

Enrolment Procedure and Policy

Local Students

For further information please email:
Admissions Office
admissions@carey.com.au

The *Application for Enrolment* is also available online at carey.com.au

The following School Rules, Policies and Forms can be found on our Website:

- Child Safety Policy
- Student Behaviour
- Uniform and Appearance
- Privacy
- Enrolment Procedure and Policy – Local Students
- Fee Schedule and Further Information – Local Students covering:
Annual Fees and Additional Charges, Withdrawal of a Student, Uniform and Books, Digital Learning Program
- Immunisation Policy

After orientation further School Policies and Information become accessible on CareyLink.

Carey Baptist Grammar School Limited
ABN 83 051 576 062 CRICOS #00135G

* Fees and Condition of Enrolment are subject to change without notice

January 2017



Step 1 Complete and submit the enclosed application form or apply online at carey.com.au

Step 2 Processing of Application

Applications are accepted for all Year Levels however our key intake years are as follows: 3 year old ELC, Prep, Year 5, Year 7 and Year 10.

All applications are processed and assigned a wait-list status according to our *Enrolment Policy* (outlined below). A letter acknowledging receipt of your application will then be issued.

Step 3 Progressing your child's application

As your child's year of entry approaches, you will receive a letter asking for confirmation of your interest in enrolment for the level requested. This applies to students who have applied for key intake years only.

Step 4 Formal Offers

- Offers for entry at Year 7 will commence two years prior to the year of entry. This process can take several months to complete.
- All offers for other Year Levels will be sent 12 – 18 months prior to commencement.
- An interview with the Head of School may form part of the offer process.
- For entry into the Senior School (Years 10–12) current school reports and performance will be considered.
- For unsuccessful applications, you will receive written notification of this, once the enrolment process has been finalised. This applies to students who have applied for key intake years only. The offer process can take several months to complete.
- Please note: Transfer of enrolment between Junior School campuses is not permitted.
- For entry to ELC, children are required to be fully immunised. Immunisation records must be provided prior to confirmation of enrolment.
- Carey is a Registered Child Care provider. The ELC operates during school term dates only. Families may be eligible for Child Care Benefit. For more information visit mychild.gov.au
- Carey is a co-educational school and as such we endeavour to seek a balance of boys and girls in our enrolment. Priority of admission to the School is outlined in our *Enrolment Policy* as follows:
 1. to siblings; and children of permanent staff members
 2. to children of Old Grammarians who apply in the first year after the child's birth
 3. to children of other families who apply in the first year after the child's birth
 4. by date of application thereafter
- Consideration is also given to the children of Baptist Ministers and to children of parents who have recently relocated to Melbourne from interstate or overseas.
- An application is a prerequisite to admission but not a guarantee of enrolment.
- A non-refundable and non-transferable application fee of \$100* per student is payable.

Step 5 Confirmation of Enrolment

- Once an offer is received, families should confirm their acceptance in writing, using the form provided, and pay a non-refundable and non-transferable *Enrolment Agreement Fee* of \$1,500*.
- In addition, a Tuition Deposit of \$2,000* is payable as outlined in the Letter of Offer (ELC and Year 7 only). This deposit is only redeemable against tuition fees and credited to the April fee account in the year the student commences. For ELC enrolment the Tuition Deposit is only redeemable against tuition fees at Prep and credited to the April fee account in Prep year of entry. This deposit is non-refundable and non-transferable. Should an accepted enrolment place be cancelled the Tuition Deposit is forfeited to the School.

Please see the *Fee Schedule and Further Information-Local Students* for a complete list of fees and expenses.

It is important that you advise the Admissions Office of any change in your contact details so that we have up-to-date information.