



Enrolment Policy: Prep to Year 12

Our purpose is to develop self-aware, confident and capable young women who understand their responsibility and capacity to influence the world in a positive way.

Values

Courage to strive for success in learning and life.

Respect for Anglican values that promote authentic social responsibility.

Integrity in our conduct, relationships and leadership.

Service to our local, national and international communities.

Korowa will provide:

- The place to connect.
- The challenge to learn.
- The opportunity to excel.

In line with Korowa's philosophy of valuing diversity, Korowa is a non-selective school that welcomes all students regardless of faith, background or ability.

Application

An initial application should be made as early as possible by submitting an application to the School, along with a copy of the student's birth certificate or passport, latest school report and any NAPLAN results that may be available. Parents should apply for a place in a year level for a specific year. Korowa will only accept one application per student. All applications are placed on a waiting list in order of date of application.

Applications may be given preference on the waiting list on the basis of the following criteria:

1. Children continuing from the ELC to Prep
2. Siblings of currently enrolled students at Korowa
3. Children or grandchildren of Korovians
4. Children of Korowa staff members
5. Date of application

Deferrals

Prior to confirming a place, an application may be deferred to the next intake year (Prep, Year 5 or Year 7). The School may remove an application from the waiting list if repeatedly unable to contact a family. It remains the responsibility of the family to keep the School informed of any changes to contact details. Application fees are non-refundable.

Intention to Enrol

Approximately 3 years prior to enrolment date, families will be contacted to confirm their intention to enrol and submit any updated school reports.

Enrolment Interview

Approximately 18 months to 2 years prior to the enrolment date, applicants may be invited to meet with the Principal or relevant Head of School.

Additional Learning Requirements

At the time of application, parents are required to disclose if their child has any disability or additional learning requirements. This information enables Korowa to determine whether reasonable adjustments may need to be made to support the student whilst at School. If parents do not provide information enabling the School to provide the appropriate support and learning environment for the child, the enrolment may be reconsidered.

Confirmation of Enrolment

Once an offer of enrolment is made and in order to accept the place, both parents are required to sign the Enrolment Agreement and pay the enrolment fee. This fee is not transferable and non-refundable. It cannot be deferred to a future commencement date. Should the enrolment be withdrawn after the Enrolment Agreement is received and the fee is paid, the enrolment fee is forfeited.

Holding Deposit

The School requires a holding deposit of \$2500 per confirmed enrolment. The deposit will be charged on March 1 in the year preceding commencement. If the enrolment is confirmed after this date the holding deposit will be payable within the period specified in the Letter of Offer. The \$2500 holding deposit will be credited in full against Term 2 tuition fees in the year of entry. Should the student not take up the confirmed place, the holding deposit is non-refundable and non-transferable, and therefore will be forfeited.

Korowa Early Learning Centre

Korowa operates an Early Learning Centre (ELC) for 3 and 4 year old children. The ELC operates as a feeder for students into our Prep program. A proportion of School funds raised, or School fees collected may be applied to the conduct of the school's ELC.

Immunisation Records

As part of our enrolment process, Korowa will require the Immunisation History Statement of each student prior to enrolment. This information will be recorded by the school.

SPECIAL CONSIDERATIONS

Overseas Students

It is a legal requirement that all students who are not Australian Citizens will be required to show evidence of a visa to enrol at Korowa. Students wishing to apply at Korowa on an International Student visa (subclass 500) must apply through an education agent as detailed on the School website.

English Language Considerations

Students entering the School must demonstrate a satisfactory command of the English language in order to meet the requirements of the Australian curriculum. All overseas students are required to participate in English language testing.

Related Documents

The enrolment policy should be read in conjunction with the following documents:

School Business Regulations and Fee Schedule. <https://www.korowa.vic.edu.au/enrolment/fees/>

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the [National Code 2018](#)). The National Code is established under the [Education Services for Overseas Students \(ESOS\) Act 2000](#).

Privacy Policy

A copy of Korowa's Privacy Collection Notice is available on the School's website and is made available to parents at the time of application. <https://www.korowa.vic.edu.au/discover-korowa/policies-and-guidelines/>

Complaints and Grievances Policy

Should you have a complaint in relation to this policy please follow our Complaints and Grievances Policy available on our website <https://www.korowa.vic.edu.au/discover-korowa/policies-and-guidelines/>