



Ravenswood

Enrolment at Ravenswood

- 1 **Section 01** | Enrolment Information
 - 3 **Section 02** | Terms and Conditions of Enrolment effective 14 March 2018
 - 6 **Section 03** | Privacy Policy and Standard Collection Notice
 - 7 **Section 04** | Application for Enrolment
-

SECTION 01

Enrolment Information

Entry Points

Junior School

The traditional entry points for Junior School are Kindergarten, Years 3 and 5.

Students applying for a place in Kindergarten to Year 2 do not require an interview two years prior to entry. Places for these Year Groups are usually offered soon after application.

Entrance into Years 3 or 5 is on the basis of reports and an interview.

Entrance into other Year Groups is possible if vacancies are available.

Secondary School

There is an automatic progression from Ravenswood Junior School to Year 7, Ravenswood Secondary School.

New Secondary School Day Girls are offered a Confirmed Place on the basis of reports and an interview. Interviews may take place up to two years prior to students commencing at Ravenswood.

Mid-Year Enrolments

Entrance during the school year is possible if vacancies are available and a Confirmed Place is offered. It is preferable that students commence at the beginning of a school term.

Scholarships

Scholarships are available at Ravenswood in Years 7 and 11. Please refer to ravenswood.nsw.edu.au for more details.

Guardians

All students who have parents residing outside of New South Wales are required to have an approved Guardian.

Boarding

Students may board in Years 7-12 in the Residential College, provided places are available. Boarding can be either full boarding, weekly boarding or short stay boarding. Please refer to ravenswood.nsw.edu.au for more details.

How to Apply

Applications for enrolment at Ravenswood should be made in writing by the parent/s or guardian using the Enrolment Application Form provided.

Applications for enrolment must include:

- The Enrolment Application Form.
- The signatures of both parents are required. Where only one parent signs, that person must satisfy the School that he/she is the sole parent and will be responsible for all fees and charges.
- A non-refundable Application Fee of \$330, or \$550 for Overseas Students seeking a 500 Student Visa (formerly 571 Visa). Granddaughters and daughters of Ravenswood Old Girls are exempt from the Application Fee.
- A copy of the student's full Birth Certificate.
- For children of school age please include the student's most recent school reports from the previous 2 years; and NAPLAN results if applicable; and a list of co-curricular activities and interests.
- A copy of passport and visa details if the student is not an Australian or New Zealand citizen and transcripts of reports.
- A copy of Australian English Assessment Services (AEAS) results for students who have been living overseas and whose first language is not English. Results must meet the criteria outlined under the heading English Proficiency in these Terms and Conditions.
- Court Orders or Parenting Plans, if any, relevant to the student. Parents are required to submit any further updates both before and after the student is enrolled.

Please send documents as one pdf file, not jpg/jpeg files.

The information in this Enrolment at Ravenswood booklet is correct at the time of printing but is subject to change.

The Enrolment Process and Fees

The Principal, through the Head of Enrolments, is responsible for the maintenance of Enrolment Lists for entry to Ravenswood.

Application

Once an Application Form and Application Fee of \$330 (or \$550 for Overseas Students seeking a 500 Student Visa) has been received and processed, if a place is available within the specified Year Group, then the offer of a Reserved Place will be made.

The applicant must accept the offer of a Reserved Place and pay the Acceptance Fee of \$770 within one month from the date of offer, to ensure the place is allocated on the Reserved Place Enrolment List.

For International Students and Overseas Students on a 500 Student Visa, the applicant must provide evidence of English Proficiency and a Notice of Official Guardian Form where applicable. Passport and visa details of the relative or guardian must also be provided if the relative or guardian is not an Australian or New Zealand citizen, before a Reserved Place will be offered.

If a place is not available or English Proficiency is pending, the student will be placed on a Waiting List for the appropriate Year Group and no Acceptance Fee is required until a Reserved Place is offered. This does not guarantee a place.

Reserved Place

If an offer of a Reserved Place or Waiting List Place is not accepted within the one month period noted above, then it will lapse. Once lapsed, the application for a place is cancelled, and applications for the same student at a later date will incur the Application Fee.

Pre-Enrolment/Interview

Prospective students and their parents and/or guardian are required to complete a Pre-Enrolment Form and provide recent school reports and NAPLAN results (if applicable) and attend an interview up to two years prior to entry, at which time the expectations of the parents/guardian and any special requirements the student may have will be discussed. An online interview with the student and parent/s may be arranged for students living overseas.

Additional Information for Overseas Students on a 500 Student Visa

Ravenswood is registered to accept Overseas Students on a 500 Student Visa. Ravenswood is registered on the Commonwealth Register of Institutions and Courses for Overseas Students under CRICOS Provider Code 02306K. Applications are considered for limited places.

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

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.

The School offers two learning pathways and leaving 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.

Confirmed Place

A signed acceptance of a Confirmed Offer should be returned to the School within one month from the date of offer, accompanied by a payment of the Enrolment Fee. This payment is a non-refundable Enrolment Fee of \$2500.

Amendments

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 of \$220, payable at the time of amendment.

English Proficiency

All students where English is not their first language, must have their English language assessed through AEAS aeas.com.au and must reach prescribed standards of English in reading, writing, listening and speaking, to be accepted as a student at Ravenswood.

In order for the application 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 of students on a 500 Student Visa, either within NSW or ACT or from interstate.



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.

Fee Structure

A different fee structure applies for the Application Fee and Tuition Fees for an Overseas Student on a 500 Student 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 one term's Tuition Fees and pre-pay one term of Tuition Fees over and above the Enrolment Fee.

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

These pre-payments are credited towards the final term'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. These forms are 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 Education Standards Authority levies an administrative charge on Overseas Students on a 500 Student Visa who are candidates for the Higher School Certificate.

SECTION 02

Terms and Conditions of Enrolment effective 14 March 2018

If offered a place, parents will be required to agree to the Terms and Conditions of Enrolment applicable at the time. The current Terms and Conditions are:

Fees

1. An Administration Fee is payable on application, and an Acceptance Fee is payable on acceptance of a Reserved Place. An Enrolment Fee is payable two years prior to entry. The Application, Acceptance and Enrolment Fees are non-refundable, whether or not a student takes up a position at the School.
2. The School requires the Application Fee to be paid for the first two daughters in a family. Subsequent daughters are exempt from this condition of entry.
3. If amendments are made to the date of a student's enrolment, two amendments will be permitted by the School free of charge, if a place in the requested Year Group is available. Any additional amendments will incur an Amendment Fee of \$220 per amendment, payable at the time of amendment.
4. All fees are due on receipt of account. All signatories to the original Acceptance of Offer of a Confirmed Place are jointly and severally liable for the payment of fees and disbursements incurred on behalf of their daughter.
5. Parents must pay:
 - a) all fees for tuition, boarding, activity fees, elective subjects, co-curricular sport and other activities as determined by the School, and published in the Schedule of Fees
 - b) Enrolment Fees
 - c) for students residing in the Ravenswood Residential College, a Boarding Bond.
6. The School may incur expenditure on behalf of the parents from time-to-time as the School considers necessary. These charges may be added to the parents' School account and will be payable as the invoice falls due.
7. All medical and ambulance expenses incurred on behalf of the student must be reimbursed to the School.
8. For students whose parents reside outside Australia, and who are not full fee paying students on a 500 Student Visa, a Tuition Bond equivalent to one term's Tuition is payable. The prepaid Bond will be credited towards the final term's fees. If parents return to live in Australia during their daughter's time at Ravenswood, the Bond will continue to be held until the end of that current term.
9. For all students residing in the Residential College, a Boarding Bond equivalent to one term's Boarding Fee is payable. The prepaid Bond will be credited towards the final term's fees.
10. If fees and/or charges are not paid in full within 30 days of the due date, an Overdue Charge, calculated on the amount outstanding from the due date may be made, which is based on the loss suffered by the School as the result of late payment. The rate of the Overdue Charge as it applies from time-to-time, may be obtained from the Finance Department.
11. If an account for fees and/or charges is not paid in full within 60 days from its due date, the student's enrolment may be suspended unless formal arrangements for payment have been approved by the School. The School may subsequently, without further notice, refuse entry to the student or terminate her enrolment.
12. Tuition Fee discounts apply for sisters of current fee paying students and for the daughters of ordained Uniting Church Clergy. Sister discount does not apply to families in receipt of Clergy discount.

13. A full school term's notice in writing must be given to the Principal before any student is removed, or her status changed (including from Boarder to Day Girl). The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, a school term's fees, plus GST, will be charged.

- For students in Year 9, the required notice period is two full school terms. Should this notice not be given in writing, one term's fees in lieu will be payable, other than in exceptional circumstances.

14. No remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.

15. If a student is expelled from the School following disciplinary action, fees will be refunded pro rata.

Change of Status

16. A Reserved Place and later Confirmed Offer of a place for the student, are made on the basis that she will complete her schooling at the School and, where she is enrolled as a Boarder, will continue as a Boarder unless unforeseen circumstances arise. Where the student is a Boarder, any request for a change to Day Girl status must be in writing and approval is at the Principal's discretion. For Boarders in Year 12 requesting to change to Day Girl for the final two terms of schooling, a request must be made in writing prior to the commencement of Year 12. If this notice is not given, two terms' fees in lieu for boarding, plus GST, will be charged.

17. Temporary Long Absence is leave for a period of 12 months or less. Written requests for Temporary Long Absence must be approved by the Principal. Full fees are applicable for the time the student is absent or her place may be forfeited, unless the Principal, in his/her absolute discretion, agrees otherwise.

18. Long Absence is leave for a period of 12 months or more. A full term's notice in writing is required for Long Absence, and must include a statement of intent to return. Full fees are payable to the end of the current year of departure. If a place is to be held by the School, then half fees are payable until the beginning of the year of return, when full fees will apply. If a place is not held, parents must contact the School in writing requesting the calendar year and school year of return. If a place is available, an Application Fee is charged. Full fees will be payable from the beginning of the school year of re-entry.

Students' Obligations

19. Students are required to have high standards of behaviour and:

- a) abide by the School Rules as they apply from time-to-time, and if Boarders, the particular rules applying to Boarders
- b) behave courteously and considerately to each other and to staff at all times
- c) support the goals and values of the School

d) attend and, if required, participate in:

- i) Chapel Services and Assemblies
- ii) the School sports program
- iii) important School events such as the Presentation Ceremony or other events determined by the Principal
- iv) camps and excursions that are an integral part of the School curriculum
- v) wear the School uniform as prescribed and follow conventional standards of appearance in accordance with the School's guidelines and the expectation of the School community
- vi) attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

Parents' Obligations

20. The parents:

- a) must accept and abide by the requirements directions of the School Council and the Principal relating to the student or students generally and not interfere in any way with the conduct, management and administration of the School
- b) are required to support the goals, values and Christian ethics and activities of the School
- c) both parents/guardians are required to view the School's Parent Portal on a regular basis and read the fortnightly Newsletter and Weekly Digest
- d) must advise the School in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form, within one month of such change. Applications and Reserved or Confirmed Offers may be cancelled if the School loses contact with the parent or has mail returned to it
- e) must ensure the student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery
- f) should communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time
- g) should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the school which are relevant to the student's education.

Parental Code of Conduct

21. Parents must observe the School's Parental Code of Conduct in force from time-to-time.

Content of Courses

22. The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.



Leave

23. Leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks, is only granted in the most extreme cases and an Application for Exemption From Attendance Form is to be submitted to the Principal.

Exclusion of Students

24. The Principal may in his/her absolute discretion but subject to affording the student procedural fairness, suspend or dismiss the student:
- for breaches of rules or discipline
 - for behaviour prejudicial to the welfare of the School, its staff or students
 - where parents have failed to comply with these Terms and Conditions of Enrolment.
25. The Principal also may exclude the student if the Principal considers that a mutually beneficial relationship of trust and cooperation between the parents and the School has broken down to the extent that it adversely affects that relationship.
26. The Principal may, upon giving reasonable notice, ask the parents to remove the student from the School at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the NSW Education Standards Authority, or has otherwise failed to make satisfactory progress in her academic work.
27. If a parent fails to observe the Parental Code of Conduct after being warned about a breach, the School may terminate the enrolment of the student/s.

Health and Safety

28. Any special needs of a student or prospective student (including but not limited to, any medical, physical, learning or psychological needs) must be disclosed to the School. Where any disclosed special needs change or where any special needs arise, they must be advised to the School immediately.
29. Parents must accurately complete the student's medical form prior to the commencement of enrolment and provide updates for the Health Care Unit as required by the School. Up-to-date immunisation records must also be provided.
30. The Principal or his/her nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.
31. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parents are not readily available to authorise such treatment, the Principal or, in his/her absence, a member of the School Leadership Team, may give the necessary authority for such treatment. The parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
32. Parents must observe School security procedures for the protection of students.

33. The School does not accept any responsibility for loss of the student's personal property.

Privacy

34. In accepting these Terms and Conditions of Enrolment, the parents acknowledge that the School may from time-to-time collect personal information about parents and students, which may be necessary for the School's function or activities and acknowledge having read the School's Privacy Policy and Standard Collection Notice.
35. In order to facilitate the effective operation of the School, the participation of the student in School life and recognition of student activities and achievements, the School may take photographs and videos of the student for:
- the school's records
 - display from time to time around the school
 - publication in school magazines and newsletters, educational material, promotional material including social media and the school's website.

If you DO NOT give permission for your daughter's image to be used, notification is required in writing to the Marketing, Communications and Engagement Department, Ravenswood School for Girls, PO Box 516, Gordon NSW 2072 or email webmaster@ravenswood.nsw.edu.au.

Overseas Students on a 500 Student Visa

36. If the student is an Overseas Student on a 500 Student Visa, the School requires payment of:
- a Tuition Bond equivalent to one term's Tuition and one term's Boarding Fees (if applicable) prior to confirmation of enrolment
 - one term's Tuition Fees prior to commencement and then pre-pay (a term in advance) throughout the student's enrolment. The pre-payments are credited towards the final invoice.
37. If the parents do not reside in Australia, a suitable relative or guardian in Metropolitan Sydney must be appointed to act as a guardian for the student. The guardian must:
- be at least 25 years old
 - speak English
 - be contactable by the School
 - be able to give support to the School in meeting the needs of the student
 - attend enrolment interviews, parent-teacher interviews and other events at the School's request
 - exercise a duty of care to the student when she is on leave with them
 - liaise with both parents and the Director of Boarding to ensure the student's welfare
 - sign the Notice of Official Guardian Form before the student enters the School
 - agree to have the Director of Boarding visit their home and to have regular contact.

38. In accordance with the Educational and Training Services to Overseas Students ESOS Act 2000 and the National Code of Practice, the following refund policy applies to all Overseas Students on a 500 Student Visa:
- The Application Fee, Reserved Place Fee and Enrolment Fee are non-refundable
 - Tuition Fees, Tuition Bond and Boarding Bond for Overseas Students will be refunded in full if a visa application is rejected (provided that written notification is received from the Australian Embassy) and/or the course is not offered
 - Refunds, where applicable, will be made in accordance with ESOS Act 2000.
39. The withdrawal of an Overseas Student paying full fees and on a 500 Student Visa must not take place prior to the student completing six months of the course in which she is enrolled (National Code Standard 7) unless a release letter has been authorised by the School.

Provision of Information and Reports by the School and Court Orders

40. The School will provide School and student information via the Parent Portal and send academic reports to the address

or addresses notified by the parents. Where parents are separated or divorced, School and student information will be communicated via the School's Parent Portal and reports will be sent to both parents on request, to the address notified by each parent, unless there is an Order of the Court or an agreement that School and student information and reports are to be sent to only one parent.

41. All parents are required to provide promptly to the School, any Orders of the Family Court or any other Court, which are relevant to the education and welfare of the student.
42. Amendment of Terms and Conditions The School may change these Terms and Conditions of Enrolment upon giving not less than two terms' notice of such changes.

Guardians

43. The appointed relative or guardian must be available to care for the student at any time, reside in Metropolitan Sydney, be readily contactable by phone, speak English and be at least 25 years of age. The nominated guardian must complete and agree to the Notice of Official Guardian Form and provide any necessary documentation.

SECTION 03

Privacy Policy and Standard Collection Notice

Your privacy is important to us. Ravenswood respects your right to privacy and abides by the Australian Privacy Principles. Ensuring the security of information held by the School is a top priority. The Ravenswood Privacy Policy is available at ravenswood.nsw.edu.au.

- The School collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your daughter.
- Some of the information collected is to satisfy the School's legal obligations, particularly to enable the school to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information be collected.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time-to-time.
- The School from time-to-time discloses personal and sensitive information to others for administrative, statutory reporting and educational purposes. This includes other

schools, government departments, medical practitioners, and people providing services to the school, including consultants, specialist visiting teachers, extra subjects teachers, coaches and volunteers.

- If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.
- Personal information collected from students is regularly disclosed to their parents or guardians. On occasion, information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website and for other marketing purposes.
- Parents may seek access to personal information collected about them and their daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

