Full Fee Paying Overseas Student Enrolment Policy

Policy Audience: Public Document

	Help for non-English speakers. If you need help to understand this policy, please contact us at enquiries@kilvington.vic.edu.au

1.0 Who We Are

1.1 Kilvington Grammar School (the School) is a non-selective, open entry school. While based on the Christian principles of the Baptist Church, the School welcomes students of all faiths and from all parts of the world.

1.2 The School has one campus in Ormond, which is 12kms from the centre of Melbourne. The School provides education to overseas students from Preparatory (Prep) to Year 12 (inclusive) and has excellent student to teacher ratios and a modern campus, with spacious classrooms, sports courts, playgrounds, gardens and a well-equipped library. Technology is fully integrated into our classrooms, with electronic whiteboards and wireless internet.

2.0 Definitions

2.1 '**Applicant**' means the person/s set out in the Enrolment Applicant Form being the Parents and/or Guardian/s of the child seeking enrolment at the School.

2.2 '**Disability**', in relation to a student, means:

a) total or partial loss of the student's bodily or mental functions; or
b) total or partial loss of a part of the body; or
c) the presence in the body of organisms causing disease or illness; or
d) the presence in the body of organisms capable of causing disease or illness; or
e) the malfunction, malformation or disfigurement of a part of the student's body; or
f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

2.3 '**Enrolment Agreement**' means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

2.4 '**Enrolment Application Form**' means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the School.

2.5 '**Student**' means the student named in the Enrolment Application.

2.6 '**The Principal**' means the Principal of the School, or the Principal's authorised representative.

2.7 '**The School**' means Kilvington Grammar School.

3.0 Purpose

3.1 The purpose of this Full Fee Paying Overseas Student Enrolment Policy (the Policy) is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to a prospective enrolment at the School.

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CRICOS Provider Code: 00149A
CRICOS Course Code Prep – Year 6: 019777F
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4.0 General

4.1 The School offers places according to the following entry preference criteria. Preference is given to the children of families with direct links to the School (siblings of current students, children of Alumni, and current staff), places are also reserved for scholarship awardees, with the remaining places being filled according to date of application. The School reserves the right to also determine priority of applications at the Principal's discretion.

4.2 As an English instruction school, we require a minimum level of English fluency. For more information, please contact the Admissions Department.

5.0 Overseas Enrolments

5.1 The School is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and provides education to overseas students. The School's CRICOS course code is 005349G.

5.2 The School is regulated by the Education Services for Overseas Students (ESOS) Framework, found here: https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx.

5.3 The School welcomes Students from all parts of the world, and is committed to providing a quality education to all of its Students.

5.4 In order to ensure the School can provide all Students with the same quality of education, Students who are enrolled from overseas need to meet English language proficiency requirements and provide evidence of their level of schooling. The School will require that a Student enrolling from overseas have at least 6 months of English language school proficiency, or an equivalent standard as required by the School. For more details, please refer to the School's Full Fee Paying Overseas Students English Language Proficiency Policy.

5.5 The School does not provide interpreters or translators to Students.

5.6 Students enrolling from overseas complete the same courses of study as all other Students. This involves compulsory (or core) subjects and, from Year 8, elective subjects.

5.7 Assessment tasks vary depending on the subject and are in line with the curriculum at each year level.

5.8 All Students must attend each day during the published school terms, unless they are unwell. The School can require an unwell Student to provide a medical certificate. For more information about attendance, please refer to the School's Full Fee Paying Overseas Students Academic Progress and Attendance Policy.

5.9 There are four school terms, with School holidays at the end of Terms 1, 2, 3 and 4. For information about Term Dates, please **click here**.

5.10 The School provides holiday care or holiday programs to Junior School students. Where applicable, an overseas student may arrange with a Homestay Host to stay at the homestay home during School holidays.

5.11 Students are expected to take breaks only during School holidays, and breaks or trips outside of these holidays require permission in advance from the School. Overseas students must also adhere to the Department of Home Affairs Visa requirements.

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5.12 Students are expected to participate in full academic and co-curricular programs.

5.13 Students at the School complete the Victorian Certificate of Education (VCE). Unit 1 and 2 subjects are usually studied in Year 11, and Unit 3 and 4 subjects are usually studied in Year 12. For students undertaking a Scored VCE, the marks they obtain in the VCE subjects contribute to a university entrance score, known as an Australian Tertiary Admission Rank (ATAR).

5.14 For more details regarding assessments and attendance, please refer to the School's Full Fee Paying Overseas Student Academic Progress and Attendance Policy.

5.15 Fees for all Students must be paid on time, and no Student will be allowed to continue with their enrolment at the School, if any fees are outstanding.

5.16 Students may have their enrolment terminated if they breach any condition of enrolment, including:

a) Standards of behaviour and expectations of attendance at School; and
b) Any breach of their Homestay Responsibility Agreement.

6.0 Living In Australia

6.1 The School has a Duty of Care to all Students. Students enrolling from overseas have two accommodation options:

a) Suitable living arrangements approved by the School; or

b) Accommodation with a Homestay Host approved by the School.

6.2 For information regarding support for overseas students, including Homestay accommodation, Student support and general welfare arrangements, please refer to the School's Full Fee Paying Overseas Students Younger Overseas Student Policy and Child Safety and Wellbeing Policy.

7.0 Enrolment Procedures

7.1 An Application for Enrolment form needs to be completed and returned to the Director of Admissions together with a copy of the child's birth certificate, School reports and any relevant academic, development and medical assessments should also be included with the application.

7.2 The Application for Enrolment form must be signed by both biological parents (unless a court order as provided to the School provides otherwise, or a biological parent is deceased or lost capacity). In addition, parents must pay any fees, submit a copy of school report, a copy of birth certificate or passport, and provide any additional information requested by the School to satisfy its Government reporting obligations).

7.3 Upon receiving the completed Application for Enrolment form the School places the child on the waitlist for entry into the year and level requested.

7.4 The School contacts families according to its entry preference criteria to arrange an interview.

7.5 The child attends an interview, generally with the Principal and Director of Admissions and / or Head of School. The purpose of the interview is to identify the child's interests and strengths and any areas where extra support or adjustment may be required, to assist in the appropriate placement of the child.

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7.6 If the School requires additional information about a child, the family should assist or authorise the School to obtain such information. There may then be a need for further discussions between the School and the family.

7.7 The enrolment process will generally be as follows:

a) an Offer of Enrolment may be made, in which case a formal letter will be sent to the family including Confirmation of Enrolment documents for completion and return;

b) the family returns the Confirmation of Enrolment documentation together with the Enrolment Fee. The Enrolment fee is due when a place is formally accepted for each child entering the School; and

c) the School confirms a place for the child.

7.8 Please refer to the School's Full Fee Paying Overseas Student Business Regulations International Students Enrolment and Written Agreement (the Written Agreement) for further information on Prep enrolment procedures.

7.9 Please refer to the Written Agreement for Application and Enrolment fees and charges, as well as the School's policy on fees, charges and payment of accounts. Our fees are published on the School website and are reviewed each year, and may be increased after a review. In addition to fees, there are other amounts payable (including for uniform, camps and technology), and detail of those charges can be found on the School's website.

8.0 Withdrawals

8.1 One full term's notice in writing to the Principal must be given to withdraw a student from the School, or one full term's tuition fee will be charged.

8.2 Please refer to the Written Agreement for further information on attendance and withdrawal procedures.

9.0 Discounts

9.1 A sibling discount for families with two or more children attending the School is available as follows:

a) 5% applies for the second child;

b) 10% for the third; and

c) 15% for the fourth.

9.2 This discount will apply to Tuition Fees only and not to any other fees or charges. A sibling allowance will not apply if a student is awarded a scholarship, bursary or any other similar concession.

10.0 Reasonable Adjustments

10.1 Where information obtained by the School indicates that a Student has a disability, the Principal will consult with the Student and the Applicant to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

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10.2 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

a) the nature of the Student's disability;

b) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;

c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;

d) information provided by, or on behalf of, the Student about their preferred adjustments;

e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programs and achieve learning outcomes and independence;

f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and

g) the costs and benefits of making the adjustment.

10.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the School to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

10.4 The School will take all reasonable steps to support the Student who may be disadvantaged by:

a) additional costs or other requirements, including for the Student with special needs, from undertaking online or distance learning; and/or

b) inability to access the resources and community offered by the education institution, or opportunities for engaging with other overseas students while undertaking online or distance learning.

10.5 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case, including:

a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student). This includes (without limitation);

b) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;

c) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;

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d) the effect of the disability of the Student;

e) the School's financial circumstances and the estimated amount of expenditure required to be made by the School - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;

f) the impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable;

g) the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and

h) the nature of the Student's disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

10.6 The Principal will discuss with the Student and their family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.

10.7 If the Principal is satisfied that they have sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship the School may decline to offer the Student a position or may defer the offer.

11.0 Change of Visa Status

11.1 If there is a change of Visa status from FFPOS to Domestic during the course of the student's enrolment, domestic student billing fees will apply at the commencement at the next billing cycle.

11.2 It is the School's policy to not refund or pro-rata any international school fees during the course of enrolment.

12.0 Privacy

12.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy, found on the online school portal for more information.

13.0 Relevant Legislation and Standards and Related Documents

13.1 Relevant Legislation and Standards

- Education Services for Overseas Students Act 2000 (Cwlth).
- Migration Act 1958 (Cwlth).
- National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- Victorian Child Safe Standards 2022.

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13.2 Related Documents

- Child Safety and Wellbeing Policy
- Complaints Resolution Policy (Parents, Guardians and Students) Policy
- Full Fee Paying Overseas Student Academic Progress and Attendance Policy
- Full Fee Paying Overseas Student Assessment of English Language Proficiency Policy
- Full Fee Paying Overseas Student Business Regulations: International Students Enrolment and Written Agreement
- Full Fee Paying Overseas Student Education Agent Policy
- Full Fee Paying Overseas Student Enrolment Deferment, Suspension or Cancellation Policy
- Full Fee Paying Overseas Student Refund Policy
- Full Fee Paying Overseas Student Transfer Request Policy
- Full Fee Paying Overseas Student Younger Overseas Student Policy
- Kilvington Grammar School Homestay Responsibility Agreement
- Privacy Policy

14.0 Evaluation

Policy reviewed: August 2026
Approval: The Executive
Review cycle: 5 years

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