



ENROLMENT POLICY

Version 5	April 2019
Next Review Date:	April 2021
Responsibility:	Gea Lovell

Policy Statement	Newhaven College is an independent, co-educational and non-selective open entry school to all who are willing to commit to and support the Statement of Philosophy, College Values and aims of the Newhaven College community. As well as all applicable State and Government Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.
Selection Criteria	<ul style="list-style-type: none">• Availability of a place (numbers)• Availability of a suitable course• Special needs of the student and the ability of the College to provide for those needs• Conditions accepted on the Student Enrolment form• Suitability of our style of school for this student• Likely influence of this student on our school community
Priority of Enrolment	Should there be a need to limit the number of children enrolling at any one time or places are limited, the following priorities will be applied in the following order: <ul style="list-style-type: none">• Siblings of students currently attending Newhaven College• Siblings of students confirmed to attend the College• Children of Newhaven College staff• Children of Alumni• The date of application• Preference for parents who enrol all their children• Preference will be given to parents who have indicated their child will remain at Newhaven College until the completion of Year 12
Applications	All applications for enrolment at the College must be completed in accordance with the Student Enrolment form
Financial Requirements	<p>The enrolment application fee is \$100.</p> <p>Should siblings be enrolled, then the current debt status of the family will be taken into consideration.</p> <p>Newhaven College staff and alumni are not required to pay the \$100 application fee.</p> <p>On acceptance of an offer of enrolment, for all new families a \$750 family charge is payable for the first child enrolled at the College. This is non-refundable once the child commences school, or from the date six months prior to the child's due commencement at the school.</p> <p>On acceptance of offer of enrolment, families who have previously paid a refundable enrolment fee for each child, may elect to change over to the family charge or remain on the same plan, paying the refundable deposits as follows:</p> <ul style="list-style-type: none">• Students enrolling in Years 7 to 12 \$850• Students enrolling in Years Prep to 6 \$450

	Continued enrolment is dependent upon payment of fees and any levies that may arise.
Non acceptance of Offer of Placement	<p>Should a family choose not to accept an offer of placement for their chosen year they may elect to:</p> <ol style="list-style-type: none"> 1. Transfer their application to another year. They will go on the wait list for the selected year, with the application date changing to the date of the request. Communications may still be received from the College in relation to upcoming events, scholarships, tours and open days. 2. Cancel the application. If this occurs, then no further communication will be received from the College. Should the family wish to reapply to the College at a later date, then a new application form and application fee will be required.
Anti-Discrimination	<p>Newhaven College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy. There is no attempt to screen enrolments based on colour, race, academic ability or religious beliefs.</p> <p>In seeking to fulfil this policy, the College may in certain circumstances decide it inappropriate to enrol students based on an applicant's particular needs. Should the applicant's needs be such as to require the provision of special services or facilities that are not required by students without that special need, and should these special services or facilities be deemed to impose unjustifiable hardship on the College or to be unreasonable in all the circumstances, the College reserves the right not to enrol the applicant.</p> <p>In addition, if the College believes the special needs of the applicants could not be met and would therefore detrimentally affect their own education, the College may decide not to enrol the applicant.</p>
Questions	If you have any questions about our enrolment policy, please contact the Registrar.

Related Documents:

1. Enrolment form
2. Fee Schedule
3. Terms and Conditions of Enrolment
4. Privacy Policy
5. Statement of Philosophy

Version 1	November 2012
Version 2	November 2014
Version 3	June 2015
Version 4	May 2017
Version 5	April 2019