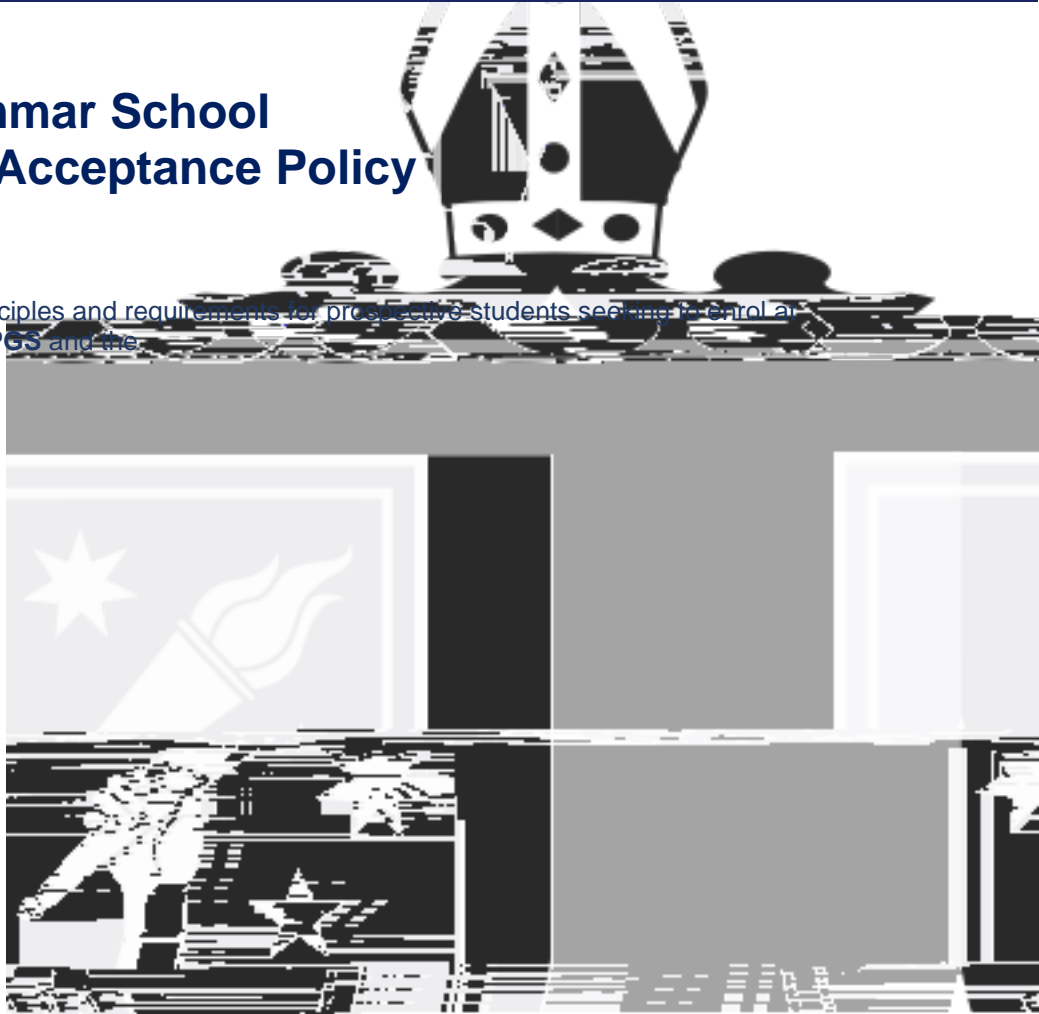




Peninsula Grammar School Enrolment and Acceptance Policy

1. Purpose

This Policy provides clear principles and requirements for prospective students seeking to enrol at Peninsula Grammar School (PGS) and the





Such information is an important requirement in assessing an application for the purposes of duty of care and educational obligations for the student and to fully support the student's academic needs and progress.

Acceptance of the application form and associated documents constitutes a formal expression of interest by parents and/or guardians to enrol a student. It does not guarantee the student a place at the School.

6. Domestic Student Applications

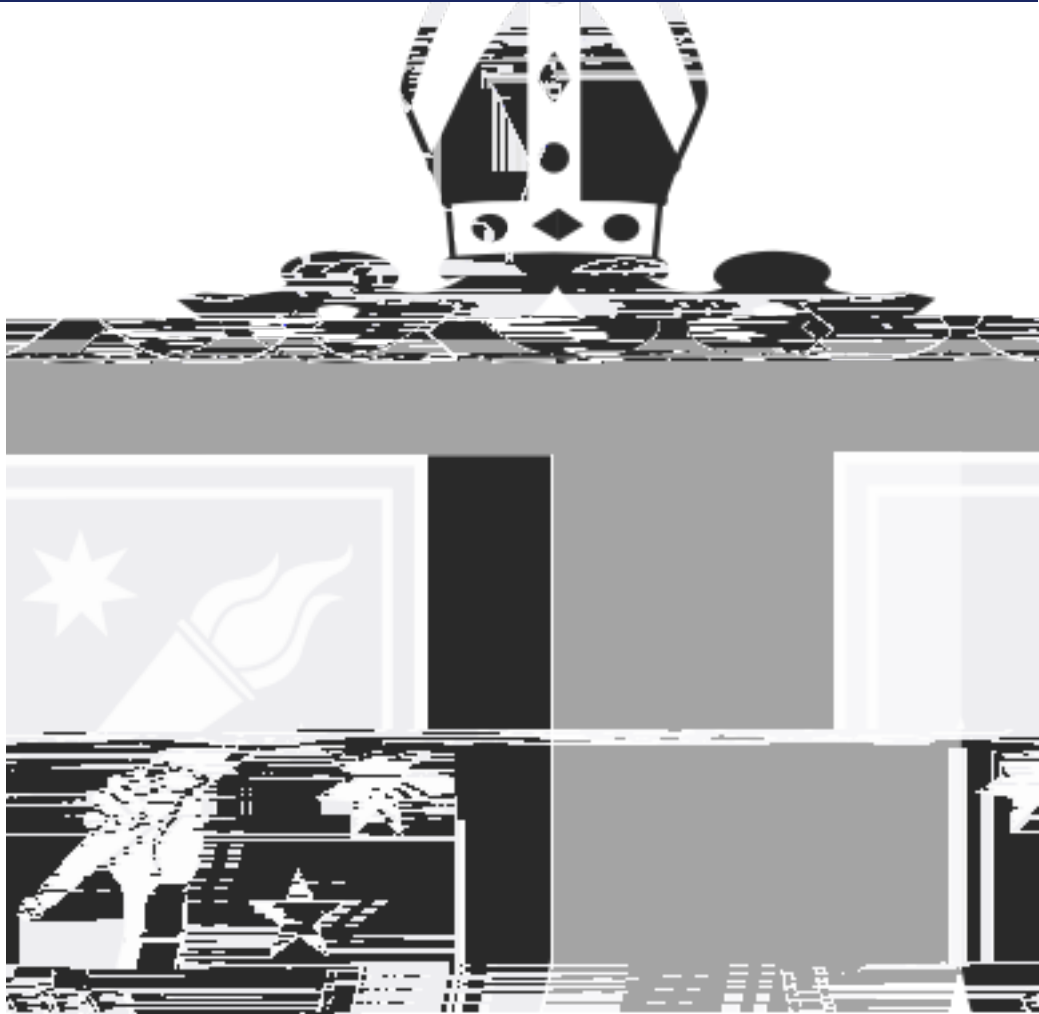
An application for a domestic student must be accompanied with the following:

a completed application form (available on the School's website under Enrolments);

a copy of the child's birth certificate and / or passport









Agreement and returning it to the School with a non-refundable Enrolment Fee payment of \$1,000, one term's tuition fees, and the Overseas Students Health Insurance levy.

If an Overseas Student is refused a student visa, the School will withhold a \$500 administration fee and refund the balance of the Application fee and Enrolment fee to the Overseas Student, Parent/Guardian or third party debtor if nominated on the Enrolment Application Form.

Pre-commencement

New Overseas Students commencing at the beginning of Term 1 each year must attend the compulsory Orientation Program prior to the commencement of Term 1. Overseas Students who commence at other times of the year will be provided with an individual orientation at the time of commencement.

Overseas Students must also pay their second term's fees in full prior to their commencement at the School.

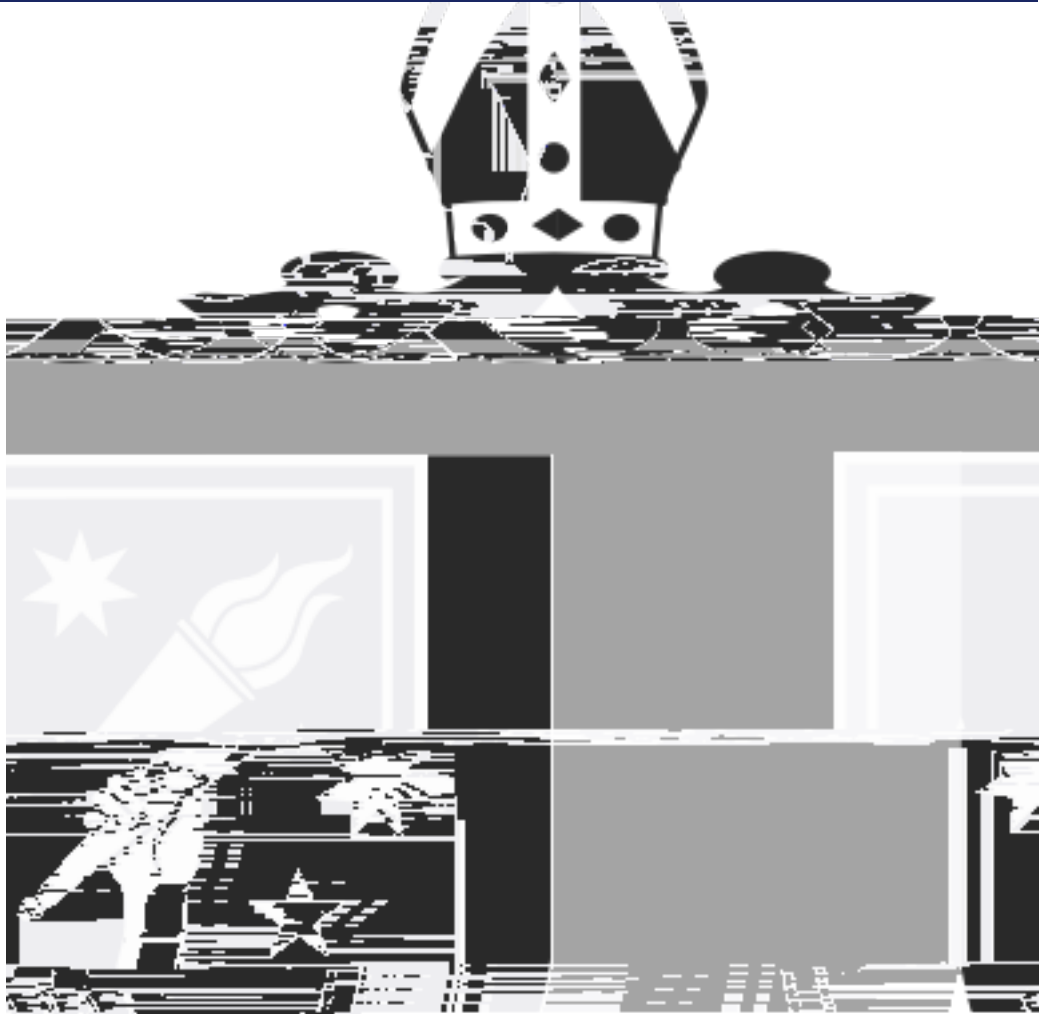
9. Boarding Student Enrolment

The School will consider and accept boarding applications broadly in line with this Policy. Information about boarding enrolment is available on the School's website.

The School has two registered co-educational Boarding Premises.

Type	Year Level	Campus	Hours/Days
Full Boarding	Year 7 to Year 12	Jaffray House	Monday – Sunday, 24 hours
Full Boarding	Year 7 to 12	Heather Kelly House	Monday – Sunday, 24 hours

In deciding whether to accept a boarding application, the School will consider the suitability of the prospective boarding student to board at the School including their maturity, needs and degree of independence, capacity to participate in the School's boarding program, and the availability of places in the boarding program.





18. Enrolment Decision Appeal Process

An appeal against an enrolment or boarding decision must be made in writing to the Enrolment Office. The appeal must be made within 14 days from when the decision was communicated by the School in writing.

Appeals are considered by the Executive Deputy Principal who will consult as necessary, with a right of final appeal to the Principal. Where practicable, the outcome of the appeal will be communicated in writing to the family within 14 days.

19. Relevant Legislation, Standards and Codes

Education and Training Reform Act 2006

Education and Training Reform Regulations 2017

Education Services for Overseas Students Act 2000 (Cth)

Education Services for Overseas Students Regulations 2019 (Cth)

National Code of Practice 2018

VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years

VRQA Guidelines for the Minimum Standards for School Boarding Premises Registration

20. Associated Documents

Domestic Student Application

Domestic Student Enrolment Agreement

International Enrolment, Application & Fees

International Enrolment Agreement

PGS Boarding Agreement

PGS Fees Statements – Domestic and International

21. Definitions

Boarding Premises	means Jaffray House and Heather Reilly House
Child	means a person under the age 18 who is under the care of a parent or legal guardian
Overseas Student	means a prospective international student who has been granted as Visa (Visa subclass 500) to undertake study with an educational institution in Australia
Parent(s)	means the parent and legal guardian of a child or student
Guardian	means the legal guardian of a child or student
the School	means Peninsula Grammar School

