

7 [Application Process](#)

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7.1 Before submitting an *Enrolment Application*



College's educational program; and

- (c) enable the prospective student and their parents to better understand the College and its approach to delivering an educational curriculum model.
- 8.3 Prior to the enrolment interview, parents may be asked to provide additional information and documentation to supplement the material provided with the *Enrolment Application*. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing, including psychometric and behavioural assessments.
- 8.4 Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms, as appropriate and determined by the College
- 8.5 Attending an enrolment interview does not guarantee a place at the College and is not an offer of enrolment.
- 8.6 If for any reason, in the College's absolute discretion, the College forms the opinion, as a result of the enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may cancel the enrolment process.

9 Offer of Enrolment

- 9.1 After attending the enrolment interview, the prospective student's application will be reviewed by the College's Enrolment Panel, which typically consists of: the Head of College, Deputy Head of College, Registrar, Head of Senior School, and / or Head of Junior School.
- 9.2 The College's Enrolment Panel will then decide whether to offer an enrolment place ("Offer of Enrolment") to the prospective student. The Head of College has absolute discretion to make the final decision about whether an Offer of Enrolment should be made to prospective student.
- 9.3 Any Offer of Enrolment made by the College will be made in writing.
- 9.4 It is not the College's practice to disclose a prospective student's place on the waiting list or provide specific feedback regarding the timing of an offer of enrolment, or, where no offer is made, the reasons for this.
- 9.5 An Offer of Enrolment may be accepted in the form approved by the College subject to the following:
 - (a) An Offer of Enrolment will not be accepted until both parents, or one parent, where supported by a Court Order or as otherwise agreed by the College, have agreed to be bound by the College's Terms and Conditions of Enrolment, the Parent Code of Conduct, and any other terms set out in the Offer of Enrolment and have signed and returned the requested documents by the deadline stated in the Offer of Enrolment
 - (b) Failure to adhere to the deadline stipulated in the Offer of Enrolment will result, at the discretion of the College, in the offer being terminated so that, in the interests of fairness, the offer can be made to another prospective student.
 - (c) Acceptance of the Offer of Enrolment must be accompanied by payment of the non-refundable Enrolment Charge. Details regarding the Enrolment Charge and payment methods are contained in the Schedule of Fees and Charges which is provided with the Offer of Enrolment.
 - (d) An Offer of Enrolment may be withdrawn by the College, regardless of the availability of places, where:
 - (1)

family, which impacts the College's capacity to reasonably accommodate the student.





14 Enrolments Register

14.1 The College keeps an electronic *Enrolments Register* of all students who have been enrolled at the College. This register includes the following information:

- (a) name, age, date of birth, and residential address of student;
- (b) parent(s) names and contact details;
- (c) details;