



RAVENSWOOD SCHOOL FOR GIRLS POLICY

Policy Subject: Enrolment Policy

Contact Officer	Head of Enrolments
Purpose	<p>The purpose of this Policy is to:</p> <ul style="list-style-type: none"> • Provide enrolment guidelines for students seeking to study at Ravenswood.
Overview	<p>This policy gives guidance to those within the Ravenswood community and to those who would join it, concerning enrolment criteria, procedures and the required documentation to enrol a student at Ravenswood. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is at the Principal's discretion to decide the appropriate course to take in the circumstances.</p>
Scope	<p>This policy applies to all students including local, international and overseas students (students holding a 500 Student Visa).</p>
The Policy	<p>Prior to entry, at which time the expectations of the parents/guardian and any special requirements the student may have will be discussed.</p> <p>All students whose parents reside outside of suburban Sydney or overseas must have an approved nominated relative or guardian, even whilst in the Ravenswood Residential College. The appointed relative or guardian must be available to care for the student at any time, reside in suburban Sydney, speak English and be at least 25 years of age.</p> <p>An initial home inspection is also required to ensure the student's living conditions meet the guidelines of the Department of Education International Student Centre. An inspection will follow every six months for the duration of the student's education at Ravenswood.</p> <p>Following a satisfactory interview, a Confirmed Offer of Enrolment may be made. This offer is made on the basis that Ravenswood expects, that in usual circumstances, the child will remain at the school until she completes Year 12.</p> <p>The School offers two exit credentials for Year 12. Both the International Baccalaureate Diploma Programme and the NSW Higher School Certificate are valid credentials for a broad range of post school opportunities. In Year 10, or prior to entry, students and their parents are presented with information in order to make an informed decision about which credential is right for them.</p> <p>Acceptance of this Confirmed Offer should be returned to the School within two weeks from the date of offer, accompanied by a payment of the Enrolment Fee and Bond. This payment is a non-refundable Enrolment Fee of \$2000.</p>



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Additional Information for Overseas Students 500 Enrolment

The School acknowledges that amendments to a student's enrolment may be required from time-to-time and two amendments will be provided by the School free of charge should a place in the requested Year Group be available. Any additional amendments will incur a fee payable at the time of amendment.

Ravenswood is registered to accept Overseas Students on a 500 Visa. All Government regulations in regard to visas, guardianship and Overseas Student private health insurance must be met.

It is the preference of Ravenswood, for Overseas Students to live with a parent or close family relative (as defined by the Australian Government Department of Immigration and Border Protection (DIBP)) over the age of 25 years, or for students enrolled in Years 7-12 to reside in the Ravenswood Residential College.

With the prior approval of the Principal, permission may be granted for an Overseas Student to live with an approved Homestay/Guardian.

A different fee structure applies for the Application Fee and Tuition Fees for an Overseas Student on a 500 Visa, as these enrolments do not attract government grants.

Overseas Students seeking to study at Ravenswood on a 500 Student Visa are required to pay a Tuition Bond equivalent to two terms' Tuition Fee and pre-pay two terms of Tuition Fees over and above the Enrolment Fee and Enrolment Bond.

Students residing in the Ravenswood Residential College with parents overseas are required to pay a Boarding Bond equivalent to one semester's Boarding Fee.

These pre-payments are credited towards the final semester's fees, except for the Enrolment Fee.

For Overseas Students, Confirmation of Enrolment (CoE) and if required, a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) will be issued. This form is required by the Australian Government Department of Education and the DIBP as evidence of enrolment in a course registered on the Commonwealth Register of Institution and Course for Overseas Students (CRICOS).

The NSW Board of Studies levies an administrative charge on Overseas Students on a 500 Visa who are candidates for the Higher School Certificate.

Students from a non-English speaking background must have their English language assessed through Australian Education Assessment Services (AEAS) testing and must reach prescribed standards of English required for reading, writing, listening and speaking to be accepted as a student at Ravenswood.



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In order for the application of an International Student to be accepted at Ravenswood, the following levels of English proficiency MUST be reached:

- Years 10-12 — Advanced Level above 80%
- Years 7-9 — Pre-Advanced Level above 71%
- Years 4-6 — Intermediate Level above 46%

Ravenswood does not offer course credit. Entry into any course is subject to the assessment of the School. This also applies to on-shore school transfers, either within NSW or ACT or from interstate.

Enrolment Criteria

Factors to be considered:

- Available places in the Year Group requested
- Ravenswood family members already enrolled
- Day or Boarding request
- The student's ability to benefit from the curriculum and School offerings
- Availability of appropriate subject choices for more senior students.

Documentation Required for Enrolment

- An Application Form signed by both parents
- Copy of the birth certificate or passport
- If of school age and seeking to start within two years:
 - a Pre-Enrolment Form
- the student's most recent school reports and NAPLAN results (depending on entry year)

Additional Documentation Required for Overseas Student 500 Enrolment

- English Assessment (currently through AEAS) results
- Notice of Official Guardian Form
- Passport and visa details for parent, relative or guardian, if not an Australia citizen
- The nominated guardian and all permanent residents of the guardian's home over the age of 18 years will be required to provide evidence of suitability for working with children by completing the Working with Children Check of the New South Wales Commission for Children and Young People.
- If living with the nominated homestay/guardian, a National Police Check certificate



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Prerequisites for Continued Enrolment

- Satisfactory attendance
- Satisfactory academic progress
- Adherence to School rules
- Payment of School fees at Ravenswood

Date Approved	1 January 2014
Approval Authority	Principal
Date of Commencement	6 January 2014
Amendment Dates	14 March 2018; 26 March 2019
Date for Next Review	30 October 2020