



XIN JIN SHAN Chinese Language and Culture School

Admission Guide 2026

(Regis. No. A0045640G, VCAA Code. VCAA14309)

I. Introduction

XIN JIN SHAN (XJS) Chinese Language & Culture School is a community language school registered under the Associations Incorporation Reform Act (Regis. No. A0045640G). The school provides a wide range of Chinese-related courses, including early-learning, foundation and Year 1-12 Chinese language lessons, and VCE Year 11 and 12 Chinese programs (including VCE Chinese as First Language, VCE Chinese as Second Language, VCE Chinese as Second Language Advanced and Chinese Language, Culture and Society).

As a non-profit, non-religious and non-political school, XJS complies all the standards and requirements of the Department of Education and Training Victoria (DET) and the Community Languages Victoria (CLV), develops curriculum based on the requirements of the Victorian Curriculum & Assessment Authority (VCAA) and accepts the supervision of the Victorian Registration and Qualifications Authority (VRQA) in the operation of VCE Chinese programs, trying her best to be a high-quality Chinese language school recognized by students, parents and community members.

XJS is proud of its VIT-registered and CLV-qualified teaching team - professional, dedicated, approachable and experienced in delivering excellence. XJS has regularly organized professional training and teaching seminars for teachers to improve their teaching skills and expertise.

XJS is a DET-accredited child safe community language school. All the staff and volunteers of XJS hold active Working with Children Check, registered teachers holding active VIT and they have understood and signed relevant child safety documents.

XJS will continue to guarantee its well-qualified teachers, well-designed curriculum and safe and supportive facilities on mainstream school venues, and it welcomes all students interested in Chinese language learning and teachers passionate about promoting Chinese language and culture.

II. Admission Process

1. Student Registration

- 1) All students enrolled in XJS are required to pay both an administration fee and tuition fee. The administration fee is paid once per year, while tuition fee is calculated on a full-year or semester basis.
- 2) 2025 existing students are required to update their online Student Enrolment Form in accordance with the relevant Payment Notices received and make the payment online for registration.
- 3) New students could register online directly through our school website or visit our Chinese offices on each campus for enquiry. They can also send emails to relevant email addresses below for instructions on registration process.
Early learning and Prep classes: xjsmn@xjs.vic.edu.au
Y1-9 (including ACP Advanced Chinese classes): xjsms@xjs.vic.edu.au
Y10-12 (including VCE11-12 classes): xjsvce@xjs.vic.edu.au
ACP Y1-9 classes: xjsmj@xjs.vic.edu.au
ACP Y10-12 (including VCE11-12 classes): xjsvce@xjs.vic.edu.au
- 4) Only students who have completed registration form and made payment are allowed to attend classes.
- 5) The school provides free textbooks for enrolled students (an additional fee applies if original copies are lost).
- 6) Enrolled students are permitted to request temporary class transfer up to twice per term.

2. Discount Policies

- 1) In addition to the annual administration fee, the school offers an early bird discount (**25% off full-year or semester tuition fees**) for all students enrolling in the 2026 courses. The early bird discount is valid until December 19, 2025.
- 2) In addition to the annual administration fee, the school offers a tuition discount (**25% off full-year or semester tuition fees**) for children of XJS alumni.
- 3) In addition to the annual administration fee, the school offers a tuition discount (**50% off full-year or semester tuition fees**) for the third child from the same family.
- 4) In addition to the annual administration fee, the school offers a tuition discount (**50% off full-year or semester tuition fees**) for children of the school's current faculty and staff.
- 5) The early bird discount cannot be used in conjunction with other discounts.

3. Refund Policies

- 1) Administration fees are not refundable.
- 2) Tuition refunds are calculated on a term basis. Enrolled students can request a refund within the first three weeks of each term. After the first three weeks of each term, the tuition fees for the term are not refundable.
- 3) If a refund is requested within the first three weeks of the term, tuition fees for the completed period (10% of each term's full-price tuition fees) and the administration fees would be deducted.
- 4) For those who have paid tuition fee at a discounted rate, once a refund is requested, the tuition for the completed period will be deducted at the full price.
- 5) For special refund request or credit transfer request, please email enquiry@xjs.vic.edu.au and the response is expected to be received within 5 business days.
- 6) All refund requests must be submitted in writing (with a copy of payment receipt) to enquiry@xjs.vic.edu.au and the response is expected to be received within 5 business days. Once the outcomes are confirmed by parents, a refund payment will be made within 10 business days.

III. Methods of Payment

All the payments are to be transferred to the designated bank account of XJS with students' VSN and full name (the same as what is registered in mainstream schools) in the payment reference.

Bank Details

Account Name: XJS Chinese School
BSB: 063 000
Account Number: 132 719 98

IV. 2026 School Calendar

<u>Term 1</u> (8 weeks)	7 /8 February 2026 – 28 /29 March 2026
<u>Term 2</u> <u>(9 weeks, 25/26 April, public holiday,</u> <u>Students-free)</u>	18 /19 April 2026 – 20 /21 June 2026
<u>Term 3</u> (9 weeks)	18 /19 July 2026 – 12 /13 September 2026
<u>Term 4</u> (9 weeks)	10 /11 October 2026 – 5 /6 December 2026

Class Time ¹

Saturdays & Sundays ²

Morning Chinese Class	9:30 am – 12:15 pm
Afternoon Chinese Class	1:15 pm – 4:00 pm
Full-day Class (Prep, Y1-6)	9:30 am – 4:00 pm
Sat MWNPS Campus – Morning Class	10:00 am – 12:30 pm
Sat MWNPS Campus – Afternoon Class	1:30 pm – 4:00 pm
Sun Early-learning & Prep Class – Morning Class	9:30 am – 12:15 pm
Sun Early-learning & Prep Class – Afternoon Class	1:15 pm – 4:00 pm

Notes:

1. Chinese prep, Year 1-12 Chinese offer morning and afternoon Chinese Programs. Details see below *Courses & Costs*.
2. Full-day classes are available for Prep and Y1-6, offering Chinese classes in the morning and Chinese maths plus Chinese culture in the afternoon.

V. Child safety policies

XJS complies with all the child safety policies required by DET and CLV and has developed all the relevant regulations such as Code of Conduct, Child Safe Policy, Student Collection Policy, Anti-bullying Policy and Cyber Safety Policy etc. If you have any concern or suggestions regarding our school policies on child safety, please visit our school website <https://xjs.vic.edu.au/child-safety/> or contact us at 9888 1688 or admin@xjs.vic.edu.au.

VI. On-campus conducts of students and parents

1. The school observes the rules and regulations framed by the Department of Education and Training including those of Child Safety Standards.
2. The school has developed relevant policies such as Discipline Procedures, Student Attendance Policy, etc.
3. Students observe the regulations framed by the school, protect the school's reputation and intellectual properties and take the responsibility for the damage caused by themselves.
4. Within school terms, students are not allowed to enter the campus without the company of adults before 9:15 am.
5. Without permission, students cannot leave school for shopping or go home during school time.
6. During class time, students are not allowed to use mobile phones; without permission of class teachers, students are not allowed to use tablets in class.
7. Students are not suggested to bring any valuable items to school. They would take full responsibility for any loss or damage.

8. Early collection is only accepted with written confirmation from the Chinese Office after completing the Student Early Collection Form.
9. All the students not being collected 15 minutes after class would be sent to the Chinese Office on campus.
10. Parents need to provide written authorization for other guardians or friends to collect their children if they are not able to do so themselves.
11. All the campuses are NUTS-FREE and EGGS-FREE due to food allergies concerns.
12. During class time, parents and non-XJS staff are not allowed to stay on campus.

VII. Chinese Courses (Early-learning & Prep)

Courses	Requirements	Contents
Early Learning (Sat & Sun morning and afternoon, parents company required, small class)	Children Aged 3-4	Children have immersed in a Chinese-speaking environment through various activities to culture a sense of the language. The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> .
Chinese Prep (Sat & Sun, morning and afternoon, small class)	Children Aged 4-5	The curriculum is based on <i>Victorian Early Years Learning and Development Framework</i> . Drawing, singing and handicraft making are supplemented in class teaching.

VIII. Chinese Courses (Year 1-9)

Year 1-6 Chinese (Sat & Sun, morning/afternoon/full day)	Children Aged 5+	Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-6 of the Chinese textbook series <i>Chinese</i> are used. There would be a balanced focus on reading, writing, listening, speaking and viewing to cultivate a good learning habit and an interest in Chinese for students. Pinyin class would be available for year 1 students. The full-day classes are specially designed including Chinese maths, Chinese culture and arts in the afternoon, while strengthening their listening and speaking skills in Chinese at the same time.
Year 7-9 Chinese (Sat & Sun, morning and afternoon)	Primary & secondary school students with a certain level of Chinese fluency. Placement tests are available for class/level selection.	Classes are focused on Chinese reading and writing to fortify students' oral and written skills. Book 7-8 of the Chinese textbook series <i>Chinese</i> are used for Year 7-8. Book 1 of <i>Chinese</i> series (second school version) is used for Year 9. More intensive speaking and writing exercises are provided for students over Year 7.

ACP Year 1-9 Chinese (Accelerated Chinese Program, Sat & Sun, morning and afternoon)	Accelerated Chinese Program provides a selective entry test for advanced students of Chinese fluency.	Classes (with limited places) are mainly taught in Chinese. The Chinese textbook series <i>Chinese</i> are used. There would be a balanced focus on reading, writing, listening, speaking and viewing to cultivate a good learning habit and an interest in Chinese language and culture for students. There are also contents designed specifically for Accelerated Program Students for better understanding and application of the Chinese language.
ACP Advanced Chinese (Sat & Sun, morning and afternoon)	For young students with high Chinese level and education background in China.	ACP Advanced Chinese is designed for young students with high Chinese levels and education backgrounds in China. Textbooks are the secondary school version of the <i>Chinese</i> series.

IX. Chinese Courses (Year 10-12)

Courses	Requirements	Contents
Year 10 Chinese (Sat & Sun, morning and afternoon)	Year 9 & 10 students in 2026 with acceptable Chinese proficiency.	Textbooks and supplementary materials are well-chosen and designed for students to prepare for later VCE studies. The course provides students with knowledge basic and essential to further VCE Chinese studies. Taught by teachers familiar with Year 10 and VCE Chinese teaching.
Year 11/12 Chinese (Sat & Sun, morning and afternoon)	Year 10, 11, 12 students in 2026 with acceptable Chinese proficiency.	The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses based on relevant regulations of VCAA. Textbooks and supplementary materials are well-chosen and designed according to the VCE Chinese Syllabus as well as the test requirement. The course provides students with essential reference materials and tailored training to fully prepare them for the VCE exams. Taught by teachers familiar with VCE Chinese teaching.
Year 10 Chinese-Accelerated Chinese Program (Sat & Sun, morning and afternoon)	Year 9&10 students in 2026 with advanced Chinese proficiency.	The program is selective entry only and entry tests are available each year for interested students (with limited places). Textbooks and supplementary materials are well-chosen and designed according to the test requirement and VCE Chinese Syllabus. The course prepares students with knowledge basic and essential to further VCE Chinese studies. Taught by teachers familiar with VCE Chinese teaching catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.
Year 11/12 Chinese-Accelerated Chinese Program (Sat & Sun, morning and afternoon)	Year 10, 11&12 students in 2026 with advanced Chinese proficiency. Selective entry test applies.	The program is selective only and entry tests are provided each year for interested students (with limited places). The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses based on relevant regulations of VCAA. Textbooks and supplementary materials are well-chosen and designed according to the VCE Chinese Syllabus as well as the test requirement. The course provides students with essential reference materials and tailored training to fully prepare them for the test. Taught by teachers familiar with VCE Chinese teaching catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.

IB Chinese	Year 11&12 students in 2026 with acceptable Chinese proficiency.	The school provides IBA Chinese, IBB Chinese Standard Level (SL) and Higher Level (HL) tutoring. In-class materials and content are designed based on the IB Chinese Syllabus to fully meet the test requirements. Taught by teachers experienced in IB curriculum and familiar with the syllabus.
-------------------	--	--

X. VCE Chinese Courses (Year 11-12)

XIN JIN SHAN is a VCE Single Study Provider authorized by the Department of Education and Training Victoria (DET), Victorian Registration and Qualifications Authority (VRQA) and the Victorian Curriculum & Assessment Authority (VCAA Code: VCAA14309).

The school is authorized to provide VCE Chinese as First Language (FL), VCE Chinese as Second Language (SL), VCE Chinese as Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses. All the VCE classes are taught by qualified teachers with VIT.

Students of XIN JIN SHAN have achieved distinguished results since the school's VCE Chinese programs were established. The number of VCE high-score students is among Top 1 in Victoria, and the average score of XJS students is well above that of other schools. There have been several years that a number of XJS students keep receiving VCE full-scores, and many students have received the *Premier's VCE Awards* – the highest award for single-subject study in Victoria.

The school has thus become even more well-known due to its frequent presence on the High-score Rankings of mainstream media such as *The Age* and *Herald Sun*.

Courses	Requirements	Contents
VCE Chinese Year 11/12 (Sat & Sun, morning and afternoon)	Year 10, 11, 12 students in 2026 with acceptable Chinese proficiency.	The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses based on relevant regulations of VCAA. Textbooks and supplementary materials are well-chosen, and the curriculum is carefully designed according to the VCAA VCE Study Designs as well as the test requirements. The course provides students with essential reference materials and tailored training to fully prepare them for the VCE exams. Taught by teachers with VIT and experienced in VCE Chinese teaching.
VCE Chinese Year 11/12-Accelerated Chinese Program (Sat & Sun, morning and afternoon)	Year 10, 11&12 students in 2026 with advanced Chinese proficiency. Selective entry test applies.	The program is selective entry only and entry tests are provided each year for interested students (in limited places). The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society (CLCS) courses based on relevant regulations of VCAA. Textbooks and supplementary materials are well-chosen, and the curriculum is carefully designed according to the VCAA VCE Study Designs as well as the test requirements. Taught by teachers with VIT and experienced in VCE Chinese teaching catering for students with advanced level of Chinese proficiency with flexible teaching methods and enforced reading and writing training.
Chinese Language, Culture and Society	Year 9, 10&11 students in 2026 interested in Chinese culture with acceptable Chinese proficiency.	The program is a new VCE Chinese course approved by VCAA. Based on the VCAA curriculum, the course is supplemented with VCAA specified literature and relevant teaching resources and taught by experienced VCE Chinese teachers with VIT.

XI. 2026 Registration and Tuition Fees Cost Guide

Due to variations in tuition rates and discount eligibility across different campuses and grade levels, all registered students are advised to refer to the specific fee schedule provided in the Payment Notice issued by their respective class teachers. New students are encouraged to contact the campus office directly to inquire about applicable tuition rates, discounts, and payment details.

XII. Parent/Guardian Compliant Procedure

A complete Parent/Guardian complaint procedure is available based on the requirements of the Department of Education and Training. More details are available on our website at <https://xjs.vic.edu.au/school-policies/guidelines-for-parent-guardian-complaints/>.

Our Campuses

Mt Waverley North Campus

Classes: Early-learning and Prep classes

Class time: Saturdays morning/afternoon

Contact: xjsmn@xjs.vic.edu.au

Mt Waverley Junior Campus

Classes: Accelerated Chinese Program Year 1-9 classes

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsmj@xjs.vic.edu.au

Mt Waverley Senior Campus – Prep-Y9

Classes: Early-learning, Prep, Year 1-9 & ACP Advanced Chinese classes

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsms@xjs.vic.edu.au

Mt Waverley Senior Campus – Y10-12 (including VCE11&12)

Classes: Y10-12 Chinese, VCE 11&12 First Language, Second Language, Second Language Advance & Chinese Language, Culture and Society, IB Chinese Y11&12

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsvce@xjs.vic.edu.au

Accelerated Chinese Program Y10-12 (including ACP VCE 11&12)

Classes: ACP Y10-12 Chinese, ACP VCE 11&12 First Language, Second Language, Second Language Advance & Chinese Language

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsvce@xjs.vic.edu.au

Chinese Language, Culture & Society, IB Chinese

Classes: Chinese Language, Culture and Society, IB Chinese Year 11&12

Class time: Saturdays & Sundays morning/afternoon

Contact: xjsvce@xjs.vic.edu.au

For further enquiry about the 2026 admission, please feel free to contact us on (03) 9888 1688 or
admin@xjs.vic.edu.au.

Xin Jin Shan Chinese Language and Culture School Inc.

www.xjs.vic.edu.au