

# Carey Baptist Grammar School

## 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](http://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

June 2018



1801-17

Overseas students applying for enrolment must hold a valid and current Australian visa covering commencement date at Carey and for the duration of their enrolment at the School. Please refer to [www.australia.gov.au](http://www.australia.gov.au) for more information. If valid visa is not held, Carey reserves the right to withdraw the offer and fees paid toward enrolment will not be refunded.

**Step 1** Complete and submit the enclosed application form or apply online at [carey.com.au](http://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 waitlist 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 Prep, Year 5 and Year 7 will commence approximately 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. For more information visit [mychild.gov.au](http://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 Carey 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. to children of Old Carey Grammarians who apply after their child turns twelve months of age
  5. 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\*.
- A non-refundable and non-transferable Tuition Deposit of \$2,000 will be payable as outlined in the Letter of Offer (ELC, Prep<sup>^</sup>, Year 5<sup>^</sup> and Year 7 only). For Prep, Year 5 and Year 7 entry, this deposit is only redeemable against tuition fees and credited to the April fee account in the year the student commences. Tuition Deposits paid with ELC entry become redeemable only against tuition fees when the student enters Prep and is credited to the April fee account of that Prep year. Should an accepted enrolment place be cancelled or deferred 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.

<sup>^</sup> For Prep and Year 5 entry, the Tuition Deposit will apply from 2020 enrolments.