



MELBOURNE
GIRLS GRAMMAR
 AN ANGLICAN SCHOOL

Enrolment, Fee and Processes Policy

POLICY CATEGORY: ADMINISTRATION, GOVERNANCE

POLICY CONTROL INFORMATION

POLICY RISK RATING	VERSION	OWNER	PUBLICATION
Medium	1.0	Chief Financial Officer	Internal (eVI) / School Community (eVI) / Public (website)
MGGS APPROVER	MGGS APPROVAL DATE	COUNCIL APPROVAL DATE	NEXT REVIEW DATE
Chief Operations Officer	27 Feb 2024	27 Feb 2024	Feb 2027

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1. POLICY OBJECTIVE

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.

The objective of this policy is to clearly outline the Enrolment, Fees and Processes applicable to families of Melbourne Girls Grammar School ("MGGS").

1.1. Scope

This policy applies to the following:

- all new and prospective families of Melbourne Girls Grammar (MGGS)
- all MGGS staff
- all students
- all parents/guardians

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.

2. POLICY SECTION

2.1. Admission

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).

2.2. The Application Process

2.2.1 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.

2.2.2 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.

2.2.3 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.

- 2.2.4** 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.
- 2.2.5** 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.
- 2.2.6** 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).
 - 2.2.6.1** 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.
- 2.2.7** 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.
- 2.2.8** 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.
- 2.2.9** 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.
- 2.2.10** In accepting enrolment at MGGs a family agrees to uphold the School's values in their interactions.
- 2.2.11** All students enrolled at MGGs must wear MGGs school uniform, excluding students in 3 Year Old Kindergarten.

2.3. ELC Enrolments

The Early Learning Centre ('ELC') offers up to three classes for both the 3-year-old and 4-year-old kinder programs. Students spend between two and three years in the ELC. Enrolments at the School's Early Learning Centre ('ELC') are conducted as stated in this Policy with the following variations:

- 2.3.1** 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.
- 2.3.2** Minimum age requirements:
 - 2.3.2.1** 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.

2.3.2.2 4YO Program: Students must be four years of age by 30 April in the year of entry.

2.3.4 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. This is in accordance with the No Jab, No Play legislation enacted in 2016 by the Victorian Government.

2.3.5 It is an expectation that students are day time toilet trained.

2.3.6 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.

2.3.7 Enrolment Priority

There may be a limited number of places available for children not intending to go on to Prep. Places will be offered for the calendar year only and allocated once all acceptances have been received from applicants who meet the above enrolment criteria.

Preference within each category will be based on date order of registration. Waiting lists will also reflect the same order of priority.

2.3.8 Operating Times

A full day is 8:45am to 3:15pm.

Children in 3-year-old kindergarten may attend a minimum of three days per week but may choose to attend for four or five days per week.

The 4-year-old program is full-time, namely five days per week.

2.3.9 Funding

Funding is as detailed in Appendix 1 to this Policy.

2.4. Junior School Enrolments

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

2.4.1 Minimum age requirements:

2.4.1.1 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.

2.4.2 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.

2.5. International Student on a Student Visa

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

2.5.1 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.

2.5.2 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.

- 2.5.3** 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.
- 2.5.4** 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.
- 2.5.5** 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).
- 2.5.6** 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.
- 2.5.7** 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.

2.6. 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.

2.6.1 Application Fee

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

2.6.2 Enrolment Fee

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

2.6.3 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.

2.6.4 Student Withdrawal

2.6.4.1 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.

2.6.4.1 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.

2.6.5 Billing of Fees

2.6.5.1 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.

2.6.5.1 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.

2.6.6 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.

2.6.7 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.

2.7. Fee Discounts

2.7.1 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.

2.7.2 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.

2.8. Implementation of the Policy

The policy is available on eVI and the MGGS Website.

APPENDIX 1: Early Learning Center (ELC) Funding

All children enrolled in our Three and Four Year old Kindergarten Programs are funded partly by the Victorian Government for two years of Early Learning. Students will be funded in:

- the first year of Three Year Old Kindergarten for children who turn 3 years of age by April 30 in their year of attendance
- The first year of Four Year Old Kindergarten for children who turn 4 years of age by April 30 in their year of attendance.

The amount of funding is based on the parent occupation data that is collected on the Enrolment form at time of entry. This information is shared with the Department for funding purposes. This funding is paid directly to the school and has been incorporated into the calculation of the Net Annual Tuition Fee. Funding can only be accessed at one service during each year. Tuition fees are charged to help meet the running costs of the Early Learning program.

Childcare subsidy

As the ELC is not an approved long daycare childcare provider through the Commonwealth Government there is no entitlement available for parents to access the Child Care Subsidy.

Additional Funding

Parents of children attending the 3- and 4-year-old ELC programs, providing they are eligible, may be entitled to a Kindergarten Fee Subsidy or Early Start Kindergarten Extension Grant administered by the Department of Education and Training.

Kindergarten Fee Subsidy

The Kindergarten Fee subsidy allows children to access 15 hours of funded Kindergarten delivered by a qualified early childhood teacher at a lower cost.

To be eligible for this subsidy your child must satisfy one of the following requirements:

1. Your child identifies as Aboriginal and /or Torres St Islander
2. Your child is identified on their birth certificate as being a multiple bit (triplets or more)
3. Your child holds or has a parent that holds one of the following:
 - A Commonwealth Health Care Card
 - A Commonwealth Pensioner Concession Card
 - A Department of Veterans Affairs Gold Card or White Card
 - Refugee or Asylum Seeker Visa (200-204, 786 or 866)
 - Bridging Visas for any of the above Refugee or Asylum Seeker visa
 - Your family or child has a humanitarian or refugee visa listed by the Department of Immigration and Border Protection which is not included in the above list, your child may still be eligible for the Kindergarten Fee Subsidy

Early Start Kindergarten Extension Grant

Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for 2 years before starting school. To be eligible, your child must be 3 by 30 April in the year they start kindergarten, and:

- from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- your family has had contact with child protection.

Children can also access free or low cost Four-Year-Old Kindergarten through the Early Start Kindergarten Extension Grant

Please speak to the Head of Early Learning about your child's eligibility and present your concession card, health card, visa, birth certificate or other relevant documents. We will then apply for the Kindergarten Fee subsidy/ Early Start Extension Grant on your behalf. The payment will be made

directly to the service and will allow your child to attend up to 15 hours a week at a lower cost. You may apply for the kindergarten fee subsidy or extension grant at any time during the year.

Priority of access

The Early Learning Centre adheres to the requirements of the Department of Education and Training's Priority of Access requirements. In instances where more eligible children apply for a place at a kindergarten service than there are places available, the service must prioritise children based on the following criteria:

- children at risk of abuse or neglect, including children in Out-of-Home Care;
- Aboriginal and/or Torres Strait Islander children;
- asylum seeker and refugee children;
- children eligible for the Kindergarten Fee Subsidy;
- children with additional needs, defined as children who: - require additional assistance in order to fully participate in the kindergarten program; - require a combination of services which are individually planned; - have an identified specific disability or developmental delay

Exemption from starting School

Parents need to seek an exemption from the school if children turn six before, or while they're at funded kindergarten. Children can go to kindergarten when they're six years old if they have a disability, developmental delay or it's a special situation. If your child will turn six before or while they're in their first or second year of funded kindergarten, parents must get an exemption from starting school.

Second year of Funded Four-Year-Old Kindergarten

Parents can apply for an exemption from school if a declaration form has been filled in by your child's teacher and sent to the department. The form confirms your child has a delay in two or more key developmental areas. The school supports you in completing your child's documentation and it will be submitted by the teaching team to the department on your behalf.

Kindergarten inclusion for children with a disability

At MGGS, support is available within the school and from a multidisciplinary team to plan and implement a program that is responsive to the individual abilities, interests and needs of children with a disability, developmental delay or complex medical needs. MGGS is an inclusive school and ensures that all children can participate, learn and develop in an environment that supports their individual strengths and interests. Inclusive programs provide for each child's interests and abilities, across all learning and development outcomes identified in the Victorian Early Years Learning and Development Framework (VEYLDF)

Application Date

Early registration is strongly encouraged. Regular Open Days will be held throughout the year, and tours can be arranged at other times if required. Please contact our Enrolments office for further details. These tours will enable parents to make an informed decision about enrolling their child in Early Learning. The selection criteria will be applied and offers of place will be made in accordance with the enrolment priorities.

Further information

For more information about early entry to kindergarten and school please speak to Margaret Sellar, Head of Early Learning, or contact the department at: 900/1 McNab Avenue, Footscray 3011

Area: Western Melbourne Region

South Western Email: swvr@edumail.vic.gov.au **Phone:** 1300 333 232

Further information about Early and late entry to kindergarten can be found at:

<https://www.vic.gov.au/early-start-kindergarten-information-professionals>

DET (Department of Education) kindergarten funding guide for further information:

<https://www.vic.gov.au/kindergarten-funding-guide>

3. POLICY COMPLIANCE

3.1. Policy Breach

A breach of this policy or procedure may lead to disciplinary action. All breaches related to this policy should be reported to the Policy Owner and the Risk and Compliance Manager.

3.2. Policy Compliance monitoring

Compliance with this policy will be monitored by the **Risk and Compliance Manager** and this may include independent audits and reviews.

4. DEFINITIONS

Term	Definition
Enrolment	School enrolment involves the collection of personal information about the student and their family. This process requires parents/carers to complete an enrolment form with supporting documentation which is to be returned and processed by the school.
International Student	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.

5. RELATED POLICIES, PROCEDURES AND LEGISLATION

5.1. MGGS policy and procedure alignment

- [Enrolment Fee Schedule](#) (Overseas)
- [Enrolment Fee Schedule](#) (Local)

5.2. Related legislation

The following legislation, standards and regulations apply and this policy aligns with these mandated requirements:

- *Ministerial Order 1359*;
- *Education and Training Reform Act 2006* (Vic);
- *Child Wellbeing and Safety Act 2005* (Vic);

Further information on this policy can be obtained from:

Chief Financial Officer

6. POLICY REVIEW AND APPROVAL

This Policy is rated Medium risk. This Policy will be reviewed on a 3-year basis or more frequently, if required, to keep up-to-date with changes to laws and government policies. This Policy is to be reviewed by the Chief Executive Officer.

Any proposed changes to this Policy must be approved by Chief Operations Officer.