



APPLICATION TO ENROL

Office Use Only
Student #:

Thank you for your interest in St Luke's Grammar School. Please use this form to apply to register for a position on the School's "Wait List" for the desired Year of commencement. Complete the form by ticking choices or printing in the appropriate response boxes. Please use BLOCK LETTERS. Some of the information requested on this form is required legally for ACARA data collection purposes. All information supplied on this form is covered by the School's privacy policy.

STUDENT DETAILS

First Name:		Desired Year of Entry:	(ie 2020)
Second Name:		Desired Grade of Entry:	(ie Pre-K, Kindy, Yr 1, Yr 7 etc)
Last Name:		Desired Term of Entry:	(ie Term 1)
Preferred Name:		If Junior School Entry:	<input type="checkbox"/> Prefer Bayview Campus (Pre-K to Year 6)
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Prefer Dee Why Campus (Pre-K to Year 6)
Date of Birth:	____/____/____ (dd/mm/yy)	If Cottage Entry: (ie Pre-K, Pre-School)	<input type="checkbox"/> Either Campus - First Available
Country of Birth:			<input type="checkbox"/> Prefer 5-Day Program
Nationality:			<input type="checkbox"/> Prefer 3-Day Program
Language at Home:		Current School:	<input type="checkbox"/> No Preference - Either Program
Is the Applicant:	Aboriginal <input type="checkbox"/> Yes <input type="checkbox"/> No	Years at Current School:	
Is the Applicant:	Torres Straight Islander <input type="checkbox"/> Yes <input type="checkbox"/> No	Previous School:	
Visa Subclass:	(If from Overseas) _____	Religious Denomination:	
		Church Attended:	

PARENT / GUARDIAN CONTACT DETAILS

PARENT 1 / GUARDIAN 1 <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> _____		PARENT 2 / GUARDIAN 2 <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> _____	
First Name:		First Name:	
Last Name:		Last Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Mobile Phone:		Mobile Phone:	
Work Phone:		Work Phone:	
Email:		Email:	
Driver Licence Number:		Driver Licence Number:	
Postal Address: (If different)		Postal Address: (If different)	
Employer:		Employer:	
Title / Position:		Title / Position:	

OFFICE USE ONLY

Application Fee: \$220	Date Received:	Receipt No:	
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APPLICATION TO ENROL *(continued)*

FAMILY RELATIONSHIPS *(The following information is helpful to avoid confusion or embarrassment)*

Please complete if relevant: Parents separated Parents divorced Father deceased Mother deceased

Student normally resides with: Both parents Mother only Father only Shared arrangement

School Reports to be sent to: Both parents Mother only Father only Guardian

SIBLINGS

Name	Age	Current School <i>(If Applicable)</i>	Year or Grade	House <i>(If at St Luke's)</i>

FAMILY MEMBERS EDUCATED AT THIS SCHOOL (OTHER THAN SIBLINGS)

Name	Relationship to Applying Student	Number of Years at St Luke's	Year of Leaving	House <i>(If at St Luke's)</i>

EMERGENCY CONTACT

Name	Relationship to Applying Student	Home Telephone	Mobile Telephone

REFERENCE CONTACTS

One written Reference must accompany all **Application to Enrol** forms. Please also complete table below: (One can be the same as the written Reference)

Referees	Referee 1	Referee 2
Referee's Name		
Company / Position		
Email Address and Phone Number		
Relationship to Family <i>(If any)</i>		

- Notes:
- The written Reference is to be a 'family' Reference, that covers the Parents and all siblings (if applicable).
 - The Reference can be provided by a Church Pastor, Business Colleague, Relative or Friend, etc.
 - References are usually 2 - 3 paragraphs in length and outline any relevant values, beliefs and practices of the family.
 - One written References must be supplied at the time of the **Application to Enrol** form. It is possible for References to be received via email, (enrol@stlukes.nsw.edu.au), but the **Application to Enrol** form will not be processed until both References are received.



APPLICATION TO ENROL *(continued)*

SPECIAL NEEDS AND FURTHER INFORMATION – This section **MUST** be completed fully.

Does the student suffer from any of the following: *(please tick)*

Dyslexia	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Hearing Disorder	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Allergy	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Eye Disorder	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Asthma	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Epilepsy	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Diabetes	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Anxiety / Depression	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Autism / Aspergers	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Sensory Processing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ADD / ADHD / ODD	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Other:	_____	

1. Does your child take medication for any of the above?

YES NO

2. Does this condition prevent or restrict your child from participating in any activity?

YES NO

3. Has your child ever encountered learning difficulties?

YES NO

4. Is there any other physical or mental condition or social situation which may affect the education of the student and / or their safety and / or the safety of others at the School?

YES NO

5. Are there any Court Orders or Parenting Plans in force with regard to the student?

YES NO

If you have answered “yes” to any of the above questions, please give details below:

.....

Please also submit documents explaining these needs in more detail, including where applicable, Doctors and / or Specialist Reports / Statements, copies of Court Orders or Parenting Plans and other documentary evidence, together with your Application to Enrol.

Is your child involved in the following Co-Curricular Activities:

Sport	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes: Which Sport(s)? _____	What Level/Grade? _____
Music	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes: Which Instrument(s)? _____	What Level/Grade? _____
Other	(Dance, Drama, Gymnastics, Public Speaking, Scouts etc) _____		What Level/Grade? _____

Has your child recently received an Outstanding Award or been recognised for achievement in Academic, Sport or Music endeavours?

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SURVEY INFORMATION

How did you hear about St Luke's Grammar School?

Family Attended / Attending Friends / Word of Mouth Local Newspaper / Magazines St Luke's Social Media
 Website / Google Search Internet/ Digital Ads Local Knowledge Other:

What are your TOP 3 reasons for applying for a place at St Luke's Grammar School?

Academic Results Subject Choice Co-Curricular Opportunities Pastoral Care
 Christian Ethos Affordability Location Student Management
 School Uniform Reputation of the School Siblings Attend Other:



APPLICATION TO ENROL *(continued)*

PARENTS' DECLARATION

This is a declaration by Parents' responsible for payment of School Tuition Fees. We:

- Apply to have the previously mentioned student considered for enrolment at St Luke's Grammar School.
- Have read the information contained within this **Application to Enrol** form, understand and agree to the **Terms & Conditions of Enrolment** and the **Enrolment Process** outlined, if the student is offered a place at the School.
- Confirm that the information contained within this **Application to Enrol** form is accurate, and that the supporting documentation has not been altered in any way.
- Understand that the **Application Fee** and the **Acceptance Fee** are both non-refundable.
- **Understand that we need to advise St Luke's in the event that email or mail addresses change.**

As part of the **Application to Enrol**, we enclose:

- | | |
|--|---|
| <input type="checkbox"/> Application to Enrol form | <input type="checkbox"/> Application Fee: Payment Slip (for Credit Card payment, or cheque / cash) |
| <input type="checkbox"/> Birth Certificate (Required for all Applications) | <input type="checkbox"/> One Written Reference |
| <input type="checkbox"/> Evidence of Australian Citizenship - Passport (Required if applying from Overseas or if both parents are born Overseas) | <input type="checkbox"/> Copies Of Last 2 School Reports (If existing) |
| <input type="checkbox"/> Evidence of Eligibility to be in Australia - VISA (Required if student is not an Australian Citizen) | <input type="checkbox"/> Latest NAPLAN Results - Summary Page Only (if existing) |
| | <input type="checkbox"/> Medical / Specialist Reports / Court Documents (if existing) |
| | <input type="checkbox"/> Immunisation Records |

Notes:

- This **Application to Enrol** form does not imply that the student will be extended an **Offer of Enrolment** to attend St Luke's Grammar School.
- Upon the successful processing this **Application to Enrol**, the student will be placed on a **Wait List**. (Stage 1)
- Subject to the successful assessing of this **Application to Enrol** form, the student will be invited to continue the **Enrolment Process** at the appropriate time (See **Enrolment Policy** - Stage 2)
- Subject to a successful **Enrolment Interview** and a place being available, it is possible that the School will extend an **Offer of Enrolment**. (Stage 3)

Father / Guardian 1 Signature:		Date:	
Mother / Guardian 2 Signature:		Date:	

Please send the completed **Application to Enrol** form, and all supporting documentation to the mailing address or email address below:

Enrolments Office
St Luke's Grammar School
210 Headland Road
Dee Why NSW 2099

enrol@stlukes.nsw.edu.au

APPLICATION FEE PAYMENT INFORMATION - \$220 per Student (non-refundable)

- Payment by Cash Payment by Cheque (Please make payable to "St Luke's Grammar School")

- Payment by credit card - Credit Card type: *(please circle)* VISA / Mastercard / AMEX (only)
(Attracts a 1% surcharge)

Card #: ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____

Amount: \$ _____ Verification code: _____ Expiry Date: ____ / ____

Cardholder Name: _____ Signature: _____

Office Use Only:
Student (1) ID #:

Family Debtor #:

Payment Ref:

TERMS & CONDITIONS OF ENROLMENT (Please detach from the *Application to Enrol* form, to keep for your records)

Conditions of Enrolment

In accepting and signing an Acceptance of Offer of Enrolment and these Conditions of Enrolment, those documents set out the terms of the enrolment contract between the Parents and Anglican Schools Corporation.

Interpretation

- "Corporation" means the legal entity, Anglican Schools Corporation, ABN 63 544 529 806.
- "Parents" means the Student's parent/s, carer/s or legal guardian/s, who are responsible for the Student's education.
- "Student" means the person who is enrolled as a student at the School.
- "Principal" means the principal or acting principal of the School, by whatever title he or she is known, and/or his or her nominee.
- "School" means the school or college conducted by the Corporation at which the Student is enrolled and is an operational part of the legal entity, Anglican Schools Corporation.
- "Group Office" means the shared administrative and advisory office of the Corporation.

Fees and Charges

1. The Parents are to pay to the Corporation in respect of the School, all fees and charges for school fees, extra subjects, activities including camps and excursions, and the supply of other goods and services to the Student, as determined by the School or the Corporation, or incurred on behalf of the Student from time to time (Fees and Charges).
2. The Parents are to pay all Fees and Charges in advance. Payment may be made using a Corporation-approved payment method and paid either at the end of the first week of each term (where no direct debit arrangement is in place), or via a Corporation-approved direct debit arrangement, other than Fees and Charges on amended invoices raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an invoice for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which reflects (among other things) the administrative and financial cost of collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (for example, excursions, local, interstate or overseas trips).
4. If an invoice for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry of the Student to the School and/or the Principal may terminate the Student's enrolment. The Fees and Charges remain payable to the Corporation in respect of the School. The School may also cancel the future enrolment of a student from the same family where Fees and Charges remain outstanding.
5. The School and/or the Corporation may take all actions it considers appropriate to collect overdue Fees and Charges and all other amounts owed to the School and/or the Corporation. The Parents agree to reimburse the School and the Corporation for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents fees) in connection with any failure to pay the overdue Fees and Charges and all other amounts owed to the School and the Corporation.
6. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. The notice must be given no later than the day before the first day of student attendance of the last term of enrolment. If the Parents do not give one full term's notice of termination of the Student's enrolment, they are to immediately pay to the Corporation in respect of the School, one full term's Fees and Charges.
7. No remission or refund of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, expulsion, or any other reason.
8. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment. This incidental expenditure will be included in the Fees and Charges invoiced to Parents.
9. The Parents are to pay all medical and ambulance expenses incurred by the School and/or the Corporation on behalf of the Student (which the School and/or the Corporation are not able to otherwise recover).
10. The School reviews the Fees and Charges at least annually and these Fees and Charges are generally increased on an annual basis. In general, prior to the end of each year, Parents are advised of the Fees and Charges for the following year, and the timing requirements of the payment options.

Requirements of Students

11. *Students are to:*

- a. demonstrate high standards of behaviour;
- b. abide by the School rules and code of conduct as they apply from time to time;
- c. act courteously and considerately to each other and to staff, visitors and other members of the School community at all times;
- d. support the goals and values of the School;
- e. meet the minimum standards of effort, attitude and behaviour required by the School;
- f. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or other electronic media whether during or outside of School hours;
- g. attend and, as required, participate in:
 - i. chapel services and assemblies;
 - ii. the School sports program;
 - iii. important School events such as Speech Presentation Day/Night or other events determined by the Principal;
 - iv. Christian living/Biblical studies classes;
 - v. activities including camps and excursions that are an integral part of the School curriculum;



TERMS & CONDITIONS OF ENROLMENT *(Continued)*

- h. wear the School uniform as prescribed at School and when travelling to and from School, and on all School occasions unless otherwise authorised, and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community; and
- i. attend the School during school hours, except in the case of sickness or where leave not to attend has been approved.

Requirements of Parents

12. *The Parents are to:*

- a. accept and abide by the requirements and directions of the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
- b. be aware of, acknowledge and support the Corporation's Vision, Mission, Strategic Objectives and Philosophy of Education published on the Corporation's website, www.tasc.nsw.edu.au;
- c. support the goals, values, and Christian foundation and activities of the School;
- d. read the School newsletter and any other communications from the School;
- e. advise the School in writing of any change of previously communicated information including home, mailing, email address, other contact details, and information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parents or has mail returned to it;
- f. ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks, stationery and other equipment specified by the School;
- g. accept and abide by the directions of the School and the directions of School staff in relation to picking up and dropping off the Student at or near the School's premises;
- h. while on the School's premises or attending School activities elsewhere, comply with School procedures, the requests of School staff, any applicable code of conduct of the School or the sporting association of which the School is a member, and encourage others attending in relation to the Student to do the same;
- i. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or electronic media;
- j. comply with any School or Corporation community code of conduct, guidelines and policies;
- k. communicate with students, parents, staff, visitors and other members of the School community in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- l. use their reasonable endeavours to attend parent-teacher interviews, parent forums, and participate in courses offered by the School which are relevant to the Student's education.

Progress

- 13. The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If there are deficiencies in any of these areas, the School may require the Student to repeat the academic year, exclude the Student from certain activities, temporarily suspend the Student or exclude the Student from the School in accordance with clause 14 below.

Exclusion of Students

- 14. The Principal may in his or her absolute discretion, suspend or expel the Student for:
 - a. failing to abide by the requirements set out in clauses 11 or 13, above;
 - b. breaches of rules or discipline; and/or
 - c. behaviour prejudicial to the welfare of the School, its staff or students.
- 15. The Principal may in his or her absolute discretion terminate the Student's enrolment if:
 - a. any Parents have failed to comply with these Conditions of Enrolment;
 - b. any Parents have failed to abide by the requirements set out in clause 12; and/or
 - c. the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

- 16. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal or any other process required by the School. No arrangements or commitments should be made prior to the application being approved. In addition, Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrivals or early departures and should follow any other process relating to absences as required by the School.

Educational Offering

- 17. The Principal determines the educational and other programs and activities conducted at the School from time to time at his or her absolute discretion, and the method of delivery of those programs and activities. The School may change its programs and activities, and the content and delivery of these programs and activities without notice. This may include discontinuation of teaching subjects and other programs.
- 18. The Student will be required to participate in all compulsory programs and activities unless the Principal agrees otherwise, and the School will determine which programs and activities are compulsory.



TERMS & CONDITIONS OF ENROLMENT *(Continued)*

Medical/Educational Needs

19. The Parents are to disclose fully any needs, or changes in needs, of the Student (including but not limited to any medical, physical, learning or psychological needs) at the time of applying for enrolment and by the stated date to the School. By accepting an Acceptance of Offer of Enrolment, the Parents warrant that they have provided all relevant information (including any report or diagnosis of doctors or other treating professionals) regarding the Student's needs to the School and the School's Offer of Enrolment is conditional upon the Parents having done so. Following enrolment, Parents must inform the School of any needs of the Student, not previously communicated, as soon as they become aware of those needs, and immediately of any changes in needs previously communicated.
20. The Parents are to accurately complete and return the Student's medical form/s or plan/s by the stated date as required by the School. Parents must immediately inform the School of any changes to the Student's health previously communicated on the medical forms/ or plan/s. Parents must also provide any medical information about the Student requested by the School, including medical reports.
21. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.

Health and Safety

22. The Parents must notify the School immediately if the Student has a communicable infection or condition or a notifiable condition under public health regulations.
23. The Parents acknowledge that the Student may not be fully covered under any Corporation or School insurance policy for accidental injury during School-related activities.
24. The Principal or delegate may search the Student's bag, locker or other possessions where reasonable grounds exist to do so.
25. The Parents acknowledge that the Student's personal property is not insured by the Corporation, and the Corporation or School does not accept any responsibility for loss of or damage to the Student's personal property.
26. The Parents and Student are to observe School security procedures.

Privacy

27. The Parents acknowledge that they have read and understood the Corporation's Privacy Policy and Standard Collection Notice, which are displayed on the Corporation's website, www.tasc.nsw.edu.au, or as otherwise published.

Court Orders and Provision of Reports

28. In agreeing to these Conditions of Enrolment, the Parents warrant that any other Parents who have responsibility for the Student's education agrees to the enrolment.
29. The Parents are to provide to the School all current Family Court or other court orders relating to the Student (Court Orders) at the time for applying for enrolment. The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the Corporation's Privacy Policy.
30. The Parents must provide accurate information to the School about any arrangement between Parents in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
31. The School will provide academic reports in writing to the Parents. If the Parents are separated or divorced, reports will generally be sent to each of the Parents on request, to the address notified by each of the Parents unless there is a Court Order that reports are to be sent to only one of the Parents or the School considers that it is in the best interests of the Student.

General

32. The Parents must provide the School with a certified copy of either their Australian state or territory driver licence or passport or another identity document acceptable to the School (Identity Document) and certified copy of the Student's original Identity Document, prior to the commencement of the Student's enrolment at the School. If a Parent's or Student's legal name changes at any time during the Student's enrolment, the Parents must immediately provide the School with a new certified copy of the Identity Document showing the new name.
33. The Student must at all times (including on application to the School) be an Australian citizen or a permanent resident of Australia, or one of the Parents must be an Australian citizen, permanent resident or otherwise hold an eligible and valid visa. In the case of an overseas Student, the Student must, at all times, hold an eligible and valid visa to study in Australia for the duration of the Student's intended study period at the School. The School may require appropriate documentation to satisfy itself that these requirements are met.
34. The Corporation may change these Conditions of Enrolment, provided the Corporation gives the Parents at least one term's notice in writing.
35. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.
36. Unless amended, these Conditions of Enrolment continue to apply to the Student and their Parents for the duration of the Student's enrolment at the School.
37. These Conditions of Enrolment continue to apply to the Student and their Parents until the obligations of the Student and their Parents have been met.

ENROLMENT PROCESS

Parents'/Guardians' Action	The School's Action	Comments
STAGE 1 – Application to Enrol		
1. Parents request information regarding the School	<ul style="list-style-type: none"> The School sends an Application to Enrol form with School Prospectus. 	<ul style="list-style-type: none"> School Tours are conducted on a weekly basis for families wanting to visit the School.
2. Parents complete the Application to Enrol , and return it together with the Application Fee , and all required documents , to have their child placed on the Waiting List .	<ul style="list-style-type: none"> The School receives and processes completed Application to Enrol forms. The School sends a letter confirming the placement of the child on the Waiting List. 	<ul style="list-style-type: none"> The Application Fee is non-refundable and paying it does not guarantee an Offer of Enrolment.
<p>It is the responsibility of parents to inform the School of contact detail changes (ie Address, Email etc) as soon as possible. The School will not be held responsible if important enrolment information is not received, due to the School not being made aware of changes. out of date details. All requests for change must be made in writing (email: enrol@stlukes.nsw.edu.au; or by letter, addressed to the "Enrolments Office").</p>		
STAGE 2 – Enrolment Interview		
<ul style="list-style-type: none"> For Year groups where there are more applicants on the Waiting List than places available, Parents are sent a Confirmation of Interest to Enrol form, prior to the commencement of the Enrolment Interview process. 	<ol style="list-style-type: none"> At the appropriate time (see "Comments relating to Stage 2), the School assesses each application in relation to the Enrolment Criteria. Subject to a place being available, the School contacts Parents to schedule an Enrolment Interview. In cases where demand for places exceeds the number of places available, not all Applicants will progress to the Enrolment Interview stage. Applicants will be sent communication outlining the next steps in the Enrolment Process. 	<ul style="list-style-type: none"> For Cottage entry, Enrolment Interviews are scheduled approx 18 months prior to entry. For Kindergarten entry, Enrolment Interviews are scheduled approximately 24 months prior to entry. For Year 7 entry, Enrolment Interviews are scheduled approx 24 months prior to entry. Note: Students enrolled into the St Luke's Junior School automatically proceed to Year 7. For Years 1 – 11 (not including Year 7), Enrolment Interviews are scheduled approximately 6 months prior to entry.
4. Parents to attend the scheduled Enrolment Interview with student.	<ul style="list-style-type: none"> Conduct the Enrolment Interview and assess the outcome of the interview. 	<ul style="list-style-type: none"> Attending an Enrolment Interview does not constitute or guarantee an Offer of Enrolment.
STAGE 3 – Offer and Acceptance		
<p>Note regarding: Date of Application: Please note that while 'Date of Application' is listed as one of the Enrolment Criteria, it is not considered to be more weighty than the other criteria. In practice though, the School does give consideration to 'Date of Application' when assessing most Application to Enrol forms. As such, the majority of Enrolment Interviews are scheduled with regard to 'Date of Application' and the majority of Offers of Enrolment are extended in 'Date of Application' order. However, in a small percentage of cases, and in an effort to balance the cohort, factors such as gender, academic ability, co-curricular accomplishments, community service involvement and church affiliation may be taken into account.</p>	<ol style="list-style-type: none"> Following the Enrolment Interview, the School notifies the Applicant of the outcome of the Enrolment Interview. Subject to the School's Enrolment Policy and subject to a place being available, successful Applicants are extended an Offer of Enrolment and are sent an Enrolment Contract for parents to sign. The School usually extends an Offer of Enrolment within 2 – 3 weeks of the Enrolment Interview. Depending on when a position becomes available, an Offer of Enrolment may be delayed up until or beyond the actual desired date of entry, or not at all. 	<ul style="list-style-type: none"> In cases where an Offer of Enrolment is not extended within the 2 – 3 week timeframe, Applicants are sent a letter outlining the status of their Application. In most cases, the School will retain the Applicant on the Waiting List for the requested Year group and will monitor the Waiting List and extend further Offers of Enrolment as places become available. If an Application to Enrol is not successful for a particular Year group, the Application will be cancelled at the end of the year initially applied for, unless the School is advised to keep it active. It is the Parent's responsibility to inform the School if they would like the Application to Enrol to remain valid for the next year, or for a future Year group. Cancelled Application to Enrol forms can be re-instated at any time, if a request is made (in writing – email or letter).
1. Accept the Offer of Enrolment by signing the Enrolment Contract and paying the non-refundable Acceptance Fee	<ul style="list-style-type: none"> Process the receipt of the Enrolment Contract and Acceptance Fee and send a letter of Confirmation of Enrolment 	<ul style="list-style-type: none"> The Acceptance Fee is non-refundable. The signing of the Enrolment Contract and payment of the Acceptance Fee secures the Applicant's place in the desired Year group. Orientation information is sent at the appropriate time.