



2.0 Enrolment Policy

Girton Grammar School Enrolment Policy



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Capital Fees and the Enrolment Process



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5. WAITING LIST

Students will remain on the *Waiting List* if the enrolment interview is successful and when all pl.1 (a)-1he



ENROLMENT PROCEDURES

1. Parents/guardians enquire via the website or telephone or in person.
2. Parents/guardians receive an Information Package which includes the link to online Application Forms and Enrolment Agreement.
3. Parents/guardians are invited to attend an Open Day, or a School Tour Morning, or arrange a tour with the Registrar on another suitable day. Or
If parents/guardians wish to proceed immediately, they should complete the Application Form together with payment of the non-refundable Application Fee of \$110. (This may also be done online).

4. The School will contact families, in order of receipt of the Application Form and Application Fee, to arrange an Enrolment Interview approximately 18 months prior to entry. Both parents/ guardians (if possible) and the child should attend the enrolment interview. Parents seeking an immediate place in the School can ring the Registrar to arrange an interview.

5. The Enrolment Interview is a necessary requirement for any enrolment at the School. Exceptions may be made for overseas and interstate applicants at the Principal's discretion and telephone or virtual interviews can be arranged as an alternative. Follow up interviews will be arranged upon arrival in Bendigo. In the case of international students, it is essential that the parent/legal guardian or the Department of Home Affairs approved relative attend the Enrolment Interview.

6. Following the Enrolment Interview and at the discretion of the Principal, an offer of a Place in the School will be made if a vacancy exists.

7. Parents / guardians are asked to accept, defer or decline the offer within 14 days of the offer being made.

8. Upon acceptance of the offer parents / guardians are asked to pay the first instalment of the Capital Fee and return the signed Confirmation of Enrolment form. The Capital Fee is a non-refundable amount used by the School to purchase capital items within the School. The second instalment of the Capital Fee is due an7 an7 a (o)-.001 Tc -0.008p commencement.

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Total \$500

10. An online Student Details Form will be provided to parent/ guardians to complete in the year prior to the student's commencement. Copies of the Birth Certificate (or Passport) and Immunisation Certificate must be uploaded to this form along with relevant medical information. If commencement is immediate, the form will be provided after the Application Form has been received.

11. Where an Enrolment Offer cannot be made, students will be placed on a waiting list in order of receipt of the Application Form and payment of the Application Fee. Students must have successfully attended an enrolment interview to be placed on a waiting list.

12. Where a vacancy occurs in a full Year level, an Enrolment Offer will be made from the Waiting List, in order of receipt of the Application Form and Application Fee. The time given for acceptances of these offers may vary, depending on the time of the year the offer is made.

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