

Avalon College Acceptance & Enrolment Policy

1. Purpose

Avalon College is committed to providing a fair, transparent, and accessible enrolment process for prospective students. This policy outlines the acceptance and enrolment procedures, ensuring compliance with **VRQA standards and relevant legislation**, including the **Education and Training Reform Act 2006 (Vic)**, and supports the unique needs of international English language learners.

2. Scope

This policy applies to all prospective and current students and families of Avalon College, as well as staff involved in enrolment, admissions, and induction. It covers all student admissions for both academic and boarding programs.

3. Enrolment Criteria

Avalon College is a specialist English language school offering full-time education and boarding services to international students. All enrolled students 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 schooling in Australia.
- Students whose parents/guardians accept the College's expectations and conditions.

3.1 Guardianship Requirements

Parents must nominate a guardian for their child while enrolled at Avalon College. Avalon College can provide this service for a weekly fee. If an external guardian is appointed, they must meet the following criteria:

- Be 25 years of age or older

- Reside in Victoria
- Be fluent in English and contactable at all times
- Hold a valid Working With Children Check (WWCC). Applications for volunteer WWCCs are free via www.workingwithchildren.vic.gov.au

The guardian must also be available to accommodate the student at short notice in situations such as:

- Weekend exeats
- Illness or the need to attend medical or dental appointments
- Disciplinary suspensions

If a guardian intends to leave Victoria temporarily, they must notify Avalon College. During their absence, Avalon College will assume guardianship and the applicable weekly fee will be charged.

4. Enrolment Process

4.1 Application Submission

- Parents or guardians must complete and submit the **Avalon College Application Form**.
- Applications must include **all necessary supporting documents**, including passport details, previous school reports, and any required medical information.

4.2 Review and Assessment

- The Admissions Team will review applications to determine student suitability.
- An **interview** may be required as part of the assessment process.
- Any additional academic or language proficiency assessments may be conducted.

4.3 Offer of Enrolment

A **Letter of Offer** is issued to successful applicants outlining:

- Fees and charges (see Fee Schedule)

- Start date, duration, and course structure
- Student and parent responsibilities
- Reference to relevant policies (e.g. Student Code of Conduct, Child Safety)

4.4 Acceptance & Payment

Enrolment is confirmed when:

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

5. Medical Responsibility

Parents are fully responsible for all medical, hospital, and dental expenses incurred while their child is enrolled. By accepting enrolment, parents authorise Avalon College to obtain treatment on their child's behalf as required.

Parents of students on a **Tourist Visa** are highly recommended to arrange private health insurance to cover medical, hospital, and dental treatment. Emergency ambulance cover is strongly recommended.

Students on a **Student Visa** are legally required to purchase Overseas Student Health Cover (OSHC), which includes emergency ambulance coverage. OSHC may be arranged independently or through Avalon College.

A comprehensive student medical form must be submitted at the time of enrolment.

6. Conditions of Enrolment

Enrolment is conditional on:

- Agreement to all Avalon College **policies and procedures**
- Compliance with the **Avalon College Student Code of Conduct (AC-WEL-001)**
- Adherence to **Avalon College ICT & Device Policy (AC-WEL-003)**

- Meeting **attendance, academic, and behavioural expectations**
- Payment of all fees **by due dates**
- Participation in compulsory **induction and orientation**

Avalon College reserves the right to terminate enrolment if:

- A student's behaviour poses a safety risk to others
- There is ongoing non-compliance with school rules or visa conditions
- Parents provide false or misleading information during enrolment

7. Grounds for Enrolment Cancellation

Avalon College reserves the right to cancel or suspend a student's enrolment under the following conditions:

- Non-payment of fees as outlined in the **Avalon College Refund Policy (AC-ENR-004)**.
- Breach of school policies or **serious misconduct**.
- Failure to meet visa conditions (for international students, if applicable).
- Risk to the safety or wellbeing of students, staff, or the wider school community.

A formal review process will be conducted before any cancellation is finalised.

8. Orientation and Induction

All new students and parents will participate in an **orientation program**, which includes:

- An introduction to **Avalon College's academic expectations and campus facilities**.
- Familiarisation with the **boarding environment and daily routines**.
- A review of the **Avalon College Student Code of Conduct and Child Safety Policies**.
- Guidance on **academic support services** available to students.

9. School Rules and Student Conduct

Parents acknowledge that enrolment at Avalon College is conditional upon the student complying with the school's rules, policies, and the Student Code of Conduct. These rules may be updated from time to time to support the smooth and safe operation of the College.

Avalon College reserves the right to take appropriate action, including without prior notice to parents, in response to behaviour that breaches these expectations or undermines the values and standards of the College.

10. Behaviour Management and Enrolment Decisions

Parents understand that Avalon College retains discretion regarding the enrolment and continued enrolment of any student. The College may, at its discretion, implement behaviour management measures including suspension, expulsion, or termination of enrolment. In such cases, parents are responsible for making necessary alternative arrangements, including costs associated with accommodation, guardianship, or return travel.

11. Extended Absence Due to Illness

Where a student is absent for more than fourteen (14) consecutive school days due to illness, Avalon College may, at its discretion, consider a partial rebate of weekly fees. A valid medical certificate may be required to support such consideration.

12. Changes to Contact and Guardian Information

Parents must advise Avalon College in writing of any updates to their own contact information, their child's details, or any change to guardianship arrangements without delay.

13. Student Property and Valuables

Avalon College is not responsible for the loss, theft, or damage of students' personal belongings, including electronic devices and money. Parents are encouraged to obtain insurance coverage if required. It is recommended that students do not keep more than AUD \$50 in their possession.

14. Participation in Off-Site Activities

As part of the College's educational and wellbeing programs, students will participate in a range of off-campus activities. These may include sports, excursions, camps, and travel using

various forms of transport. Parents acknowledge and consent to their child's participation in these programs.

15. Airport Transfers

To ensure appropriate supervision and support, parents must provide full arrival and departure details at least fourteen (14) days in advance. Avalon College may be unable to guarantee transfers for any requests submitted after this period.

16. Use of Student Images

Photographs and videos of students may be used by Avalon College for newsletters, social media, and promotional purposes. If parents do not wish for their child's image to be used, they must notify the College in writing before the course commences.

17. Boarding Arrangements

Parents acknowledge that boarding services are provided by Avalon Boarding Pty Ltd (ABN 14 638 896 741) and that Avalon College acts as a facilitator. Parents:

- Authorise Avalon College to share student information relevant to boarding;
- Accept financial responsibility for all boarding fees;
- Authorise Avalon College to transfer relevant payments to Avalon Boarding Pty Ltd on their behalf;
- Understand that any breach of enrolment conditions may result in the termination of boarding services;
- Acknowledge that these enrolment conditions form part of their agreement with Avalon Boarding Pty Ltd.

18. Deferral or Suspension of Enrolment

Enrolment may be deferred prior to course commencement only in cases such as pending visa approval or serious personal circumstances, with supporting evidence. After commencement, deferral or suspension may only occur for compassionate or compelling

reasons, or as a result of student misconduct. Parents are reminded that changes to enrolment may impact student visa conditions.

19. Record Keeping and Compliance

- All student applications, agreements, and related records will be securely stored.
- Enrolment records will be maintained in compliance with **VRQA and relevant education laws**.
- Regular audits will be conducted to ensure compliance with enrolment processes.

20. Communication and Accessibility

This policy is available via:

- The **Avalon College website**.
- The **Student and Parent Handbook**.
- Enrolment packages provided during the application process.

21. Policy Review

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