

Enrolment Procedure

Making an application

- a) An Application for Enrolment form must be accompanied by:
- the non-refundable Enrolment Application fee (\$50-);
 - copy of the student's birth certificate, Medicare card, and passport (if student holds)
 - copies of latest school reports, plus any state or national testing results (if applicable);
 - any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical conditions.
- b) The decision about the enrolment of any student is made on the basis of full and complete information being provided to the College. As is the case with all enrolments, if false or misleading statements are made on the Application for Enrolment, or if relevant information is not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification for doing so.

Receipt of Enrolment Application

Once the Enrolment Application along with the Application fee and all required documentation has been received and processed, the applicant will be advised in writing via email that their application has been received and that the next step in the enrolment process is an invitation to an Enrolment Interview.

Please note that submitting an application may not necessarily result in the invitation for an interview or a position being offered.

Interview

Applicants will be invited to arrange a mutually convenient appointment for an enrolment interview with the Principal, Head of School or delegate. For students who are not commencing in the near future, this interview will be during the year prior to the commencement date.

Applicants will be invited to attend an enrolment interview only once all required documentation has been received. They will also be asked to complete an Enrolment Questionnaire prior to their interview.

Our primary objective is to provide the best education we can for each student. As such, offers for positions are decided once the College has all of the relevant information to make an informed decision as to the ability to meet each individual's educational needs.

Confirmation of Enrolment

Once the College has offered the applicant a position and confirmed their enrolment at SMLC, parent/caregivers are required to:

- Return the signed Confirmation of Enrolment;
- Pay the Enrolment Confirmation fee (\$250-), plus any other fees and levies due at that time. This fee will be refunded when the student graduates or leaves the College and there is no outstanding debt owed to the College;
- Return signed/completed Direct Debit form – this form must be completed and returned before students can commence.
- Return any other forms signed as applicable.

Parents should also update any personal details which may have changed since completing the Application for Enrolment.

The process of withdrawing the Application for Enrolment or student post-commencement

- If a student does not commence at the College, the Enrolment Application fee is forfeited.
- Once a student commences at the College, one term's written notice of intention to withdraw the student is required. If this notice is not given, one term's fees in lieu of notice will be charged.

Fees

Fees are required in advance, as set out in the Fee Schedule in the Financial Information Handbook.

As mentioned above, a signed/completed Direct Debit form must be in place before students can commence schooling.