

Application for Enrolment process:

STEP 1: APPLICATION

Complete the *Application for Enrolment* form and return it to the College with the:

- *Student Medical and Learning Needs* form
- Enrolment Application Fee of \$100
- Documents as per the Lodgement Checklist (printed on the last page of the application form)

Note: Year 7, 2020 – Applications due by Friday 8 February 2019

STEP 2: CONTACT

Upon receipt of the completed *Application for Enrolment* form, accompanying documents and application fee you will, in due course, be contacted to arrange an interview.

STEP 3: INTERVIEW – Parent and Student Conversation

The child and his/her parents/legal guardians will be invited to a 'parent and student' conversation with the Principal or delegated member of staff in the Principal's absence. Where referrals to the First Aid, Counsellors, Leader of Learning – Diverse Learning and or Assistant Principal – Pastoral is recommended these meetings will be set up prior to the student commencement of enrolment.

- For students entering Year 7, a 'parent and student conversation' will take place with a staff member of our college Leadership Team
- For students entering Year 8, along with the 'parent and student conversation' the student will be asked to consider what language they would like to choose, taking into account class availability. [Japanese or Italian]
- For students entering Year 9, along with the 'parent and student conversation' the student will be asked to consider what 'elective subjects' they would like to choose, taking in account class availability.
- For students entering Year 10, Year 11 and Year 12, along with the 'parent and student conversation' a meeting with our curriculum coordinator will be arranged to discuss the availability of elective subjects.

Note: Year 11, 2020 – Subject Information Night is on 7pm Thursday 13 June 2019

Note: Year 9, 2020 – Subject Information Night is on 7pm Thursday 27 June 2019

STEP 4: NOTIFICATION

Following the interview process, the College will write to notify you of the results of the Application for Enrolment. If enrolment is successful, a *Letter of Offer* including an *Enrolment Acceptance Contract* will be provided. Advice of commencement date, Orientation Day and any other relevant details will be provided at this time.

STEP 5: ACCEPTANCE OF OFFER

Enrolment is secured upon receipt of the Enrolment Acceptance Contract, the Family Acceptance Fee (if applicable) and the Enrolment Bond. Please refer to the Fee Schedule for information regarding the Enrolment Fee, Family Acceptance Fee and Bond.

Thank you and we look forward to your application.