

# Enrolment Policy and Procedures



Melbourne Girls Grammar  
an Anglican school

Melbourne Girls Grammar is an open entry school. Students at MGGS come from a range of different 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.

There are five main entry points for student admission to the School: ELC, Prep, 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 Admission does not itself constitute an enrolment. Generally, applications are placed on a waitlist in order of receipt of the application.

However, at the discretion of the School, applications may be given preference on the waitlist because the applicant is/has:

- a sister currently or previously enrolled at MGGS
- a daughter or granddaughter of a former student of MGGS
- a boarding applicant
- one of a number of applicants from the same immediate family
- a daughter of permanent staff at MGGS
- a returning student who was offered priority at the time of departure.
- An ELC student seeking full time enrolment and /or continuing on to Junior School.

## 1. The Application Process

- 1.1. An application must be made on the School's official Application for Admission form either in hard copy or on-line.
- 1.2. An application fee (non-refundable) and a copy of the Birth Certificate (or similar documentary evidence of date of birth) must accompany the Application for Admission form.
- 1.3. Parents will be invited to bring their daughter to the School for an interview with the Principal or her delegate approximately eighteen months to two years before the nominated date of entry. If possible both parents should attend this interview.
- 1.4. Parents will be asked to complete a Learning Profile Information 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. A copy of the most recent school report must be enclosed with the returned Learning Profile.
- 1.5. Admission to the School is conditional upon the Principal being satisfied as to the suitability of the applicant. Parents will be notified, after the interview, if a place will be offered to their daughter at the School.
- 1.6. If a place is offered, a formal letter of offer and acceptance of enrolment form is forwarded to the parents who respond to this letter, in writing, accepting the place and securing it with the enrolment fee. (If a boarding house place is required, an additional boarding house enrolment fee is also required).
- 1.7. If an enrolment is deferred to another year and year level after acceptance, all enrolment fees are carried forward and the enrolment is moved to the requested year of entry and the year level. *If the deferment is for 2 years or more, a second enrolment interview may be required.* Deferred or cancelled enrolments can be reinstated
- 1.8. Change of address should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of a student's application may result.

## 2. ELC Enrolments

- 2.1. ELC enrolments are conducted as stated in Section 1 with the following variations:
- 2.2. An Offer of Enrolment, conditional upon an enrolment interview with the Deputy Head of the ELC, is made 18 months prior to the date of entry. The enrolment interview will take place in the term prior to the date of entry.
- 2.3. Children are to be toilet trained prior to commencement.
- 2.4. Minimum age requirements
  - 2.4.1. 3YOK – students must be 3 years of age by 31 January in the year of entry. A Term 2 intake may be offered for those students who are 3 years of age by Term 2 in the year of entry.
  - 2.4.2. 4YOK – students must be 4 years of age by April 30 in the year of entry.

## 3. Junior School Enrolments

- 3.1. Junior School enrolments are conducted as stated in Section 1 with the following variations:
  - 3.1.1. Minimum age requirements
    - 3.1.1.1. Preparatory level - students must be 5 years of age by April 30 in the year of entry.

## 4. Full Fee Paying Overseas Student (FFPOS) Enrolments

- 4.1. FFPOS enrolments are conducted as stated in Section 1 with the following variation:
  - 4.1.1. A full fee paying overseas student is defined as a student whose visa status, under Australian Immigration law does not make them eligible to be charged Australian domestic educational tuition fees.
  - 4.1.2. All FFPOS applications must be accompanied by the following documentation:
    - 4.1.2.1. a copy of an Australian English Assessment Standard (AEAS) test report
    - 4.1.2.2. a copy of the Passport / Visa
    - 4.1.2.3. a copy of the most recent school report (certified English translation required)
    - 4.1.2.4. full details of Welfare Guardian if the family is not residing in Melbourne.
  - 4.1.3. The Family attends an enrolment interview with the Principal or her delegate (one or both parents, the Welfare Guardian and the student are required). A telephone interview may be arranged if the family is not located in Melbourne at the time of the interview.
  - 4.1.4. The applicant and her family/guardian/agent must be interviewed by the International Student Co-ordinator. The applicant may also be required to complete MGGS English language testing.
  - 4.1.5. A formal letter of offer outlining the conditions of the enrolment is forwarded to the family/agent who responds to this letter, in writing, agreeing to the conditions outlined and accepting the place. The family secures this place with payment of the enrolment fee, two (2) terms' tuition fees, the technology levy and the health insurance levy. (If a boarding house place is required, a boarding house enrolment fee is also required along with two terms' boarding fees).
  - 4.1.6. If an enrolment is deferred after the enrolment interview, there is no guarantee of a place at another year level unless a Holding Fee, as specified in the "Schedule of Fees and Charges" is paid. Without payment of the Holding Fee the application will be returned to the application register for the next requested year and year level.
  - 4.1.7. All new students commencing at the beginning of Term I each year must attend the compulsory Intensive English Program held at the beginning of their commencement term.

## 5. Fees and Charges

- 5.1. All fees are reviewed annually.
- 5.2. No student may commence until all initial charges (application fee, enrolment fee and required tuition and, if applicable, boarding fees) have been paid.
- 5.3. Application Fee
  - 5.3.1. A non-refundable fee of \$80 (including GST) is payable at the time of lodging the application form.
- 5.4. Enrolment Fee
  - 5.4.1. A non-refundable enrolment fee of \$1,000 is payable for enrolment at Kindergarten to Year 11 by the date nominated in the formal letter of offer. If the fee is not received by the due date, the enrolment may be cancelled.
  - 5.4.2. An additional non-refundable fee of \$250 is required for boarders.
  - 5.4.3. No student may commence until all initial charges (application fee, enrolment fee and one term's fees) have been paid.
- 5.5. Holding Fee
  - 5.5.1. Where a student leaves the School for a period, or where entry is deferred after a place has been confirmed, the place will be held on the payment of a Holding Fee. The Holding Fee is non-refundable unless advice in writing is given at least one full term in advance of the student's return. The fee will be applied against tuition fees charged on entry of the student to the School.
- 5.6. Student Withdrawal
  - 5.6.1. Where a student leaves prior to the completion of Year 12, one full term's prior notice is required in writing to the Principal. Where less than one full term's notice of withdrawal is given in writing to the Principal, a penalty fee equivalent to one term's tuition fee will be payable.
  - 5.6.2. Where a boarder changes to daygirl status the same one full term's notice is required or a penalty fee of one term's boarding fee will be payable. One full term's notice in writing is required in the case of a student choosing to withdraw from the School. Unless such notice is received in writing by the Principal, a penalty equivalent to one term's tuition fee will become payable.
- 5.7. Technology Levy
  - 5.7.1. A compulsory Technology Levy is applied to accounts for Years 5 - 12 students. This is applied to accounts in the year of study.
- 5.8. Billing of Fees
  - 5.8.1. Tuition and boarding fees are billed one term in advance and reviewed annually by the School Council.
  - 5.8.2. An account is forwarded at the beginning of each term and is payable within 14 days of the beginning of that term.
- 5.9. Extra Activities
  - 5.9.1. Extra activities offered outside the standard curriculum attract separate charges. Fees are available in a separate schedule that is obtainable on request.

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