



ADDENDUM TO CONDITIONS OF ENTRY AND APPLICATION GUIDELINES – TOORAK CAMPUS

1. CONDITIONS OF ENTRY, BUSINESS NOTICES AND OTHER INFORMATION

- 1.1. This Addendum deals with matters specific to the Toorak Campus and must be read together with the School's Conditions of Entry, Fee Schedule(s), Business Notices and any other applicable addenda.

2. FEES

- 2.1. To avoid doubt, parents must pay in full the non-refundable application and enrolment fees specified in the Business Notices.
- 2.2. Subject to Clauses 3 and 12 of the Conditions of Entry, to the extent term fees payable by the parents are currently known to the School, they are listed in the Fee Schedule on the School website.

3. OFFER OF PLACE CRITERIA

- 3.1. The School takes into account a range of criteria when making offers to students at the Toorak Campus, including but not limited to:
 - 3.1.1. siblings currently at the School;
 - 3.1.2. family association with the School;
 - 3.1.3. date of application;
 - 3.1.4. academic record; or
 - 3.1.5. student interview (including consideration of interests and activities of the student, what the student can contribute to the School, and how the School can support the student).
- 3.2. The needs of the School at a particular time will also be taken into account when applying any of the above criteria.

4. TOORAK CAMPUS EARLY LEARNING CENTRE

Clauses 5 to 13 of this Addendum contain matters specific to Toorak Campus ELC.

5. APPLICATION PROCESS

- 5.1. Applications for a place in the Toorak Campus ELC may be made at any time from birth.
- 5.2. An online Student Application Form must be completed and a certified copy of the student's birth certificate or passport (if applicable) and the non-refundable application fee of \$150.00 for Australian citizens and Permanent Residents, or \$350.00 for Overseas applicants must be submitted to the School.
- 5.3. The acceptance of the Student Application Form by the School does not guarantee a place.

6. CONTINUING EDUCATION ADVANCE PAYMENT

- 6.1. The parents may elect to pay the School the optional Continuing Education Advance Payment of \$3,000.00 at any time from the date of application for enrolment (**the CEAP**).
- 6.2. The payment of the CEAP is not required for students with siblings currently attending the School.
- 6.3. Payment of the CEAP does not guarantee the student a place but may be considered by the School at its discretion

in determining the student's priority of access to a place into Prep.

- 6.4. If a student is not offered a place, the CEAP will be refunded in full.
- 6.5. Where a place is offered and taken up, the CEAP will be credited against any fees payable for the third term of the student's Prep year at the School.
- 6.6. The CEAP will not be refunded if the student:
 - 6.6.1. accepts a place and the place is not taken up for any reason; or
 - 6.6.2. takes up a place but does not proceed to Prep at the School for any reason.
 - 6.6.3. For more information about the optional CEAP payment, please contact the the Toorak Campus Admissions Officer on +61 3 9829 1406.

7. ELIGIBILITY

- 7.1. Students applying for entry into the three (3) year old kindergarten group must be three (3) years old on or before 30 April in the year of entry.
- 7.2. Students applying for entry into the four (4) year old kindergarten group must be four (4) years old on or before April 30 in the year of entry. Confirmation of enrolment at the Toorak ELC is subject to the Centre being provided with an Immunisation History Statement from the Australian Immunisation Register (**AIR**) that shows the student is up to date with all vaccinations that are due for their age, as per the *Public Health and Wellbeing Amendment (No Jab, No Play) Act 2015* (Vic).

8. REQUIRED ATTENDANCE

- 8.1. Students in the three (3)-year old Toorak ELC group must enrol for a minimum of three (3) days per week and may attend full time. The School cannot guarantee specific days of attendance.
- 8.2. Children in the four (4) year old Toorak ELC group must enrol full time.

9. ENROLMENT PROCEDURE

- 9.1. Three (3) year old Toorak ELC places may be allocated up to two (2) years preceding commencement date.
- 9.2. Four (4) year old Toorak ELC places are offered one (1) year preceding the commencement date.
- 9.3. Children and their parents may be invited to visit the campus for an enrolment meeting with the Head of Campus and/or the Director of the ELC.
- 9.4. An offer of a place may be made via Letter of Offer after the enrolment meeting with the Head of Campus and/or Director of the Toorak ELC.
- 9.5. To confirm the offer of a place the non-refundable enrolment fee of \$1,000.00 for Australian Citizens and Permanent Residents or \$2,000.00 for Overseas Applicants must be paid by the due date as shown in the Letter of Offer.



- 9.6. Parents must read and complete all admission documents including the School's Conditions of Entry.
- 10. KINDERGARTEN FEE SUBSIDY**
- 10.1. The Victorian Department of Education and Training will pay the School a Kindergarten Fee Subsidy for eligible students enrolled at the Toorak ELC.
- 10.2. The amount of the Kindergarten Fee Subsidy which applies from time to time is determined by the Victorian government, indexed and subject to annual adjustment.
- 10.3. The term fees of eligible students in respect of whom the School receives the Kindergarten Fee Subsidy will be directly discounted by the amount of the Kindergarten Fee Subsidy. To avoid doubt, the parents remain liable for payment of the balance of any fees.
- 10.4. To be eligible for the Kindergarten Fee Subsidy, students must be aged at least four (4) years by 30 April in the year they attend kindergarten and:
- 10.4.1. be an Aboriginal or Torres Strait Islander person; or
- 10.4.2. hold, or have a parent or guardian who holds, an eligible concession card or humanitarian visa; or
- 10.4.3. be identified on their Birth Certificate as being a multiple birth child (triplets or more).
- 10.5. Early Start Kindergarten Grants are available to Aboriginal or Torres Strait Islander students and students known to Child Protection.
- 10.6. If parents consider the student is eligible for the Kindergarten Fee Subsidy, they should contact the Director of the Toorak ELC at the time of enrolling the student. Documentary evidence of the student's eligibility must be provided.
- 11. PREP– YEAR 6**
- Clauses 12 to 15 of this Addendum contain matters specific to Prep to Year 6 at the Toorak campus.
- 12. ELIGIBILITY**
- 12.1. Students must have turned five years of age before 30 April in their Prep year.
- 12.2. New students in subsequent year levels are placed in the appropriate age group unless there are exceptional circumstances.
- 13. APPLICATION PROCESS**
- 13.1. Applications for a place at the School's Toorak Campus from Prep to Year 6 may be made at any time from birth.
- 13.2. An online Student Application form must be completed, and a certified copy of the student's birth certificate or passport (if applicable) and the non-refundable application fee of \$150.00 for Australian citizens and Permanent Residents, or \$350.00 for Overseas Applicants must be provided to the School along with copies of two most recent school reports, where applicable.
- 13.3. The acceptance of the Student Application Form by the School does NOT guarantee a place for the student.
- 14. ENROLMENT PROCEDURE**
- 14.1. Upon receipt of a Student Application Form and availability of places, eligible students and parents will be interviewed by the Head of Campus or delegate.
- 14.2. Students may be tested as part of the interview procedure.
- 14.3. Parents and students (where appropriate) are taken on a tour of the Toorak Campus.
- 14.4. An offer of a place to the student may be made via Letter of Offer after the interview with the Head of Campus or delegate.
- 14.5. To confirm the offer of a place the non-refundable enrolment fee of \$1,000.00 for Australian citizens and Permanent Residents or \$2,000.00 for Full Fee Paying Overseas Students must be paid by the due date as shown in the Letter of Offer.
- 14.6. Parents must read and complete all admission documents including the School's Conditions of Entry.
- 15. FUNDRAISING**
- 15.1. Fundraising activities and events for Toorak Campus are organized by the Community Relations Department for School wide activities and the Glamorgan Association for Campus specific activities.
- 15.2. Any campus specific fundraising activities and events are limited to one activity or event per term. Notification of the activity or event, the results of such activities and events and the projects funded and supported by such activities and events will be published in the campus newsletter for campus organised activities and events and in Light Blue for School organised activities and events.
- 15.3. Participation of parents in fundraising activities and events is voluntary but keenly encouraged.
- 16. INTERPRETATION AND DEFINITIONS**
- 16.1. 'Full Fee Paying Overseas Students' means an overseas student on student visa.
- 16.2. 'Parents' means and includes the natural and/or adoptive parents of the student and/or the guardian or guardians of the student whether appointed guardians by order of any court or otherwise and, where relevant, includes a person or persons who have agreed to be responsible for payment of fees and sundry charges.
- 16.3. 'School' means Geelong Grammar School and includes the Principal, the Council of the School and any employee of the School.
- 16.4. 'Student Application Form' means the online application form available on the School's website www.ggs.vic.edu.au.
- 16.5. 'Toorak ELC' means the School's Toorak campus Early Learning Centre.
- 16.6. Headings are for convenience only and do not affect the interpretation of these conditions.
- 16.7. The singular includes the plural and vice versa.
- 16.8. In the event any term or clause of these conditions is found by a court or a tribunal of competent jurisdiction to be unenforceable, the balance of these conditions shall be given full effect to the greatest extent possible having regard to the natural and intended meaning of these conditions.