

Enrolment

Guidelines and template checklist



Principals should use this checklist to ensure that their school has all the policies and procedures, including relevant forms and registers, to meet the minimum standards required by the Victorian Registration and Qualifications Authority (VRQA). Documents required as part of minimum standards are marked with an *.

- *Template – Enrolment policy: Primary schools
- *Template – Enrolment procedure
- Template – Dependent full-fee paying overseas students (FFPOS) application
- Template – Dependent international student application form
- Template – Student acceleration policy
- Template – Student retention policy
- Template – Student retention: Application for repeating a year level
- *Template – School fees and charges policy
- *Template – Concessional fee policy

Enrolment Pack:

- *Template – Enrolment form
- *Template – Minimum age exemption application
- *Template – Parent/Guardian/Carer code of conduct
- Template – Permission form: Photograph and recording
- Guidelines – Sample standard collection notice for schools
- *Template – School enrolment agreement (includes fees)
- *Guidelines – School family occupation index: Parent occupation groups
- *Guidelines – School privacy policy
- *Template – Student code of conduct