



Enrolment Procedures

Before applying for enrolment parent/carer(s) should read:

- *the Prospectus [or similar document]*
- *the Enrolment Policy*
- *the current Fees schedule, and*
- *the Terms and Conditions of Enrolment*

All are available on the School's website or an enrolment pack can be posted to your address.

All applications for Enrolment must be

- on the school's official application form
- signed by the parent/carer(s)
- lodged with a non-refundable application fee of \$100, paid to the St Sava College office at the school, when the application is lodged.

When the Application is received, the Enrolment Officer (which shall be the Principal until such time as another person is appointed by the Principal) at the school will consider it based on the school's enrolment policy criteria and:

- advise that it declines to make an offer of enrolment and/or
- advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available and/or
- advise that the school will make a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment.

The Principal will conduct an interview with parent/carer(s), at which the parent/carer(s)' expectations and the student's needs will be discussed. Following this meeting, the School will advise whether it will confirm or withdraw the offer, and/or

- advise the parent/carer(s) they must attend for an interview following which the School will decide whether to make an offer of enrolment and/or
- Other procedures adopted by the school as a part of the process e.g. meeting with the administration staff handling student enrolments and/or
- advise whether it wishes to make an offer of enrolment



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If the School makes an Offer of Enrolment or a Conditional Offer of Enrolment the Parent/carer(s) must sign an acceptance of the offer on the form provided and pay a non-refundable enrolment fee of \$200

If the Parent/carer(s) accept the offer of enrolment they will be invoiced for the first terms fees which must be paid within 30 days of the invoice date.

Failure to pay the first term's fees on time may result in the withdrawal of the offer or placement of the student on a waiting list with no guarantee of enrolment

If the Parent/carer(s) give the School at least three months (3) notice of their decision not to proceed with the enrolment the first term's fees will be refunded in full.

If the Parent/carer(s) give the School less than three months (3) notice of their decision not to proceed with the enrolment the first terms fees will be forfeited and no refund will be paid.

The Parent/carer(s) must inform the School of any change of address or contact details after an offer (or conditional offer) of enrolment is made.

Any questions concerning enrolment should be referred to the Principal at (contact details).

Version History

Version	Date	Notes
1.0	March 2020	Prepared for RANGS application as new school