



**\$100 Fee payable**

**\$500 Fee payable**

Parent makes an enquiry

Parent completes and returns Application Form

Student and Family meet with Head of School

Letter sent to the family from Principal

Confirmation of Enrolment Form returned to College

Information sent in year prior to commencement

Student commences at Billanook College

- > College provides Prospectus with Enrolment Application forms
- > Parent telephones Registrar with any queries
- > Invitation to College or Personal Tour

- > Registrar acknowledges receipt of Enrolment Application Form and Family Application fee, together with Passport or Copy of Birth Certificate\*

- > Interview conducted by Head of School
- > Decision made regarding the appropriateness of the application

- > If application is accepted parents receive a Letter of Offer of place at Billanook College from the Principal
- > If application is not accepted parents receive a letter from the Principal

- > Parents receive Letter from Principal confirming place and receipt of \$500 non-refundable fee that is deducted from the first fee instalment. The balance is due and payable in October of the year prior to student commencing

- > Range of forms sent from the College
- > Student and parents attend Transition Program in year prior to commencement



\* If application is within two years of commencement; NAPLAN, recent reports and other documents of relevance (e.g. Court Orders) are also required

