \$500

10. An online Student Details Form will be provided to parent/ guardians to complete in the year prior to the student's commencement. Copies of the Birth Certificate (or Passport) and Immunisation Certificate must be uploaded to this form along with relevant medical information. If commencement is immediate, the form will be provided after the Application Form has been received.
11. Where an Enrolment Offer cannot be made, students will be placed on a waiting list in order of receipt of the Application Form and payment of the Application Fee. Students must have attended an enrolment interview to be placed on a waiting list.
12. Where a vacancy occurs in a full Year level, an Enrolment Offer will be made from the Waiting List, in order of receipt of the Application Form and Application Fee. The time given for acceptances of these offers may vary, depending on the time of the year the offer is made. (See points 10.5 and 10.14).
13. Where an Enrolment Offer is deferred, the student will be placed next on the list of the requested year level but not ahead of students already on that list. Any monies paid will roll over with the enrolment.
14. Fourteen days is given to accept an Enrolment Offer. However, if the Enrolment Offer is to fill a vacancy, owing to the departure of an existing student or non-acceptance by another applicant, an immediate acceptance will be required.

ENROLMENT ADMINISTRATION

The Head has the right and responsibility to accept, reject or terminate enrolment applications. When a student is enrolled, that student and his/her parents are bound by the Business Regulations, policies, rules and practices of the School that may be amended from time to time.

The Head also has the responsibility to ensure the smooth operation of the School, and is the arbiter of all issues that relate to a student's continuing enrolment, other than a parent's voluntary withdrawal.

This Enrolment Policy is subject to State and Commonwealth Law specifically relating to discrimination, equal opportunity, privacy and immunization. Please refer to the School's Privacy Policy.

The Enrolment Policy is revised annually by the Finance Committee, the Board and the Head.

OTHER RELEVANT POLICIES

Mission and Values
 Business Regulations
 Application Form
 Sample Letter of Offer
 Questionnaire
 Student Code of
 Conduct
 Parent Code of Conduct

DOCUMENT CONTROL

Document details	
Title:	Enrolment Policy
Author:	
Approver:	Round Table group/Board Uniform Committee
Owner (responsible for review):	
Other staff involved in review:	Round Table group
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Master document location:	Astra

Version number	Date	Description
1	June	Document created

Audience	Publication location
Prospective families	On request