

Avalon College

ACCEPTANCE & ENROLMENT POLICY

1. Purpose

Avalon College is committed to a fair, transparent and accessible enrolment process for all prospective students. This policy outlines the procedures for acceptance and enrolment, ensuring compliance with:

- **VRQA standards**
- ***Education and Training Reform Act 2006 (Vic)***
- **ASQA standards**
- **National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)**

It also supports the unique needs of international English language learners.

2. Scope

This policy applies to:

- Prospective and current Avalon College students and families
- Staff involved in enrolment, admissions and induction
- All academic and boarding admissions

3. Enrolment Criteria

Avalon College is a specialist English language school offering full-time education and boarding for international students who are English as an Additional Language (EAL) learners.

Enrolment is open to:

- International students aged **10–17 years**
- Students requiring English language preparation before entering mainstream Australian schools
- Students whose **parents/guardians accept Avalon College's policies and conditions**



3.1 Guardianship Requirements

Parents must nominate a **guardian** while their child is enrolled.

Avalon College can provide guardianship for a weekly fee. If an external guardian is appointed, they must:

- Be **25 years or older**
- Reside in **Victoria**
- Be **fluent in English** and **contactable at all times**
- Hold a valid **Working With Children Check (WWCC) (unless the parent)**
 - WWCCs can be applied free of charge (volunteer category) via www.workingwithchildren.vic.gov.au

Guardians must be available at short notice to accommodate the student in situations such as:

- Weekend exeats
- Illness or medical appointments
- Disciplinary suspensions

If a guardian temporarily leaves Victoria they must notify Avalon College. The College will assume guardianship during this period and the weekly fee will apply.

4. Enrolment Process

4.1 Application Submission

- Parents/guardians must complete and submit the **Avalon College Application Form**.
- Required documentation includes:
 - Passport details
 - Previous school reports

4.2 Review and Assessment

- The Admissions Team assesses student suitability.
- An interview and/or academic or language proficiency assessment may be required.

4.3 Offer of Enrolment

Successful applicants will receive a **Letter of Offer**, which outlines:

- Fees and charges (refer to Fee Schedule)
- Course start date, duration and structure
- Responsibilities of students and parents
- Relevant policies (e.g., Student Code of Conduct, Child Safety)



4.4 Acceptance and Payment

Enrolment is confirmed when:

- The **Enrolment Agreement (AC-ENR-004)** is signed by the parent/guardian
- All applicable **fees and deposits** are paid
- The student and parents sign:
 - **Student Code of Conduct (AC-WEL-001)**
 - **Parent Code of Conduct (AC-ENR-006)**

5. Medical Responsibility

Parents are fully responsible for **all medical, dental and hospital expenses** incurred while their child is enrolled.

- Avalon College is authorised to obtain medical treatment as required.
- **Tourist Visa** students: Private health and ambulance cover are strongly recommended.
- **Student Visa** students: Must hold **Overseas Student Health Cover (OSHC)**, which includes emergency ambulance coverage.
- A comprehensive **medical form** must be submitted at enrolment.

6. Conditions of Enrolment

Enrolment is **conditional on**:

- Agreement to all Avalon College policies
- Compliance with the **Student Code of Conduct (AC-WEL-001)**
- Adherence to the **ICT & Device Policy (AC-WEL-003)**
- Meeting attendance, academic and behavioural expectations
- Payment of all fees by the due date
- Participation in induction and orientation

Avalon College reserves the right to terminate enrolment if:

- A student poses a safety risk
- There is ongoing rule or visa non-compliance
- False or misleading information is provided during enrolment

7. Grounds for Enrolment Cancellation

Enrolment may be cancelled or suspended due to:

- **Non-payment of fees** (see Refund Policy – AC-ENR-007)
- Serious misconduct or policy breaches
- Visa condition violations
- Threats to the safety or wellbeing of the school community

A formal review process will precede any cancellation.

8. Orientation and Induction

New students and parents must attend a comprehensive orientation covering:

- Academic expectations and facilities
- Boarding routines and support
- Behavioural and child safety policies
- Academic support services

9. School Rules and Student Conduct

Enrolment is conditional upon compliance with all Avalon College rules and policies which may be updated periodically. The College reserves the right to take action, including without prior parental notification, in response to behavioural concerns.

10. Behaviour Management and Enrolment Decisions

Avalon College retains discretion over student enrolment status. In cases of serious misconduct:

- Suspension, expulsion or termination of enrolment may occur
- Parents are responsible for all related costs, including travel, guardianship or accommodation arrangements

11. Extended Absence Due to Illness

If a student is absent for **more than 14 consecutive school days**, Avalon College may consider a **partial fee rebate**, subject to medical documentation.

12. Changes to Contact and Guardian Information

Parents must **immediately notify Avalon College in writing** of any changes to:

- Contact details
 - Student information
 - Guardianship arrangements
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13. Student Property and Valuables

Avalon College is **not liable** for loss, theft or damage to student property including electronics and money.

- Parents are encouraged to arrange insurance if needed
 - Students should not carry more than **AUD \$50**
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14. Participation in Off-Site Activities

Students may participate in school-related activities such as:

- Sports, excursions, camps, and outings
- Various modes of transport

Parental consent is acknowledged upon enrolment unless otherwise notified in writing.

15. Airport Transfers

Parents must provide **arrival and departure details at least 14 days in advance**. Avalon College may not be able to arrange transfers for late notifications.

16. Use of Student Images

Avalon College may use student photos/videos in:

- Newsletters
- Social media
- Promotional materials

Parents must notify the College in writing prior to course commencement if they do not consent to this usage.

17. Boarding Arrangements

Boarding services are provided by **Avalon Boarding Pty Ltd (ABN 14 638 896 741)**. Avalon College facilitates this service.

Parents:

- Authorise Avalon College to share relevant information with Avalon Boarding
- Accept financial responsibility for boarding fees
- Allow Avalon College to transfer payments to Avalon Boarding
- Acknowledge that boarding may be terminated if enrolment conditions are breached
- Accept that these terms form part of their agreement with Avalon Boarding Pty Ltd

18. Deferral or Suspension of Enrolment

Enrolment may be deferred only for:

- Visa delays
- Serious personal or compassionate circumstances (with evidence)

Suspension after commencement may occur for:

- Compelling personal circumstances
- Student misconduct

Parents are reminded that enrolment changes may affect **visa conditions**.



19. Record Keeping and Compliance

- All enrolment records will be securely stored
- Processes will comply with VRQA and education laws
- Routine audits will ensure ongoing compliance

20. Communication and Accessibility

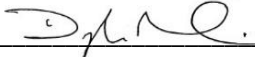
This policy is accessible via:

- Avalon College website
- Student and Parent Handbook
- Enrolment package materials

21. Policy Review

This policy is reviewed **annually** or in response to **regulatory changes**.

Approved by: Avalon College Managing Director

Signature: 

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Approved By: Avalon College Managing Director