

# ENROLMENT AGREEMENT

Global Village Learning | 2026

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This Enrolment Agreement is entered into between **Global Village Learning (GVL)** and the family / guardians of the enrolling student. It incorporates the GVL Enrolment Policy 2026, the Fee Schedule 2025–2026, and the Child Safety Code of Conduct in full. Families are required to read this Agreement carefully and sign the Acceptance section at the end.

GVL is registered as an independent school in Victoria and governed by the *Education and Training Reform Act 2006*, *VRQA Minimum Standards*, *Equal Opportunity Act 2010*, *Disability Discrimination Act 1992*, *Privacy Act 1988*, *Australian Consumer Law*, and the *Child Safe Standards*. This Agreement reflects those obligations.

This Agreement is governed by the laws of the State of Victoria, Australia. This Agreement is publicly available on the GVL website at [gvl.vic.edu.au](http://gvl.vic.edu.au) and at the school office, in accordance with the VRQA Minimum Standards for school registration.

## 1. About Global Village Learning

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Global Village Learning is a learner-centred school guided by principles of autonomy, purpose and community engagement. Learners develop skills to positively impact the world while progressing at their own pace through GVL's unique developmental hubs: Foundations and Play Hub, Exploration and Discovery Hub, Entrepreneurship and Social Impact Hub, and Pathways and Futures Hub.

GVL values diversity and welcomes young people from a wide range of backgrounds, identities and learning profiles. All enrolment decisions are made without discrimination on the basis of gender, race, cultural or religious background, disability, sexuality, family status or socio-economic status.

GVL is **not** a CRICOS-registered provider and does not enrol international students requiring a student visa.

## 2. Educational Services Provided

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GVL is registered with the VRQA as an independent school in Victoria and delivers an approved curriculum framework to students from Foundation (Prep) through to Year 12 (approximately ages 4–20). Education is delivered through four developmental hubs:

- **Ages 4–8 (approx. Prep–Year 2):** Foundations and Play Hub
- **Ages 7–12 (approx. Year 3–6):** Exploration and Discovery Hub
- **Ages 11–16 (approx. Year 7–10):** Entrepreneurship and Social Impact Hub
- **Ages 15–20 (approx. Year 11–12):** Pathways and Futures Hub

Each hub delivers a learner-centred program guided by GVL's educational philosophy of autonomy, purpose and community engagement. Learners progress at their own pace through personalised learning pathways aligned with GVL's curriculum framework.

## 2.1 What Is Included in Fees

Annual tuition fees cover the full educational program, including:

- Tuition and educational programming across all learning areas
- Learning resources and stationery
- Art and project supplies
- Incursions and excursions
- Healthy Eating Program
- Sports Program
- Sunrise and Sunset Club (before and after school care, free of charge)
- Access to shared technology (Foundations/Play and Exploration/Discovery Hubs)

## 2.2 GVL's Obligations to Families

GVL commits to:

- Providing a safe, inclusive and supportive learning environment for all enrolled students.
- Delivering educational programming in accordance with GVL's registered curriculum framework and the VRQA Minimum Standards.
- Making reasonable adjustments to support students with disability in accordance with the Disability Discrimination Act 1992.
- Maintaining accurate enrolment and attendance records in accordance with the VRQA Minimum Standards and the Education and Training Reform Act 2006.
- Communicating openly and transparently with families about their young person's learning, wellbeing and any concerns that arise.
- Managing all personal information in accordance with the Privacy Act 1988 and GVL's privacy obligations.
- Providing families with access to GVL's complaints and grievances process.
- Notifying families promptly of any significant changes to fees, services or policies.

## 3. Eligibility and Admissions

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### 3.1 Minimum Age

GVL follows the requirements of the *Education and Training Reform Act 2006* regarding minimum school starting age. A child must turn **5 years of age by 30 April** in the year they commence school. GVL will only enrol 4-year-olds where an early-entry exemption has been approved by the Executive Director following a formal readiness and safety assessment and in accordance with legislation.

### 3.2 Admissions Priority

Where capacity is limited, enrolment priority is determined in the following order:

1. Siblings of current students
2. Young people living in the local area
3. Young people with an interest in or alignment with GVL's learning model
4. Date order of application
5. Other relevant considerations at the Principal's discretion to support safety, wellbeing and community balance

### 3.3 Additional Considerations

All enrolment decisions must also consider:

- the level of support the young person requires
- the safety and wellbeing implications for the applicant and for the existing school community
- whether reasonable adjustments can be provided without causing unjustifiable hardship to GVL

- the capacity of GVL's staffing, facilities and resources at the time of application

GVL welcomes applications from young people with disability and makes reasonable adjustments to support access and participation in accordance with the *Disability Discrimination Act 1992*. Where a place cannot be offered on these grounds, families are informed clearly and respectfully with reference to relevant legislation.

### 3.4 If a Place Cannot Be Offered

If GVL is unable to offer a place, the family will receive written communication outlining the reason, available options, the opportunity to remain on the waitlist, and next steps should circumstances change.

## 4. Enrolment Process

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### 4.1 EnrolHQ Platform

All enrolments are managed through **EnrolHQ**, GVL's digital enrolment platform. All enquiries, applications, supporting documents, communications, offers and waitlist records are handled through EnrolHQ.

### 4.2 Process Steps

1. Family submits an Expression of Interest via EnrolHQ. Availability of a position in the community is discussed with school leadership.
2. The Registrar speaks with the family to learn about the young person's interests and learning needs, and discusses GVL's fees and educational philosophy.
3. A tour and interview is booked with GVL Leadership.
4. The Registrar follows up to determine whether to progress to an offer, or place the family on the waitlist.
5. The Enrolment Policy and Fee Schedule are provided to the family. The Application Fee payment request is shared.
6. The family completes the enrolment form on EnrolHQ and uploads all required documents.
7. Once all documents are received, the Registrar issues a Letter of Offer and requests the Acceptance Fee.
8. The family signs and returns the Letter of Offer and pays the Acceptance Fee to confirm the place.
9. GVL's Accounts Department is notified of the new enrolment. The first day is arranged. The Community Bond is payable before the first day at GVL.
10. The young person starts at GVL.

## 5. Required Documentation

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The following documents must be provided before enrolment is confirmed. All documents are stored securely in EnrolHQ.

- Birth certificate or passport
- Proof of current address
- Immunisation history statement
- Previous school reports
- Relevant medical action plans (e.g. asthma, anaphylaxis, diabetes, epilepsy) — if applicable
- Court orders or parenting plans — if applicable
- Any additional assessments or reports requested by GVL
- NDIS documentation — optional

Families must promptly provide updated documentation (including medical plans, court orders or parenting plans) whenever these change.

## 6. Conditions of Enrolment

By signing this Agreement, the family agrees to the following conditions for the duration of the enrolment:

### 6.1 Information Accuracy

Families must provide accurate and complete information about the young person's learning, medical and support needs. GVL must be notified promptly of any changes to this information, including changes to contact details, emergency contacts, medical conditions, and legal arrangements (e.g. parenting orders).

### 6.2 Child Safety Code of Conduct

All families agree to the GVL Child Safety Code of Conduct (set out in full in Section 7 of this Agreement) and must uphold it at all times in all physical and online school environments.

### 6.3 Attendance

Families agree to support regular daily attendance. Attendance is recorded in Compass each day in line with the VRQA Minimum Standards. Absences must be communicated to the school promptly.

### 6.4 Financial Responsibilities

Families must meet their financial responsibilities as outlined in Section 6, or enter into an agreed payment arrangement with GVL prior to the relevant due date.

### 6.5 Withdrawal Notice

Families must provide **one full term's written notice of withdrawal** via email to [hello@gvl.vic.edu.au](mailto:hello@gvl.vic.edu.au). If adequate written notice is not provided, the Community Bond will be forfeited. Notice submitted by any other method will not be accepted as formal notice.

### 6.6 Safety and Wellbeing Planning

Families must actively participate in safety and wellbeing planning when required by GVL, including contributing to the development and review of individual education, health and safety plans.

### 6.7 Enrolment Register

GVL maintains an Enrolment Register through EnrolHQ and Compass. The Register records: student full name, address, date of birth, parent/guardian details, date enrolment begins and ceases, previous school, and immunisation status. Records are managed in accordance with the *Privacy Act 1988*, GVL's Records Management processes and the Child Safe Standards.

## 7. Fees and Financial Obligations

### 7.1 What Fees Cover

Annual tuition fees are all-inclusive and cover: tuition, learning resources, stationery, art and project supplies, incursions, excursions, the Healthy Eating Program, and the Sports Program.

### 7.2 Annual Tuition Fees — 2025/2026

Hub	Approx. Age	Annual Fee	Possible Total (with Camp)
Foundations and Play Hub	4–8 years	\$7,800	\$8,220
Exploration and Discovery Hub	7–12 years	\$7,800	\$8,220
Entrepreneurship and Social Impact Hub	11–16 years	\$7,800	\$8,600

Pathways and Futures Hub	15–20 years	\$7,800 + certification costs	Up to \$8,600
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\* Camp costs are invoiced separately on a cost-recovery basis. Sibling discounts do not apply to camp costs. Camps, Sports and Excursions Fund (CSEF) funding is applied for eligible families where applicable. For learners in the Foundations and Play Hub and Exploration and Discovery Hub, camp costs are capped at \$420. In the Entrepreneurship and Social Impact Hub, the anticipated camp cost is \$800, as learners plan and lead their own camp programs.

### 7.3 Joining Fees

Fee	Amount
Application Fee — payable upon completion of enrolment form (non-refundable, non-transferable)	\$150
Acceptance/Enrolment Fee — payable on submission of signed Letter of Offer (non-refundable, non-transferable)	\$350
Community Bond — equivalent to one full term's fees, payable prior to first day at GVL. Refunded in full if one term's written notice is provided; forfeited if not.	\$1,950 (or \$975 for CSEF-approved families)

The Community Bond is equivalent to one full term's fees (\$1,950, or \$975 for CSEF-approved families) and must be paid **before the young person's first day at GVL**. The bond is held as security for the one-term notice requirement. It is refunded in full if withdrawal notice is given in writing with one full term's notice. If notice is not provided in writing, the bond is forfeited.

### 7.4 Fee Discounts

Discount	Amount
Sibling discount — 2nd child per family (annual tuition fee only)	10%
Sibling discount — 3rd child per family (annual tuition fee only)	20%
Sibling discount — 4th or more child per family (annual tuition fee only)	30%
Health Care Card Discount — apply to the Principal / Executive Director	Up to 50% off full fees

Sibling discounts apply to annual tuition fees only and do not apply to joining fees, camp costs or other charges. Health Care Card discounts are subject to application to and approval by the Principal / Executive Director.

### 7.5 Payment

Fees are managed through **Pinch Payments**, which offers flexible instalment options via direct debit or credit card. There are no additional banking fees when using this platform. Families are encouraged to review the Annual Fees and Charges alongside this Agreement to fully understand payment and enrolment terms.

For all fee and payment enquiries, contact Registrar **Beth Sparks**: Phone (03) 5428 4520 | Email [hello@gvl.vic.edu.au](mailto:hello@gvl.vic.edu.au).

### 7.6 Pathways and Futures Hub — Additional Costs

Learners in the Pathways and Futures Hub may incur additional fees for courses undertaken outside GVL's core program. This includes vocational courses through TAFE, GVL's own Diploma of Business (in partnership with the Academy of Entrepreneurs), and other externally completed courses.

Some of these courses may attract federal government assistance, such as Fee-Help, depending on eligibility and course selection. GVL handles these fees on a case-by-case basis, working closely with each learner and their family to explore the best options and any available financial support.

### 7.7 Sunrise and Sunset Club

GVL offers Sunrise and Sunset Clubs, free of charge, for families from Prep through Year 10. Sunrise Club operates from 8:00 am to 8:45 am and Sunset Club from 3:30 pm to 5:00 pm, with breakfast and afternoon snacks provided. Bookings are not currently required, though this may change in the future.

### 7.8 Technology

Learners in the Foundations and Play Hub and Exploration and Discovery Hub have access to a shared bank of laptops and iPads provided by GVL. Learners in the Entrepreneurship and Social Impact Hub and Pathways and Futures Hub are encouraged to use a Bring Your Own (BYO) Laptop approach to support independent project work and personal learning pathways. Contact GVL for further details on BYO requirements.

### 7.9 Family Contribution Program

Each term, GVL warmly invites families to contribute their time and skills to the community. Ways to participate include: joining working bees, assisting in classes (excluding classes that include your own child, to promote independence), supporting the breakfast club, organising community activities, or participating in family education sessions. Family contributions play a vital role in building a vibrant and supportive environment for all learners.

## 8. Child Safety Code of Conduct

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GVL is committed to the safety and wellbeing of all children and young people. The Child Safety Code of Conduct applies to all staff, volunteers, contractors, service providers, school board members, families, and any other adult involved in child-connected work. It applies in **all physical and online environments** used by students, and during and outside school hours, including at school camps and other offsite locations.

### 8.1 Acceptable Behaviours

All adults connected to GVL are responsible for supporting and promoting the safety of children by:

- Upholding GVL's commitment to child safety at all times and adhering to the Child Safety and Wellbeing Policy.
- Treating all students and families with respect in and outside the school environment as part of normal social and community activities.
- Listening and responding to the views and concerns of students, particularly if they disclose that they or another child has been abused or are worried about safety.
- Promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home, and LGBTIQ+ students.
- Ensuring, as far as practicable, that adults are not alone with a student. One-to-one interactions between an adult and a student are to take place in an open space or within line of sight of another adult.
- Reporting any allegations of child abuse or other child safety concerns to Maha Asif, Wellbeing Coordinator.
- Understanding and complying with all reporting and disclosure obligations, including mandatory reporting, in line with GVL's child safety responding and reporting policy and the PROTECT Four Critical Actions.
- If child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## 8.2 Unacceptable Behaviours

The following behaviours are strictly prohibited:

- Ignoring or disregarding any concerns, suspicions or disclosures of child abuse or harm.
- Developing a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts).
- Displaying behaviours or engaging with students in ways that are not justified by the educational or professional context.
- Ignoring an adult's overly familiar or inappropriate behaviour towards a student.
- Discussing intimate topics or using sexualised language, except when needed to deliver the school curriculum or professional guidance.
- Treating a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Communicating directly with a student through personal or private contact channels (including social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities, or where there is a safety concern or other urgent matter.
- Photographing or recording a student in a school environment except in accordance with GVL's Photographing, Filming and Recording Students policy, or where required for duty of care purposes.
- Consuming alcohol against school policy or taking illicit drugs in the school environment or at school events where students are present.
- Having contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## 8.3 Reporting Breaches

All breaches and suspected breaches of the Child Safety Code of Conduct must be reported to the **Executive Director**. Where the breach or suspected breach relates to the principal, contact **the Chair, Global Village Learning Board**.

Where a reportable allegation has been made, the matter will be managed in accordance with the Independent Schools of Victoria Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

Any adult who breaches the Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement, relevant industrial instrument, professional code or terms of engagement.

## 9. Student Code of Conduct

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GVL expects all students to contribute positively to the learning community and to treat others with respect and care. The following expectations apply to all students across all GVL environments — physical and online — and during and outside school hours where school activities are involved.

### 9.1 Student Expectations

Students are expected to:

- Treat all members of the GVL community — students, staff, volunteers and visitors — with respect, kindness and fairness.
- Engage honestly and authentically in their own learning and in community activities.
- Take responsibility for their actions and their impact on others.
- Respect and care for GVL's facilities, equipment and resources, and the property of others.
- Contribute constructively to a safe and inclusive community in which all learners feel valued, regardless of background, identity or ability.
- Follow the reasonable directions of GVL staff and guides.

- Use technology and online platforms responsibly and in accordance with GVL's policies.
- Raise concerns, conflicts or grievances through GVL's established processes rather than through harmful or disruptive behaviour.
- Refrain from bullying, harassment, discrimination or intimidation of any kind, including online.
- Not bring to school or use any prohibited substances or items that pose a risk to the safety of themselves or others.

## 9.2 Response to Student Behaviour

Where a student's behaviour falls significantly short of these expectations, GVL will respond in a way that is proportionate, restorative and consistent with GVL's educational values. The **Executive Director or Principal** has discretion to determine the appropriate response, which may include restorative conversations, modified participation, additional support planning, or, in serious cases, the grounds for termination of enrolment as set out in Section 11.

## 10. Transition and Orientation

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All newly enrolled young people participate in GVL's transition process. This process is tailored to the individual and may include:

- Orientation sessions
- Hub visits
- Learning profile review
- Safety and risk assessments
- Medical and wellbeing planning
- Handover with the Hub Leader
- Connection to the Sunrise Club and Sunset Club, if relevant

## 11. Grounds for Termination of Enrolment

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The **Executive Director or Principal** may, at their discretion, terminate a student's enrolment at GVL on any of the following grounds. GVL will act reasonably and proportionately in all cases, and will give the family written notice of any decision to terminate enrolment.

### 11.1 Non-Payment of Fees

Enrolment may be terminated where a family has failed to meet their financial obligations under this Agreement and has not entered into, or has not complied with, an agreed payment arrangement with GVL.

### 11.2 Provision of False or Misleading Information

Enrolment may be terminated where the family has provided false, incomplete or materially misleading information in connection with the enrolment application or during the enrolment, where that information was material to GVL's decision to offer or continue enrolment.

### 11.3 Serious or Repeated Breach of the Child Safety Code of Conduct

Enrolment may be terminated where the family — including any parent, guardian or other adult associated with the student's enrolment — has committed a serious or repeated breach of the GVL Child Safety Code of Conduct.

### 11.4 Process

Before making a decision to terminate enrolment, the Executive Director or Principal will, where reasonably practicable: provide the family with written notice of the concern; give the family an opportunity to respond; and consider any response received. Families may raise concerns about a termination decision through GVL's Grievances and Complaints Policy (Section 12). If the matter

remains unresolved, families may also contact the *Victorian Registration and Qualifications Authority (VRQA)* as the registration authority for independent schools in Victoria.

## 12. Complaints and Appeals

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Concerns about an enrolment decision or any aspect of GVL's operations can be raised through the GVL Grievances and Complaints Policy. All concerns are managed fairly, consistently and with transparent communication. A copy of this policy is available on the GVL website and at the school office.

## 13. Privacy and Records

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GVL collects personal information about students and families for the purposes of administering enrolment, providing education and support services, and meeting legal obligations. All personal information is handled in accordance with the *Privacy Act 1988*, GVL's Records Management processes and the Child Safe Standards. Enrolment data is stored securely through EnrolHQ and Compass.

Families have the right to access personal information GVL holds about them and to request corrections. Please contact GVL's office to make such a request.

## 14. Review of This Agreement

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The GVL Enrolment Policy is reviewed every three years or sooner if regulations change. The Child Safety Code of Conduct is reviewed as required and at a minimum every two years. This Agreement will be updated to reflect any policy changes. The current version is publicly available on the GVL website at [gvl.vic.edu.au](http://gvl.vic.edu.au) and at the school office, in accordance with the VRQA Minimum Standards for school registration in Victoria.

Enrolment Policy last reviewed: **November 2025** | Next review: **2027**. Child Safety Code of Conduct created: **30 August 2024** | Next review: **2026**.



## DECLARATIONS

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By signing this Agreement, I/we confirm each of the following:

1. All information provided in support of this enrolment application is accurate and complete, and I/we will promptly notify GVL of any changes.
2. I/We accept the financial obligations set out in Section 7, including the Application Fee, Acceptance Fee, Community Bond, and ongoing tuition fees, and understand the conditions under which the Community Bond is refunded or forfeited.
3. I/We understand and accept the one full term's written notice requirement for withdrawal, and that failure to provide such notice will result in forfeiture of the Community Bond.
4. I/We agree to uphold and ensure compliance with the GVL Child Safety Code of Conduct (Section 8) by all members of our household and any persons we bring onto GVL premises or connect with students.
5. I/We have read and understood the Student Code of Conduct (Section 9) and will actively support the young person in meeting these expectations.
6. I/We understand and acknowledge the grounds on which GVL may terminate enrolment as set out in Section 11, including non-payment of fees, provision of false or misleading information, and serious or repeated breach of the Child Safety Code of Conduct.
7. I/We consent to GVL collecting, holding and using personal information about the young person and our family in accordance with the Privacy Act 1988, GVL's privacy obligations and the Child Safe Standards.
8. I/We understand that final enrolment is conditional on GVL's capacity to safely and reasonably meet the individual learning, wellbeing and medical needs of the young person, and that GVL may decline or withdraw enrolment if this cannot be achieved.
9. I/We have read and understood GVL's obligations and our obligations under the Disability Discrimination Act 1992 and the Equal Opportunity Act 2010.
10. I/We understand that this Agreement is governed by the laws of the State of Victoria, Australia, and is publicly available on the GVL website in accordance with the VRQA Minimum Standards.

