

ENROLMENT AGREEMENT

Global Village Learning | Month 2026

This Enrolment Agreement is entered into between **Global Village Learning (GVL)** and the parent(s) or guardian(s) of the young person enrolling at GVL.

It incorporates the GVL Enrolment Policy 2026, the Fee Schedule 2025–2026 and the Child Safety Code of Conduct in full. Families are asked to read this Agreement carefully and complete the Acceptance section at the end.

GVL is registered as an independent school in Victoria and operates in accordance with the *Education and Training Reform Act 2006*, *VRQA Minimum Standards*, *Equal Opportunity Act 2010*, *Disability Discrimination Act 1992*, *Privacy Act 1988*, *Australian Consumer Law*, the *Child Safe Standards* given effect through *Ministerial Order No. 1359*, and the Reportable Conduct Scheme under the *Child Wellbeing and Safety Act 2005*.

This Agreement reflects those obligations and is governed by the laws of the State of Victoria, Australia. The Agreement is publicly available on the GVL website at gvl.vic.edu.au and at the GVL office in accordance with the VRQA Minimum Standards for school registration.

1. About Global Village Learning

Global Village Learning is a secular, co-educational, personalised learning community with a vision of empowering learners to build communities that positively impact the world.

Our approach is Montessori-inspired, learner-led, adult-supported and future-focused. We believe young people thrive when they experience Agency, Mastery and Community Connection, and when they have meaningful opportunities to explore interests, build capabilities, contribute to their community and take increasing ownership of their learning.

Rather than progressing through traditional year groups, learners move at their own pace through four Developmental Learning Hubs:

- Foundations & Play, approximately ages 4–8
- Exploration & Discovery, approximately ages 7–12
- Entrepreneurship & Social Impact, approximately ages 11–16
- Pathways & Futures, approximately ages 15–20

Age ranges are a guide rather than the sole basis for progression. Movement between Developmental Learning Hubs is informed by each learner's development, capabilities, readiness and individual learning journey.

GVL celebrates diversity and welcomes young people from a wide range of backgrounds, identities and learning profiles. Enrolment decisions are made in accordance with applicable anti-discrimination and disability legislation.

GVL is **not** a CRICOS-registered provider and does not enrol international learners who require a student visa.

2. The Learning Experience GVL Provides

GVL is registered with the VRQA as an independent school in Victoria and provides an approved curriculum framework based on the Australian Curriculum from Foundation through to Year 10, the VCE Vocational Major and Victorian Pathways Certificate in the senior years.

While regulatory requirements may refer to students, year levels and curriculum stages, within our community we generally use the language of learners, Developmental Learning Hubs and personalised learning pathways.

Learning takes place through four Developmental Learning Hubs:

- Foundations & Play, approximately ages 4–8
- Exploration & Discovery, approximately ages 7–12
- Entrepreneurship & Social Impact, approximately ages 11–16
- Pathways & Futures, approximately ages 15–20

Our learning environment is personalised, learner-led and adult-supported. Learners build core knowledge and skills alongside GVL's Connected Capabilities, authentic learning experiences, EDventurous Projects and opportunities to participate meaningfully in the wider community.

Learners progress according to their individual development and readiness while continuing to participate in learning aligned with GVL's registered curriculum framework.

2.1 What Is Included in Fees

Annual tuition fees support the learning experience provided by GVL, including:

- Learning and educational programming across required learning areas
- Learning resources and stationery
- Essential Art and EDventurous Project supplies
- Offsite Learning experiences, incursions and excursions
- Healthy Food Program
- Sports Program
- Sunrise and Sunset Club
- Access to shared technology for learners in Foundations & Play and Exploration & Discovery

2.2 GVL's Commitments to Families

GVL commits to:

- Providing a safe, inclusive and supportive learning community for every enrolled learner.
- Delivering learning programs in accordance with GVL's registered curriculum framework and the VRQA Minimum Standards.
- Making reasonable adjustments for learners with disability in accordance with the *Disability Discrimination Act 1992*.
- Maintaining enrolment and attendance records as required by legislation and the VRQA Minimum Standards.
- Communicating openly with families about their young person's learning, wellbeing, progress and any concerns that arise.
- Working with learners and families to support personalised learning and wellbeing.
- Managing personal information in accordance with applicable privacy obligations.
- Providing access to GVL's complaints and grievances processes.
- Advising families of significant changes to fees, services or policies.
- Conducting the One Term Trial Period described in clause 6.6 fairly, transparently and in consultation with the family.

3. Eligibility and Enrolment Decisions

3.1 Minimum and Maximum Age

GVL welcomes learners from the year in which they turn five.

Where a learner is four years old when they commence at GVL, enrolment is subject to an appropriate readiness and safety assessment to ensure that GVL can safely and appropriately support their learning and development.

Learners may remain enrolled at GVL up to the age of 20, provided they commenced their enrolment before turning 18.

All enrolments are considered in accordance with GVL's enrolment requirements and applicable legislation.

3.2 Enrolment Priority

Where places are limited, GVL will generally consider applications in the following order:

1. Siblings of current learners.
2. Young people and families with an interest in or alignment with GVL's learning model.
3. Date of application.
4. Other relevant considerations determined by the Executive Director to support safety, wellbeing and the balance of the community.

3.3 Additional Considerations

Every enrolment decision also considers:

- the learning, wellbeing and support needs of the young person
- the safety and wellbeing of the young person and the existing GVL community
- whether reasonable adjustments can be provided
- whether those adjustments would cause unjustifiable financial hardship to GVL
- the capacity of GVL's Guides, 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 GVL is unable to offer a place, the family will be informed clearly and respectfully and in accordance with applicable legal obligations.

3.4 If a Place Cannot Be Offered

Where GVL cannot offer a place, the family will receive written communication outlining the reason, any opportunity to remain on the waitlist and the next steps should circumstances change.

4. Joining the GVL Community

4.1 EnrolHQ

GVL manages its formal enrolment process through **EnrolHQ**. Enquiries, applications, supporting documents, formal enrolment communications, offers and waitlist records are managed through this platform.

4.2 Enrolment Journey

The enrolment process generally involves:

1. Enrolment enquiry

Submit an enrolment enquiry through EnrolHQ. Links can be found on our website, and our Enrolments Team can assist if needed.

2. Getting to know your young person

Our Enrolments Team may contact you for further information as required to learn more about your young person, their interests and their learning needs.

3. Tour

You will be invited to book a tour and conversation with a member of our Leadership Team. Tours are held during learning time so you can experience GVL as it really is, see learning in action and get a feel for our community and learning environment.

4. Interview

The young person is invited to an interview, supported by their parents, carers or other significant adults in their life. This is an opportunity for us to get to know the young person, hear about their passions and interests, and understand what they hope their learning at GVL might look like.

We will invite them to share what they would like to make, learn and do at GVL.

5. Enrolment application

Our Enrolments Team will send you a link to complete the enrolment application and pay the Application Fee. The application is completed online through EnrolHQ and is designed to work on both computers and mobile devices.

6. Offer or waitlist

Depending on the availability of places, an enrolment offer may be made with a negotiated commencement date. If a place is not currently available, the young person may be placed on the waitlist until a suitable place becomes available.

7. Enrolment agreement

Where a place is offered, the Enrolment Agreement is signed, and the Acceptance Fee is paid to confirm the learner's place at GVL.

8. Community Bond

The Community Bond is billed and payable before commencement.

9. Transition

The learner's transition into the GVL community begins.

Every enrolment then begins with a **One Term Trial Period**. The terms of that period, including how either GVL or the family may end an enrolment during it without financial penalty, are set out in clause 6.6 and form part of this Agreement.

4.3 Pausing or Not Progressing an Enrolment

At any point up to the making of an enrolment offer, GVL may pause an application, hold it on the waitlist, or decide not to progress it. This may occur where:

- places are not currently available in the relevant Developmental Learning Hub, or a waitlist is in operation;
- GVL's Guide staffing levels, facilities or resources do not have the capacity to support an additional learner at that time;
- further information, assessments or reports reasonably requested by GVL have not yet been provided;
- GVL forms the view, having considered the matters in clause 3.3, that its personalised, learner-led learning model is not able to meet the young person's learning, wellbeing or support needs; or

- GVL forms the view that the family is not able to support the shared conditions of enrolment in Section 6, the Learner Community Expectations in Section 9 or the Child Safety Code of Conduct in Section 8.

Any such decision is made reasonably and in good faith, and in accordance with the *Disability Discrimination Act 1992*, the *Disability Standards for Education 2005* and the *Equal Opportunity Act 2010*. GVL will not decline or discontinue an application because of a young person's disability where reasonable adjustments can be made without imposing unjustifiable hardship on GVL and will discuss possible adjustments with the family before forming a view.

Where GVL pauses or does not progress an application, the family will be advised in writing in accordance with clause 3.4, including the reason, any opportunity to remain on the waitlist and the next steps should circumstance change.

The Application Fee and Acceptance Fee remain non-refundable and non-transferable in accordance with clause 7.3.

This clause applies only before an enrolment offer is made. Once GVL has made an offer and the family has signed this Agreement and paid the Acceptance Fee, the enrolment may only be brought to an end under the One Term Trial Period in clause 6.6 or on the grounds set out in Section 11.

5. Information We Need

Before enrolment can be confirmed, families must provide the documentation reasonably required by GVL, including:

- Birth certificate or passport
- Proof of current address
- Immunisation history statement
- Previous school reports, where applicable
- Relevant medical action plans, where applicable
- Court orders or parenting plans, where applicable
- Additional assessments or reports reasonably requested by GVL

Families must advise GVL promptly when relevant information or documentation changes.

This information enables GVL to understand and plan for the learner's individual learning, health, safety and wellbeing needs.

6. Shared Conditions of Enrolment

Joining GVL creates a shared relationship between the learner, their family and the GVL community. By signing this Agreement, the family agrees to the following conditions throughout the enrolment.

6.1 Keeping Information Current

Families must provide accurate and complete information about their young person's learning, medical, wellbeing and support needs.

GVL must be notified promptly of relevant changes, including contact information, emergency contacts, medical conditions and legal arrangements such as parenting orders.

6.2 Child Safety

Every family agrees to comply with the GVL Child Safety Code of Conduct in Section 8 and to support child safety in all physical and online GVL environments.

6.3 Attendance and Participation

GVL records attendance through Compass in accordance with its regulatory obligations. Families must advise GVL promptly of absences. Families agree to support their young person's regular attendance and participation in learning. Parents carers and young people agree to participate regularly in learning huddle meetings, which occur twice per term.

6.4 Financial Commitments

Families agree to meet the financial commitments set out in Section 7 or to enter into an agreed payment arrangement with GVL before the relevant payment is due.

6.5 Leaving the GVL Community

Unlike traditional schools, we understand that GVL may be the right place for a young person for 12 months or 12 years, depending on their individual learning journey. Except, during the Trial Period described in clause 6.6, families must provide **one full term's written notice** before withdrawing a learner. **One full term's written notice** means written notice received by GVL on or before the **first day of the term at the end of which** the learner will leave. Notice received after that day takes effect at the end of the following term, and fees for that following term remain payable.

Formal notice must be sent by email to hello@gvl.vic.edu.au.

Notice given by any other method will not be accepted as formal notice. Where the required written notice is not provided, the Community Bond will be forfeited in accordance with Section 7, subject always to clause 6.6.

6.6 One Term Trial Period

Every enrolment at GVL is subject to a trial period of one school term (the **Trial Period**). This clause is a binding term of this Agreement and applies to both GVL and the family.

We understand that deciding where and how a young person learns is a significant decision for a family. The Trial Period gives both the learner's family and GVL a genuine opportunity to confirm that GVL is the right learning community for the young person, and to end the enrolment without financial penalty if it is not.

Duration. The Trial Period begins on the learner's first day of attendance and ends on the last day of that school term. Where a learner commences after the fourth week of a term, the Trial Period ends on the last day of the following term.

Ending the enrolment during the Trial Period. During the Trial Period, either the family or GVL may end the enrolment by written notice. The requirement in clause 6.5 to give one full term's written notice does not apply during the Trial Period.

- **By the family:** by written notice to hello@gvl.vic.edu.au stating the intended last day of attendance. No minimum notice period applies, although families are asked to give as much notice as is reasonably practicable so that a supported transition can be arranged.
- **By GVL:** by written notice from the Executive Director or Campus Lead stating the reasons for the decision and the date the enrolment will end, which will be not less than ten school days after the date of the notice. Before issuing such a notice, GVL will meet with the family, explain its concerns, and give the family a reasonable opportunity to respond and to have those views considered.

No financial penalty. Where an enrolment ends under this clause:

- the Community Bond is refunded to the family in full within twenty business days of the last day of attendance;
- no exit fee, penalty or payment in lieu of notice is charged;
- tuition fees are payable only for the period up to and including the last day of attendance, calculated on a pro-rata basis, and any tuition already paid for a later period is refunded;
- the Application Fee and Acceptance Fee remain non-refundable and non-transferable in accordance with clause 7.3; and

- costs already committed or incurred on the learner's behalf, such as camp costs or external course fees under clause 7.6, remain payable to the extent they cannot be recovered by GVL.

Nothing in this clause limits a family's rights under the *Australian Consumer Law*.

Fairness and non-discrimination. A decision by GVL not to continue an enrolment at or during the Trial Period will be made reasonably, in good faith and in accordance with the *Disability Discrimination Act 1992*, the *Equal Opportunity Act 2010* and the *Disability Standards for Education 2005*. GVL will not end an enrolment because of a learner's disability where reasonable adjustments can be made without imposing unjustifiable hardship on GVL, and will consult the family about adjustments before forming a view.

Continuity of schooling. Where a learner is of compulsory school age under the *Education and Training Reform Act 2006*, GVL will keep the learner enrolled and continue to record attendance until the last day of attendance, update the Enrolment Register with the cessation date, and provide the required transfer information and records to the receiving school or setting. The family must ensure the young person is enrolled at another registered school, or is subject to another arrangement permitted by that Act such as registration for home schooling with the VRQA, from the day after the enrolment ends.

Other grounds unaffected. This clause does not limit GVL's ability to end an enrolment on the grounds set out in Section 11, which continue to apply during the Trial Period.

The Trial Period applies once, at the commencement of a learner's enrolment, and does not apply to a subsequent academic year or to a learner moving between Developmental Learning Hubs.

6.7 Individual Safety and Wellbeing Planning

Families agree to participate constructively in safety, learning, health and wellbeing planning where required.

This may include contributing to the development and review of individual learning, health, behaviour support, safety or risk-management plans.

6.8 Enrolment Records

GVL maintains its formal Enrolment Register through EnrolHQ and Compass.

Information recorded includes the learner's full name, address, date of birth, parent or guardian details, commencement and cessation dates, previous school and immunisation status.

Records are managed in accordance with applicable privacy, records management and child safety obligations.

7. Fees and Financial Commitments

7.1 What Fees Cover

Annual tuition fees are designed to provide an inclusive learning experience and cover tuition and educational programming, learning resources, stationery, art and EDventurous Project supplies, incursions, Offsite Learning experiences, the Healthy Food Program and the Sports Program.

7.2 Annual Tuition Fees — 2026-2027

Hub	Approx. Age	Annual Fee	Possible Total (with Camp)
Foundations and Play Hub	4–8 years	\$7,800	\$8,350
Exploration and Discovery Hub	7–12 years	\$7,800	\$8,350
Entrepreneurship and Social Impact Hub	11–16 years	\$7,800	\$8,600
Pathways and Futures Hub	15–20 years	\$7,800 + TAFE costs	\$8,600 + TAFE costs

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 Foundations & Play and Exploration & Discovery, camp costs are capped at \$550. In Entrepreneurship & Social Impact, the anticipated camp cost is \$800, reflecting the learner-led nature of camp planning and delivery.

7.3 Joining Fees and Community Bond

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 tuition fees and must be paid **before the learner's first day at GVL**. The bond supports the one-full-term notice requirement. It is refunded in full where the required written withdrawal notice is provided and forfeited where that notice is not provided or there are any tuition fees outstanding.

Where an enrolment ends during the One Term Trial Period under clause 6.6, the Community Bond is refunded to the family in full and no forfeiture applies.

7.4 Fee Discounts

Discount	Amount
Sibling discount — 2nd child per family (annual tuition fee only)	20%
Sibling discount — 3 rd and subsequent child per family (annual tuition fee only)	30%
Health Care Card Discount — apply to the Executive Director	50% off full fees

Sibling discounts apply to annual tuition fees only and do not apply to joining fees, camps or other additional costs.

Families who hold an eligible means-tested Health Care Card or Pensioner Concession Card may apply for a fee concession. To be considered for this concession, families must apply for the Camps, Sports and Excursions Fund (CSEF) each year.

Concession discounts are assessed annually, considered on an individual basis and subject to approval by the Director of Village Operations.

7.5 Payment

Fees are managed through **Pinch Payments**, which provides instalment options through direct debit or credit card.

Families are encouraged to read the Annual Fees and Charges information together with this Agreement so that all financial commitments are understood before enrolment is accepted.

Fee and payment enquiries may be directed to the Director of Village Operations through **hello@gvl.vic.edu.au** or **(03) 5428 4520**.

7.6 Pathways & Futures Additional Costs

Learners in Pathways & Futures may incur additional costs for qualifications or courses undertaken outside GVL's core program.

These may include vocational courses through TAFE, or other external learning and qualification pathways.

Some external courses may attract government assistance depending on the learner's eligibility and course selection.

GVL will work with each learner and their family to understand applicable options, costs and available financial support.

7.7 Sunrise and Sunset Club

GVL's Sunrise and Sunset Clubs are extended learning programs available to learners enrolled at GVL. They provide additional time for learners to connect, create, explore interests and participate in relaxed, purposeful activities within the GVL community.

Sunrise Club operates from 8.00 am to 8.45 am Monday to Friday and Sunset Club from 3.30 pm to 5.00 pm Monday to Thursday, with breakfast or afternoon snacks provided as applicable.

The programs are currently provided without an additional fee for eligible families.

7.8 Technology

Learners in Foundations & Play and Exploration & Discovery Learning Hubs have access to shared GVL laptops and iPads.

Learners in Entrepreneurship & Social Impact and Pathways & Futures are encouraged to use a Bring Your Own Laptop approach to support growing independence, authentic project work and personalised learning pathways.

7.9 Family Contribution and Community Participation

GVL is built on the idea that learning and community are strengthened when people contribute their skills, experience and time.

Families are warmly invited to contribute each term in ways that suit their circumstances.

Opportunities may include working bees, supporting learning experiences, contributing to the Healthy Food Program or breakfast activities, helping with community initiatives, sharing expertise, or participating in family learning opportunities.

Family involvement is valued as a contribution to a caring, connected and vibrant community.

8. Child Safety Code of Conduct

GVL is committed to the safety and wellbeing of every child and young person.

The Child Safety Code of Conduct applies to all staff, Guides, volunteers, contractors, service providers, Board members, families and other adults undertaking child-connected work.

It applies across GVL's physical and online environments and to GVL-connected activities, including Offsite Learning and camps.

The formal Child Safety Code of Conduct forms part of this Agreement and must be read and complied with in full.

The version of the Code of Conduct that forms part of this Agreement was adopted by the GVL Board of Directors on 30 August 2024 and reviewed in March 2026. It is made under *Ministerial Order No. 1359* (clauses 6 and 10) and gives effect to GVL's obligations under the Child Safe Standards, the *Worker Screening Act 2020* (Vic) and the *Education and Training Reform Act 2006* (Vic). The Board is the policy owner and the Principal is the responsible officer, with the Campus Lead responsible for day-to-day implementation at each GVL campus. A current copy is available on the GVL website and at the GVL office.

8.1 Acceptable Behaviours

Adults connected with GVL are expected to:

- uphold GVL's commitment to child safety at all times and adhere to the GVL Child Safety and Wellbeing Policy
- treat young people and families in the GVL community with respect, both within GVL environments and outside them as part of normal social and community activities
- listen and respond to the views and concerns of young people, particularly where they disclose that they or another young person has been abused or is worried about their safety or the safety of another young person
- promote the cultural safety, participation and empowerment of Aboriginal young people, young people with culturally and linguistically diverse backgrounds, young people with a disability, international young people, young people who are unable to live at home, and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) young people
- maintain appropriate professional boundaries
- ensure, as far as practicable, that adults are not alone with a young person, with any one-to-one interaction between an adult and a young person taking place in an open space or in line of sight of another adult
- report any allegation of child abuse, and any other child safety concern, to the Wellbeing Coordinator
- understand and comply with all reporting and disclosure obligations, including mandatory reporting, in line with the GVL Child Safety Responding and Reporting Obligations Policy and Procedures and the PROTECT Four Critical Actions
- where child abuse is suspected, ensure as quickly as possible that the young person or young people are safe and protected from harm.

8.2 Unacceptable Behaviours

Adults connected with GVL must not engage in conduct prohibited by the GVL Child Safety Code of Conduct. Prohibited conduct includes ignoring or disregarding any concern, suspicion or disclosure of child abuse or harm; developing a relationship with a young person that could be seen as favouritism or amount to grooming, for example by offering gifts; behaving or engaging with young people in ways that are not justified by the educational or professional context; ignoring another adult's overly familiar or inappropriate behaviour towards a young person; discussing intimate topics or using sexualised language, except where required to deliver the curriculum or provide professional guidance; treating a young person unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity; communicating directly with a young person through personal or private contact channels, including social media, personal email, instant messaging or texting, except where that communication is reasonable in all the circumstances, relates to schoolwork or extra-curricular activities, or concerns a safety or other urgent matter; photographing or recording a young person other than in accordance with the Photographing, Filming and Recording Young People Policy or where required for duty of care purposes; consuming alcohol contrary to school policy or taking illicit drugs in GVL environments or at GVL events where young people are present; and having contact with a young person outside school hours except where needed to deliver the curriculum or provide professional guidance and where parental permission has been sought.

The full wording of the Child Safety Code of Conduct remains applicable and takes precedence over this summary.

8.3 Reporting Concerns or Breaches

All breaches and suspected breaches of the Child Safety Code of Conduct must be reported to the Executive Director and the Campus Lead. Where the breach or suspected breach relates to the Executive Director or the Principal, the matter must be reported to the Chair of the GVL Board.

Any allegation of child abuse, and any other child safety concern, must be reported to the Wellbeing Coordinator. All reporting and disclosure obligations, including mandatory reporting, must be met in accordance with the GVL Child Safety Responding and Reporting Obligations Policy and Procedures and the PROTECT Four Critical Actions.

Where a reportable allegation is made, GVL will manage the matter in accordance with the Independent Schools of Victoria Reportable Conduct Scheme Policy and the Reportable Conduct Scheme under the *Child Wellbeing and Safety Act 2005* (Vic), and may refer the matter to Victoria Police or another relevant authority.

Staff, volunteers, contractors and others engaged in child-connected work who breach the Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement, relevant industrial instrument, professional code or terms of engagement. Where a parent, guardian or other adult associated with an enrolment commits a serious or repeated breach, clause 11.3 may apply.

9. Community Expectations

For the purposes of regulatory documentation, these expectations may also be referred to as the Student Code of Conduct, Parent Code of conduct and Volunteer Code of Conduct.

At GVL, we refer to the students in our community as Young People.

We expect Young People and Community members including parents, guides, family and friends to contribute positively to a safe, inclusive and caring community. These expectations apply across physical and online GVL environments and to GVL-connected activities.

9.1 What We Ask of all members of the GVL Community

- treat other members of the community with respect, kindness and fairness
- engage honestly and authentically in their learning and community activities
- take increasing responsibility for their choices, actions and impact on others
- care for GVL spaces, equipment, resources and the property of others
- contribute to a community where people of different backgrounds, identities and abilities feel safe and valued
- follow reasonable directions given by Guides and other authorised GVL adults
- use technology and online environments responsibly and in accordance with GVL policies
- raise concerns, conflict or grievances through GVL's established processes
- refrain from bullying, harassment, discrimination or intimidation
- not bring or use prohibited substances or items that could place themselves or others at risk.

9.2 When Behaviour Has a Negative Impact

Where a person's behaviour falls significantly outside these community expectations, GVL will respond in a way that is reasonable, proportionate, restorative and consistent with its educational and child safety responsibilities.

Responses may include restorative conversations, reflection and repair, changes to participation, additional support or safety planning, and other reasonable measures.

Serious circumstances may lead to consideration of termination of enrolment under Section 11.

10. Joining and Transitioning into GVL

Every newly enrolled young person participates in a personalised transition process.

Depending on the young person's needs, this may include:

- orientation experiences
- visits to their Learning Hub
- review of their learner profile
- safety and risk assessments
- medical and wellbeing planning
- connection with relevant Guides or the Learning Hub Leader

- connection with Sunrise or Sunset Club where relevant.

The aim is to support a safe and positive transition while helping the learner, family and Guides build the relationships and shared understanding needed for a successful start.

11. When Enrolment May End

The Executive Director may terminate a learner's enrolment on the grounds set out below.

GVL will act reasonably and proportionately and will provide the family with written notice of any decision to terminate enrolment.

An enrolment may also end at or during the One Term Trial Period under clause 6.6. Where that occurs, no financial penalty applies and the Community Bond is refunded in full.

11.1 Non-Payment of Fees

Enrolment may be terminated where a family has not met its financial commitments under this Agreement and has not entered, or has not complied with, an agreed payment arrangement. Termination of enrolment is not GVL's preferred outcome. We encourage families experiencing financial difficulty to contact us as early as possible so that we can discuss their circumstances and, where appropriate, explore a mutually agreed arrangement.

11.2 False, Incomplete or Misleading Information

Enrolment may be terminated where materially false, incomplete or misleading information has been provided during the application process or enrolment and that information was relevant to GVL's decision to offer or continue the enrolment.

11.3 Serious or Repeated Breach of the Child Safety Code of Conduct or Community Expectations

Enrolment may be terminated where a parent, guardian or another adult associated with the enrolment commits a serious or repeated breach of the GVL Child Safety Code of Conduct or Community Expectations.

11.4 Process

Before making a decision to terminate enrolment, the Executive Director will, where reasonably practicable:

- Meet with the family to discuss the concerns
- provide the family with written notice of the concern
- provide an opportunity for the family to respond
- consider the information provided before making a decision.

11.5 Relationship with the One Term Trial Period

Where an enrolment ends at or during the One Term Trial Period, clause 6.6 applies and the grounds in clauses 11.1 to 11.3 are not required. The procedural fairness, non-discrimination, review and continuity of schooling protections in clause 6.6 apply to that decision.

In all cases where an enrolment ends, GVL will record the cessation date in the Enrolment Register and provide the required records and transfer information to the receiving school or setting in accordance with the VRQA Minimum Standards and the *Education and Training Reform Act 2006*.

12. Concerns, Complaints and Appeals

GVL values respectful and transparent communication.

A concern about an enrolment decision or another aspect of GVL's operations may be raised through the GVL Grievances and Complaints Policy.

GVL will manage concerns fairly and consistently in accordance with that policy and its legal obligations.

The current policy is available on the GVL website.

13. Privacy and Records

GVL collects personal information about learners and their families so that it can:

- administer enrolment
- provide learning, wellbeing and support services
- communicate with families
- maintain appropriate records
- fulfil its legal and regulatory responsibilities.

Personal information is handled in accordance with applicable privacy obligations, GVL's records management processes and the Child Safe Standards.

Enrolment information is stored through systems including EnrolHQ and Compass.

Families may request access to personal information held about them and may request that inaccurate information be corrected.

14. Review of This Agreement

The GVL Enrolment Policy is reviewed every three years or earlier where required by regulatory or organisational change.

The Child Safety Code of Conduct is reviewed as required and at least every two years.

This Agreement may be updated where a related policy, legislative requirement or regulatory obligation changes.

The current version is available through the GVL website and GVL office in accordance with the VRQA Minimum Standards.

Enrolment Policy last reviewed: **August 2026** | Next review: **August 2028**. Child Safety Code of Conduct adopted: **30 August 2024** | Last reviewed: **March 2026** | Next review: **March 2028**.

Declarations

By signing this Agreement, I/we confirm that:

1. The information provided in support of this enrolment is accurate and complete and I/we will promptly advise GVL of relevant changes.
2. I/we accept the financial commitments in Section 7, including the Application Fee, Acceptance Fee, Community Bond and ongoing tuition fees, and understand when the Community Bond will be refunded or forfeited.
3. I/we understand and accept the requirement to provide one full term's written notice before withdrawing the learner and understand that the Community Bond will be forfeited if the required notice is not provided, except where the enrolment ends during the One Term Trial Period.
4. I/we understand and accept that this enrolment is subject to a One Term Trial Period under clause 6.6; that either our family or GVL may end the enrolment during or at the end of that period without financial penalty; that the Community Bond will be refunded in full and tuition will be charged only for the period attended; that the Application Fee and Acceptance Fee remain non-refundable; and that we are responsible for ensuring the young person is enrolled in another registered school or approved arrangement from the day after the enrolment ends.
5. I/we agree to uphold the GVL Child Safety Code of Conduct and Community Expectations and to ensure that members of our household and people we bring into GVL environments understand and comply with applicable child safety expectations.

6. I/we have read and understood the Community Expectations in Section 9, formally referred to where required as the Student Code of Conduct, Parents Code of Conduct and Volunteer Code of Conduct, and will support the young person to contribute positively to the GVL community.
7. I/we understand the circumstances in which enrolment may be terminated under Section 11, including non-payment of fees, materially false or misleading information, and serious or repeated breaches of the Child Safety Code of Conduct and Community Expectations.
8. I/we consent to GVL collecting, holding and using personal information about the young person and our family in accordance with applicable privacy obligations and the Child Safe Standards.
9. I/we understand that final and continuing enrolment is conditional on GVL being able to safely and reasonably meet the young person's individual learning, wellbeing and medical needs, including through reasonable adjustments where required by law.
10. I/we acknowledge GVL's obligations and our shared responsibilities under applicable disability discrimination and equal opportunity legislation.
11. I/we understand that this Agreement is governed by the laws of the State of Victoria, Australia.

