



POLICY

Name:	Student Enrolment Policy
Applies to:	Domestic Student Enrolments
Date:	June 2020
Review Date:	June 2022
Reviewer:	The Registrar

Introduction

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 Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

This policy applies to domestic student enrolments only.

Selection Criteria

- 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 life 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:

- 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 the 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.

Offer of Placement

An Offer of Placement will be sent to prospective parents to sign if there is an available place for their child.

The Offer of Placement is a legally binding document. It is imperative that parties who wish to contract liability with the College sign this document.

Where more than one party is a signatory to the Offer of Placement, their liability is joint and several (ie. they are all responsible for the full amount of debt regardless of their contributions). This should be clearly explained to signatories (prior to signing) so that all parties understand the legal ramifications of the contract.

Financial Requirements

The enrolment application fee is \$250.

Should siblings be enrolled, then the current debt status of the family will be taken into consideration.

Newhaven College staff and alumni are not required to pay the \$250 application fee.

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.**

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:

- 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

Should a family choose not to accept an offer of placement for their chosen year they may elect to:

- 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.
- 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 Student Enrolment Form and application fee will be required.

Anti-Discrimination

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. In particular, there is no attempt to screen enrolments on the basis of colour, race, academic ability or religious beliefs.

In seeking to fulfil this policy, the College may in certain circumstances decide it inappropriate to enrol students on the basis of 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.

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.

Enrolment Agreement

Our Enrolment Agreement is made publicly available through:

- Newhaven College website.
- Enrolment form/application.

Questions

If you have any questions about our enrolment policy, please contact the Registrar.