



# Mernda Hills Christian College

## Enrolment Policy and Procedures

### Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Mernda Hills Christian College					
0	Dec 2026	Jan 2024	<ul style="list-style-type: none"><li>New Policy</li></ul>	Mark Roberts	ASV Board Principal
1	Nov 2023	Jan 2024	<ul style="list-style-type: none"><li>Clarified Enrolment Agreement</li><li>Added Appendix 1</li></ul>	Mark Roberts	Exec Leaders
2	Apr 2024	Apr 2024	<ul style="list-style-type: none"><li>Update to clause 4.2</li></ul>	Sherae Wilson	Exec Leaders
3	Apr 2024	Apr 2024	Defined waiting list. Amended clause 5.1, 5.3 and 5.5 and 7.1.2.1 to delete "waiting list" and replace it with applicant list.	Mark Roberts	Executive Leadership

## 1. Purpose

1.1. Mernda Hills Christian College (the College) is committed to ensuring that Students are enrolled in the College in a manner that is fair and transparent.

1.2. The policy sets out the basis on which Students are enrolled and specifies the information that is required from families on entering an enrolment agreement with the College as set out in this Policy, the school Enrolment Terms and Conditions document, other school policies, Codes of Conduct and handbooks.

## 2. Scope

2.1. This policy applies to College staff, Applicants and current and future Students seeking admission to the College.

## 3. Policy principle

3.1. The College values diversity across the College community and this principle shapes the way in which the College's admissions criteria are applied.

3.2. Applicants are expected to support the ethos, culture, and policies of the College.

3.3. The College welcomes applications from Students whose families are supportive of the aims and methods of the College.

## 4. Admissions Criteria

4.1. Students will be offered a place at the College (in Prep to Year 12) according to the date the application was received.

4.2. Students enrolling in Prep must have turned 5 years old before 30 April of the year. The Principal has the discretion to enrol students if they are under the age criteria based on academic ability, professional recommendation and best interests of the child.

4.3. To be offered a place at the College, Students entering Prep – Year 12 must demonstrate a satisfactory command of the English language in order to meet the requirements of the Australian curriculum.

## 5. Priority order of enrolment

5.1. All Applicants must submit the Enrolment Application fully signed and completed. Enrolment Applications will only be recorded on the applicant list if the Applicant has correctly submitted to the College the Enrolment Application form in the form required and with all relevant Fees paid.

5.2. Once a Student has commenced at the College, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn or removed from the College. The College, at its discretion, may require an enrolment application for transition from primary (Y6) to secondary (Y7). This application will not attract an enrolment application fee but may require the payment of the appropriate commitment fee.

5.3. At the discretion of the College, some applications may be given preference on the applicant list on the basis of criteria such as (in no order):

5.3.1. Applications for children who have siblings who are present or past students of the College;

5.3.2. Applications for children from Christian families; or

5.3.3. Applications for children of staff members at the College.

5.4. A Student who has previously concluded his or her enrolment at the College because of dissatisfaction on the part of the Student, Parents, or the College, would not normally be considered for re-enrolment.

5.5. The College reserves the right to refuse an application or remove an application from the applicant list if there are reasonable grounds for doing so, for example, when the Applicant is unable to be contacted by the College or where the Student is too young to enter that year level.

## 6. Enrolment Agreement

6.1. **“Enrolment Agreement”** means the Agreement comprising the Enrolment Policy, the Terms and Conditions of Enrolment, Parent Code of Conduct and Student Code of conduct.

6.2. Enrolment in the College is confirmed when a letter of offer is accepted and signed by the applicant, and all documentation requested in the letter of offer and the Commitment Fee has been received by the College (*refer appendix A*). Failure to reply within the period prescribed in the letter of offer may result in the offer being withdrawn.

6.3. By enrolling in the College, the Applicant and Student agree to the terms and conditions of the Enrolment Agreement which includes this Policy, the Enrolment Terms and Conditions the Parent Code of Conduct and Student Code of Conduct, which may be changed during the period of enrolment at the discretion of the College.

6.4. Apart from the specific documents forming the Enrolment Agreement, the College's rules, policies and procedures do not form part of the Enrolment Agreement.

6.5. Upon enrolment of the Student at the College, the Applicant and Student will abide by the College's rules, policies, and procedures. Failure to abide by the College's rules, policies and procedures may result in disciplinary action or cancellation of enrolment.

## 7. Enrolment procedure

7.1. The enrolment procedure is as follows:

7.1.1. Complete the Enrolment Application online (Hard copy may be acceptable in some circumstances), with:

7.1.1.1. The payment by electronic transfer of a non-refundable Application Fee; and

7.1.1.2. Any accompanying documents as specified in the Enrolment form are to be uploaded with the application.

7.1.2. Following receipt of an Enrolment Application form:

7.1.2.1. The Student's name is registered on the applicant list for the calendar year and the year level nominated; and

7.1.2.2. An interview with the Principal, Head of School, or delegate is arranged. At this interview the Principal will outline what the College can offer the Student and their family, and discuss any special needs with the Applicant. At this interview, the student may be required to sit an age appropriate AGAT test. See Enrolment Process Flowchart in *Appendix B*.

7.1.2.3. The family is expected to accurately represent the needs of their child. The Applicant may be required to provide additional information before the process can continue.

7.1.2.4. NOTE: Readiness Assessment - Foundation: All students applying for Foundation attend a readiness day to assess their social and emotional readiness to start school.

7.1.3. Following the interview, applications are presented to the enrolment committee for a final decision

7.1.4. A formal letter of offer of a place in the College may be made once all required information has been provided, an interview has been held with the Principal and the enrolment committee has met.

7.1.5. If the applicant accepts the offer of enrolment, a non-refundable payment of a commitment fee is required within the stipulated time frame as noted in the offer correspondence.

7.1.6. Submission of the Enrolment Application and payment of the Application Fee are not confirmation of enrolment and do not guarantee a place at the College.

7.2. Enquiries and visits are always welcome and can be arranged by contacting the College.

7.3. The College will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account, as well as:

7.3.1. the College's capacity to meet the needs of the student;

7.3.2. the Student's progress in previous school/s with an emphasis on behaviour and attitude (if applicable);

7.3.3. the Applicant's and Student's willingness to commit to the expectations of the College and its Christian beliefs; and

7.3.4. current enrolments in the year level the Applicant is applying to enter.

7.4. An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

7.4.1. relevant information is withheld, or information provided is found to be inaccurate; or 7.4.2. there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Student and family involved.

7.5. To assist the Principal in making a determination regarding enrolment, the College may request:

7.5.1. immunisation records;

7.5.2. parenting and living arrangements or court orders (if relevant);

7.5.3. birth certificate, evidence of Australian citizenship or permanent residency; and

7.5.4. evidence to show the prospective Student and the family would be supportive of the mission of the College and its expectations for its students and parents, and capable of paying fees.

7.6. Applicants may make a request to change the year of entry for the Student. These requests must be submitted in writing. The assessment process, including the interview, will recommence. If the Enrolment Application Fee has been paid, it does not need to be paid again.

## 8. Withdrawals or Deferrals

8.1. If a Student is enrolled and then withdraws before the scheduled commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Application Fee and the Commitment Fee, will be returned provided the College has been provided with one full term's advance notice.

8.2. Applicants may make a request to defer an accepted place for entry to a later year in accordance with the terms stated in the Conditions of Enrolment.

## 9. Appeals Process

9.1. Where the College does not offer a place to a Student for enrolment in the College, Applicants may appeal the College's decision within 3 weeks of being notified they have not received an offer of enrolment.

9.2. The appeal must be in writing, signed by the Applicant and include:

9.2.1. name of Student;

9.2.2. name and signature of Applicant; and

9.2.3. grounds for appeal.

9.3. The College will appoint an appropriate person, other than the Principal, to assess and make a determination for appeals on a case-by-case basis. The College may preference Students as set out in its *Enrolment Policy or Terms and Conditions of Enrolment* and as permitted by Schedule 4 to the Education and Training Reform Regulations 2017. The College will notify the Applicant of the outcome of the appeal within 2 weeks of receiving the appeal.

9.4. If Applicants are not satisfied their appeal was adequately considered, Applicants can escalate their appeal to the Principal.

9.5. An appeal to the Principal must be made in writing, signed by the Applicant, within 14 calendar

days after the Applicant received notice that their initial appeal was unsuccessful.

9.6. The Principal will consider the escalated appeal in accordance with the principles of natural justice, compassionate grounds and permitted preference of the College. This may involve a meeting with the Applicant or conducting an investigation to obtain further information about the Application and the child.

9.7. The Principal will make a determination and communicate it to the Applicant. This concludes the appeals process. The decision is final.

## 10. Reasonable adjustments

10.1. Where information obtained by the College indicates that a Student has a Disability, the Principal (or their delegate) will consult with the Student, and his or her family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

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

10.2.1. the nature of the Student's Disability;

10.2.2. the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;

10.2.3. 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;

10.2.4. information provided by, or on behalf of, the Student about his or her preferred adjustments;

10.2.5. the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;

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

10.2.7. the costs and benefits of making the adjustment.

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

10.4. If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College 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 College, the Principal will take into account the relevant circumstances of the case including the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other

Students, staff, the College community, the Student, and the family of the Student). This includes (without limitation):

10.4.1. 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; and

10.4.2. benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students, and teachers; and

10.4.3. the effect of the Disability on the Student; and

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

10.4.5. the impact of the adjustments on the College's capacity to provide education of high quality to all Students while remaining financially viable; and

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

10.4.7. the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

10.5. The Principal will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

10.6. If the Principal is satisfied the Student and his or her parents (as appropriate) have been sufficiently consulted, and adjustments required are not reasonable, or would cause unjustifiable hardship, the College may decide to decline to offer the Student a position or may defer the offer.

## 11. Enrolment Register

11.1. The College has an enrolment register that is a permanent record of the Students admitted to the College. The enrolment register determines those Students for whom attendance must be registered and monitored. The College has processes and procedures in place to ensure that the register is kept up to date.

11.2. Parents of future Students should communicate any change of address to the College via email/in writing so that contact can be maintained. The College will take reasonable efforts to maintain up to date contact details for all families, however, failure to communicate a change of address could mean a loss of enrolment opportunity.

11.3. If false or misleading information is provided in the Application, the College reserves the right to cancel the offer of enrolment.

## 12. Privacy and National Data Collection Statement

12.1. The College collects personal information, including sensitive information regarding parents, guardians, and students, during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information is

to facilitate the enrolment process and, during the course of enrolment, to provide for the best interests of Students. Please refer to the College's Privacy Policy on our website for more information.

12.2. The College may include photographs and/or audio/visual material of the Student captured with or without their name in print and online for distribution within the College community and publications aimed at the wider community. The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual material unless such consent is expressly withdrawn via written notification to the College.

12.3. The College is required to report certain data to the Australian Curriculum, Assessment and Reporting Authority and the Victorian Curriculum and Assessment Authority. This may include Student background characteristics such as sex, Indigenous status, socio-educational background, and language background.

### 13. Definitions

**"Applicant"** means the person/s set out in the Enrolment Application being the Parent/s and/or Guardian/s of the Student listed in that Agreement and if more than one, each of them jointly and severally.

**"Application Fee"** means the non-refundable fee required to be paid with an Enrolment Application form.

**"Charges"** means non-Tuition Fees including, but not limited to general levies, IT charges, consolidated charges, camp, excursion charges, charges for elective subjects, school materials, medical expenses and other expenses referred to in these Conditions of Enrolment.

**"Commitment fee"** means an amount payable by the applicant to secure the place offered to the Student. This payment will be refunded at the commencement of the second term of the year in which the Student joins the College. The College reserves the right to change, amend or waive this fee at the discretion of the Principal.

**"Disability"**, in relation to a student, means:

1. total or partial loss of the Student's bodily or mental functions; or
2. total or partial loss of a part of the body; or
3. the presence in the body of organisms causing disease or illness; or
4. the presence in the body of organisms capable of causing disease or illness; or
5. the malfunction, malformation, or disfigurement of a part of the Student's body; or
6. a disorder or malfunction that results in the Student learning differently from a student without the disorder or malfunction; or
7. a disorder, illness or disease that affects a Student's thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour.

**"Enrolment Terms and Conditions"** means the conditions comprising the Acceptance of Offer of Enrolment, this Enrolment Policy, the Parent Code of Conduct, Student Code of Conduct and student handbooks.

**"Enrolment Agreement"** means the Agreement comprising all of the Enrolment Policy, the Terms and Conditions of Enrolment, Parent Code of Conduct and Student Code of Conduct. Enrolment in the College is confirmed, and the enrolment agreement is deemed complete, when a letter of offer is accepted, and all documentation requested in the letter of offer and the Commitment Fee has been received by the College. *The agreement letter is noted in appendix A.*

**"Enrolment Application"** means the application form for enrolment at the College in relation to the Student.



**“Fee Schedule”** means the list of fees published on the College website.

**“Fees”** includes the Application Fee, Commitment Fee, and Tuition Fees.

**“Parent”** refers to the parent/s and or guardian/s of the student enrolled at the College, and if more than one, each of them jointly and severally.

**“Principal”** means the Principal of the College, or the Principal's delegate.

**“Student”** means the Student named in the Enrolment Application.

**“Terms and Conditions of Enrolment”** means the College's conditions of enrolment which the Applicant will agree to be bound by when accepting any offer of enrolment made by the College, as amended from time to time.

**“Tuition Fees”** means the annual fee per Student applicable for each year level in the College's Early Learning Centre and from Prep to Year 12 payable on the date listed in the Fee Schedule.

**“Waiting list”** means an accepted enrolment application without a specific place available for the prospective student in the appropriate class.

## Related Policies and Processes

- Child Safety and Wellbeing Policy,
- Community Code of Conduct Policy
- Privacy Policy
- Respectful Behaviour Policy

## Relevant Documentation or Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Family Law Act 1975 (Cth)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)

# Appendix A



**MERENDA HILLS**  
CHRISTIAN COLLEGE

370 Bridge Inn Rd, Mernda VIC 3754

(03) 9717 7300

admin@merndahills.vic.edu.au

merndahills.vic.edu.au

<<Date>>

<<Contact\_Name>>

<<Contact\_Street>>

<<Suburb\_PC>>

**RE: Enrolment of <<Student\_Full\_Name>> at Mernda Hills Christian College.**

Dear <<Contact\_Name>>,

We are pleased to inform you that your application to enrol <<Student\_Full\_Name>> at Mernda Hills Christian College has been accepted and we would like to offer <<him her>> a place in our <<Year\_Level>> class for <<Enrolment\_Year>>.

To confirm your acceptance of this place, please complete the attached **'Acceptance of Offer of Enrolment'** form and scan this, together with your Commitment Fee receipt or receipt number back to me by <<Due\_Date>>. A confirmation will be sent to you once the school has received both the documentation and fee.

*Please note failure to return this confirmation and pay the Commitment Fee by the due date may result in the College not being able to hold the position open for <<Student\_First\_Name>>.*

## **Enrolment Agreement**

The following documents comprise the Enrolment Agreement:

- a) Acceptance of Offer of Enrolment
- b) Terms and Conditions of Enrolment
- c) Parent Code of Conduct
- d) Student Code of Conduct

These documents, along with the Enrolment Policy, form part of the agreement between the College, you, and <<Student\_First\_Name>>. Please take the time to read these documents carefully and ensure that you agree to act in accordance with them.

By signing the Enrolment Agreement, you acknowledge that you have read and understood each of these documents, and that you are bound by their terms, and will continue to be bound by the Terms and Conditions of Enrolment as they may be amended from time to time and re-published accordingly by Mernda Hills Christian College.

Further information regarding orientations, information sessions, etc. will be sent to you in late <<Prior\_Year>>. We would like to welcome <<Student\_First\_Name>> to our school community and are confident that <<he she>> will be very happy here.

Please do not hesitate to contact me if you have any matters you would like to discuss.

Yours sincerely,

*Sherae Wilson*

Sherae Wilson  
Enrolment Officer

### ACCEPTANCE OF OFFER OF ENROLMENT

<<I We+>>, <<Contact\_Name>>, accept the enrolment offered by Mernda Hills Christian College for <<my our>> child, <<Student\_Full\_Name>>, to attend <<Year\_level>> in <<Enrolment\_Year>>.

By signing this Acceptance of Offer of Enrolment Form, <<I we>> agree to the following:

- ❖ <<I We+>> accept the terms of the Enrolment Agreement (as amended from time to time) as stated in the declaration below.
- ❖ <<I We+>> accept responsibility for such fees listed in the Fee Schedule, as may be charged in relation to the above student and acknowledge that as <<signatory signatories>> to this offer <<I we>> <<am are\_jointly\_and\_severally>> liable for the payment of fees.
- ❖ <<I We+>> understand that as stated in the Terms and Conditions of the Enrolment document accepted in the Declaration sign off below, that <<I we>> must give the school a **full school term's written notice** if <<I we>> decide to withdraw <<Student\_First\_Name>>'s enrolment. <<I We+>> understand that **failure to provide this notice will leave <<me us>> liable to pay a full school term's fees.**
- ❖ In addition, <<I we>> acknowledge that if one term's notice is not given, Mernda Hills Christian College reserves the right to withhold <<Student\_First\_Name>>'s school report until such a time as the term's fees are paid in full, as well as any other outstanding debts (such as Bus fees).
- ❖ <<I We+>> have read and understood the Parent Code of Conduct and Student Code of Conduct, copies of which are included with this correspondence.

#### **Declaration**

The persons signing this form accept the offer of enrolment and further agree to the terms of the:

- a) Terms and Conditions of Enrolment;
- b) Parent Code of Conduct; and
- c) Student Code of Conduct;

which all together, with the Enrolment Policy, form the **Enrolment Agreement** and agree to be bound by these and any regulations of the College which may from time to time be in force.

Please sign and scan this document back to the enrolment officer by <<Due\_Date>>, along with payment of the commitment fee. A confirmation of enrolment will then be sent to you.

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parent/guardian 1**

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parent/guardian 2**

# Appendix B - Enrolment Process Flowchart

