



## ENROLMENT POLICY

### 1. INTRODUCTION

Billanook College is an independent, co-educational Early Learning to Year 12 School situated in the outer eastern suburbs of Melbourne.

Billanook College was established in 1980 by a group of committed parents and is a proud open-entry school, welcoming students of all learning abilities, nationalities and faiths. We accept applications for enrolment from students at all year levels where places are available.

This Policy applies to the enrolment of local students only. For International students please refer to the *International Student Application and Enrolment Policy and Procedures* on our website at <https://billanook.vic.edu.au/enrolment/international-students/application/>

### 2. PRIORITY OF PLACEMENT

Priority for admission may be given if the applicant is a:

- sibling of a current student at the College;
- child of a permanent staff member;
- alumni, or child of an alumni of the College; and
- the date the Enrolment Application Form was received.

However, Billanook College reserves the right to:

- offer a place to any applicant irrespective of the date of the application
- refuse any Enrolment Application without providing a reason.

### 3. PROCESS

#### Applying for Enrolment

To enrol your child at Billanook College:

- Complete and return the College's official Enrolment Application form signed by both parents or guardian/s. If signatures of all parents/guardians are not included on this form, please indicate the circumstances to our College Registrar.
- Provide a copy of all supporting documentation as outlined in the Enrolment Application Form.
- Pay the Family Application Fee. This fee is neither refundable nor transferable.

An application is a pre-requisite to, but not a guarantee of, admission to the College.

#### Enrolment Interview

Once an enrolment application has been received you and your child will be invited to attend an Enrolment Transition Meeting (ETM) with the relevant Head of School or the Principal, and the Learning Leader - Support Education (if applicable). This meeting provides Billanook College with an opportunity to learn about your child and their needs so that Billanook can ensure that an appropriate course of study is available.



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You will be contacted prior to the ETM and asked to supply up-to-date information about your child, including recent reports/diagnostic assessments, NAPLAN results and other documentation of relevance e.g. Court Orders etc.

### Acceptance of Enrolment

Admission to Billanook College is subject to availability of places, age of child at date of entering the College, a satisfactory ETM, the College's capacity to provide an appropriate program for your child and acceptance of all Terms and Conditions of Enrolment and College Policies.

### Confirmation of Enrolment

If your child's application is accepted, you will receive a Letter of Offer from the Principal. You should:

- return the attached Enrolment Confirmation Form (signed by both parents or guardians) to accept the enrolment; and
- pay the Enrolment Confirmation Fee by the advised date. If payment is not received by the advised date the offer may be withdrawn.

The Enrolment Confirmation Fee is part payment of the first year's fee. Should you subsequently cancel the enrolment prior to commencement, this payment is neither refundable nor transferable

### ELP4 to Prep Enrolment Confirmation

Currently enrolled ELP4 students progressing into Prep will be contacted in writing by the Principal in the year prior to Prep to commence the transition process. You should:

- return the attached Prep Placement Form (signed by both parents or guardians) to confirm progression for your child into Prep; and
- pay the ELP4 to Prep Enrolment Confirmation Fee by the advised date. If payment is not received by the advised due date the offer may be withdrawn.

The Prep Enrolment Confirmation Fee is part payment of the Prep year's fee. Should you subsequently cancel the enrolment prior to commencement, this payment is neither refundable nor transferable

Please refer to the College *Terms and Conditions* for further information regarding Fees.

### Operation of an Early Learning Program at our College

Please be aware that a proportion of the funds raised, and fees collected by the School may be used to support the operation of the College's Early Learning Program.

## 4. RELATED POLICIES

Billanook College Guide to Enrolment  
Terms and Conditions of Enrolment for Local Students  
Privacy Policy