

Guide to Enrolment Procedure



Billanook College

Step	Stage	Form to Complete	Fee to Pay	Action	Outcome
1	Enquiry	Nil	Nil	Parent makes enquiry	<ul style="list-style-type: none"> ➤ College mails out Prospectus with Application for Enrolment forms ➤ Parent telephones Registrar if they have any queries ➤ Invitation to College or Personal Tour
2	Application	Application for Enrolment Form	\$100.00 Family Application Fee	Family completes Application for Enrolment Form and sends to College Within two years of entry and if applicable family provides a copy of Birth Certificate, Naplan results, recent reports/assessments & other documents of relevance eg Court Orders	Within two years of entry <ul style="list-style-type: none"> ➤ Registrar acknowledges receipt of Application for Enrolment Form and receipt of \$100.00 being a non-refundable fee ➤ Registrar arranges interview with Head of School for parents and student
					More than 2 years from proposed entry <ul style="list-style-type: none"> ➤ Registrar acknowledges receipt of Application for Enrolment Form and receipt of \$100.00 being a non-refundable fee ➤ Two years in advance of commencement year a letter requesting interview and supporting documentation is sent by Registrar
3	Enrolment Interview	Nil	Nil	Family and student meet with Head of School	<ul style="list-style-type: none"> ➤ Interview conducted by Head of School ➤ Decision made regarding the appropriateness of the application
	An interview is a compulsory part of the Application for Enrolment process				
4	Offer of Place			Letter sent to family from Principal	<ul style="list-style-type: none"> ➤ If application is accepted Parents receive a Letter of Offer of place at College from the Principal ➤ If application is not accepted Parents receive a letter from Principal
5	Parents accept Offer of Place	Confirmation of Enrolment Form	\$500.00	Parents return Confirmation of Enrolment Form to the College with payment of \$500.00 by the due date	<ul style="list-style-type: none"> ➤ Parents receive Letter from Principal confirming place and receipt of \$500.00 being a non-refundable fee that is deducted from the 1st Fee Instalment, the balance which is due and payable in October of the year prior to student commencing
6	Transition Program	Range of forms		College sends Transition Program information in year prior to commencement	<ul style="list-style-type: none"> ➤ Parents and students attend Transition Program in year prior to commencement
7	Commencement				<ul style="list-style-type: none"> ➤ Student commences at Billanook College in the following year