

ENROLMENT, FEES AND PROCESSES POLICY

1.0 INTRODUCTION

Melbourne Girls Grammar (MGGS) is an educational institution conducted solely for the education of girls from 3 Year Old Kindergarten to Year 12. Students at MGGS come from a range of varied social, cultural, religious and economic backgrounds; as well as from many different locations in Australia and overseas. The diverse nature of the student body and the students' many individual talents, interests and skills enrich and benefit the entire School community.

Admission to the School occurs after a written Offer of Enrolment is issued by the School and accepted by the student's family.

There are five main entry points for student admission to the School: ELC, Prep, Year 3, Year 5, Year 7 and Year 9. Places will be offered at other levels where vacancies arise. MGGS does not accept enrolments at the Year 12 level.

Offers of enrolment are made solely at the discretion of the Principal. An Application for Enrolment does not itself constitute an enrolment. In general, submitted Application for Enrolment and Student Details forms are considered by the School in the order in which they are received.

Prior to activating the enrolment phase for an intake year, the School retains the discretion to give preference to an application where the applicant:

- has a family connection to the School;
- is a boarding applicant;
- is one of a number of applicants from the same immediate family; or
- is a returning student who has paid a holding fee.

The School operates on a not for profit basis and a proportion of the fees and charges may be used to support the operation of the Early Learning Centre (including 3 Year Old and 4 Year Old Kindergarten programs).

2.0 SCOPE

This policy, and the *Conditions of Entry* govern the enrolment of all students who enter Melbourne Girls Grammar and detail the contractual obligations between families and the School.

3.0 THE APPLICATION PROCESS

- 3.1** An application can only be made on the School's Application for Enrolment and Student Details form which can be obtained from the School either in hard copy or online.



- 3.2** A non-refundable application fee of \$150 and a copy of the applicant's Birth Certificate or similar documentary evidence of the student's date of birth and gender must accompany the Application for Enrolment Form.
- 3.3** Parents will be invited to bring their daughter to the School to attend an enrolment interview with the Principal or her delegate approximately eighteen months to two years before the nominated date of entry. In the case of entry to the Early Learning Centre, the enrolment interview will be held in the year prior to entry. If possible the student and both parents should attend the enrolment interview.
- 3.4** Parents will be asked to complete a 'Prospective Student Profile' form prior to the enrolment interview. The information from this form will be used to assist the School in planning the student's educational program should she proceed to enrolment. Parents are required to provide MGGS with all relevant information to ensure MGGS can provide their daughter with an effective learning program. Parents are required to provide their email address or addresses.
- 3.5** Admission to the School is conditional upon the Principal being satisfied as to both the suitability of the applicant and the ability of the School to meet the applicant's educational needs. Parents will be notified after the interview if a place is to be offered by the School to their daughter.
- 3.6** If a place is offered, a formal Letter of Offer will be issued to the family. This will be sent with an Acceptance of Enrolment Offer form and Conditions of Entry. Acceptance of the School's offer is made by completing the Acceptance of Enrolment Offer form and returning it to the School accompanied by a non-refundable Enrolment Fee of \$1500. (If a boarding house place is also required, an additional non-refundable Boarding House Enrolment Fee of \$500 must be paid at this time).
- 3.6.1** The enrolment fee is \$1000 for the third child and \$500 for the fourth child and any subsequent children. This is applied regardless of whether the children are current or past students.
- 3.7** Following the acceptance of a place, if a family requests an enrolment to be deferred to another year and year level, all enrolment fees already received by the School will be applied to any ensuing enrolment. Parents should be aware that the Application for Enrolment will be returned to the Application Register for the requested year and year level and will be considered by the School in the order in which it is received along with all other Applications for Enrolments for the same year and year level. No guarantee of a place for the proposed enrolment can be given.
- 3.8** Any change of address and contact details must be notified promptly to the School. Failure to do so may result in the School being unable to make contact with the family and may lead to cancellation of an application for enrolment.



- 3.9** Cancelled applications can be re-instated without payment of a new application fee. Re-instated applications will be returned to the application register based on the new application date.
- 3.10** In accepting enrolment at MGGS a family agrees to uphold the School's values in their interactions.
- 3.11** All students enrolled at MGGS must wear MGGS school uniform, excluding students in 3 Year Old Kindergarten.

4.0 ELC ENROLMENTS

Enrolments at the School's Early Learning Centre ('ELC') are conducted as stated in this Policy with the following variations:

- 4.1** An Offer of Enrolment will be made approximately 18 months prior to the date of entry. This offer will be conditional upon a satisfactory enrolment interview with the Director of Early Learning and Junior Years and/or the Head of Early Learning in the term prior to the date of entry.
- 4.2** Minimum age requirements:
 - 4.3.1** 3YO Program: Students must be 3 years of age by 31 January in the year of entry. Subject to availability of places, a further intake in Term 2 may be offered for those students who are three years of age by 30 April in the year of entry.
 - 4.3.2** 4YO Program: Students must be four years of age by 30 April in the year of entry.
- 4.3** All students entering the ELC must be fully vaccinated for their age in accordance with the National Immunisation Program or on a recognised catch-up schedule or have a medical reason for not being immunised.
- 4.4** It is an expectation that students are day time toilet trained.
- 4.5** When a student withdraws from the ELC with the intention of returning at a later date, the application is returned to the application register and the initial date of application will apply.

5.0 JUNIOR SCHOOL ENROLMENTS

Enrolments at the Junior School are conducted as stated in this Policy with the following variation:

- 5.1** Minimum age requirements:



5.1.1 Preparatory Level. Students should be 5 years of age by 30 April in the year of entry. Early entry is at the discretion of the Principal.

5.2 All students entering the Junior School must be fully vaccinated for their age in accordance with the National Immunisation Program or on a recognised catch-up schedule or have a medical reason for not being immunised.

6.0 INTERNATIONAL STUDENTS ON A STUDENT VISA

International Student Enrolments are conducted as stated in this Policy with the following variations:

6.1 An International Student is defined as a student whose visa status, under Australian Immigration law, excludes them from being charged Australian domestic educational tuition fees.

6.2 All International Student applications must be accompanied by the following documentation:

- a copy of an Australian English Assessment Standard (AEAS) test report
- a copy of the applicant's current Passport and Visa
- a copy of the most recent school report (and, where appropriate, a certified English translation must also be provided)
- A copy of the applicant's Birth Certificate or similar documentary evidence of the student's date of birth and gender.

6.3 The Family attends an Enrolment Interview with the Principal or her delegate (one or both parents or the Welfare Guardian and the applicant should attend). A telephone or Skype interview may be arranged if the family is not located in Melbourne at the time of the interview.

6.4 The applicant may be required to complete additional language testing to confirm readiness to commence. If an external test is required, the cost will be borne by MGGS.

6.5 If a place is offered, a formal Letter of Offer outlining the conditions of the enrolment will be forwarded to the family/agent. This will be sent with an International Student Agreement. Acceptance of the School's offer is made by entering the International Student Agreement and returning it to the School accompanied by a non-refundable Enrolment Fee of \$1500, two (2) terms' tuition fees, and the health insurance levy. (If a Boarding House place is required, a non-refundable Boarding House Enrolment fee of \$500 along with two (2) terms' boarding fees must also be paid at this time).

6.6 All new students commencing at the beginning of Term 1 each year must attend the compulsory Orientation Program operated by the International Student Co-Ordinator at MGGS.



- 6.7** Once an enrolment is accepted, a family can defer or cancel the enrolment. Further details can be found in the International Students Deferment, Suspension and Cancellation Policy located on eVI.

7.0 FEES AND CHARGES

No student may commence until all initial charges (including Application Fee, Enrolment Fee, Tuition and, if applicable, Boarding Fees) have been paid.

7.1 Application Fee

A non-refundable Application Fee of \$150 (including GST) is payable at the time of lodging the application form.

7.2 Enrolment Fee

A non-refundable Enrolment Fee is charged in accordance with Clause 3.6.

7.3 Holding Fees and Deposits

Where a student is granted a leave of absence during the School Year, a non-refundable Holding Fee will be charged. For a Leave of Absence of one term or less, tuition fees equivalent to at least half of one terms' fees will apply. Leave of Absence of two terms or more requires a non-refundable Holding Fee of one terms' fees to retain a student's place upon return to the School.

Where a student is granted an extended period of leave from the School, their place at the School will be held for a period of up to 2 years subject to the payment of a non-refundable Holding Deposit. The amount of the Holding Deposit will be advised by the School at the time that leave is granted to the student, and will be applied against fees incurred on their return to the School. In the event that the student does not return to the School at the agreed time, the Holding Deposit will be forfeited.

A failure to pay either the Holding Fee or the Holding Deposit by the due date may lead to cancellation of the student's enrolment.

7.4 Student Withdrawal

- 7.4.1** A full term's notice in writing must be received by the Principal prior to the withdrawal of a student. Where less than one full term's notice of withdrawal is given, the School will charge a Fee In Lieu of Notice equivalent to one term's tuition fee.

- 7.4.2** Where a boarder withdraws from the Boarding House - even when they intend to remain enrolled at the School as a day student - a full term's notice in writing must be provided to the Principal prior to their withdrawal from the



Boarding House. Where less than one full term's notice of withdrawal is given, the School will charge a Fee In Lieu of Notice equivalent to one term's boarding fee.

7.5 Billing of Fees

7.5.1 A schedule of current Tuition and Boarding fees are available in a separate schedule which may be obtained upon request from the School's Business Office. The School Council reviews fees on an annual basis.

7.5.2 Tuition and Boarding fees are billed one term in advance. A Statement of Account is issued via email by the School at the beginning of each term to an address nominated by the parents/guardians. The account becomes due and payable within fourteen days from the date of statement.

7.6 Co-Curricular and Experiential Learning Activities

Co-curricular and Experiential Learning activities offered both within and outside the curriculum may attract a separate charge. Billing for these charges will be issued subject to the terms of this section.

7.7 Administration Fee

The School will charge an Administration Fee where an account remains unpaid 14 days after the due date and no extension of time to pay has been given by the School, an Administration Fee of \$205 will be charged to the account. A further Administration Fee of \$240 will be charged for each period of 30 days thereafter where the account remains unpaid.

Tuition and boarding fees can be paid in twelve monthly instalments for families in financial need, following discussions with Business Services. Where there is an agreed payment arrangement in place and if there will be a change in your agreed payment arrangement this must be communicated in writing to Fees@mggs.vic.edu.au one working day before the next instalment payment date. All broken arrangements will incur a \$200 Administration Fee each time an arrangement is broken. In these situations, the School also reserves the right to cancel the arrangement.

Administration Fees are charged to recover the costs associated with attempting to collect the overdue debts, and strains placed on working capital.

8.0 FEE DISCOUNTS

8.1 Sibling Discount

The School provides a 7.5% discount on tuition fees to second daughters, a 17.5% discount to third daughters, and a 37.5% discount to fourth daughters concurrently enrolled at MGGS.



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8.2 Advance fee payment options

There is currently no prepayment option available which attracts a tuition discount. Please contact the Business Services Department if you wish to be kept informed about new prepayment options when they become available in future.

9.0 IMPLEMENTATION OF THE POLICY

The policy is available on eVI and the MGGS Website.