

# Enrolment Process

## Tour

- Contact the Registrar to book a tour of the school.
- Attend a tour of the school.
- Receive an enrolment form, a copy of the Enrolment Terms and Conditions and the Annual Fees and Charges for the current year.

## Enrol

- Read and understand the Enrolment Terms and Conditions and Annual Fees and Charges.
- Provide to the Registrar
  - a completed Erasmus Enrolment Form signed by both parents/guardians and
  - a copy of the child's birth certificate
  - payment of the non-refundable Registration Fee.
- Receive notification of provisional acceptance of the application, or of placement on a waiting list for a place to become available.

In the year prior to commencement

## Meet

- Be contacted by the Registrar to ask if the place is still required.
- If yes, attend a meeting with the Principal to establish a relationship based on a common understanding of the school's ethos and values.

## Confirm

- Receive an invoice for the Place Holding Fee.
- Pay the Place Holding Fee within 30 days of invoice.
- Receive confirmation of your child's place at the school.



# Enrolment process

Erasmus Primary School is a non-select-entry, co-educational school from Year Prep to Year 6. The School processes applications according to the date the school receives an Erasmus Enrolment Form signed by both parents/guardians and a copy of the child's birth certificate, together with payment of the non-refundable Registration Fee.

**Step 1.** Contact the Registrar to book a tour of the school.

**Step 2.** Attend a tour of the school. At the end of the tour you will be provided with an enrolment form, a copy of the Enrolment Terms and Conditions and the Annual Fees and Charges for the current year.

**Step 3.** Ensure you read and understand our Enrolment Terms and Conditions and Annual Fees and Charges.

**Step 4.** Provide to the Registrar a completed Erasmus Enrolment Form signed by both parents/guardians and a copy of the child's birth certificate, together with payment of the non-refundable Registration Fee. Once this has been received, your child is added to our list for the nominated year level.

**Step 5.** Upon receipt of the enrolment application, the Registrar will contact you to confirm receipt of the application and to inform you whether the application has been provisionally accepted or been placed on a waiting list for a place to become available.

## For families who have received a provisional acceptance

In the year prior to commencement

**Step 6.** In term 2, the Registrar will contact you to ask if the place is still required. If the place is no longer required, your application will be withdrawn and the place will become available for offer to another family.

**Step 7.** If yes, you are then invited to attend a meeting with the Principal. This is an opportunity for prospective parents and the Principal to establish a relationship based on a common understanding of the school's ethos and values.

**Step 8.** Mid-year you will be invoiced for the Place Holding Fee which is payable within 30 days of invoice. Payment of the place holding fee confirms the place for your child at Erasmus.

If the Place Holding Fee is not paid, your application will be withdrawn and the place will become available for offer to another family. If the Place Holding Fee is paid but the place is not taken up or if the child is withdrawn for any reason prior to graduation at the end of year 6, the Place Holding Fee is forfeited.

**Step 9.** In October you will receive notice of the fees and charges for the following year and a number of forms, including the Fees and Pledge Service form, that need to be completed and returned in November.

**Step 10.** For students commencing in Prep, you will be invited to attend the Pre-Prep Program in late October/early November. The program is designed to assist with the transition to primary school and it is strongly recommended that both parents and child attend both sessions. The children will spend the mornings enjoying various activities with the Prep teacher while parents attend a series of discussions, covering curriculum, philosophy, school policy, pastoral care and administration, designed to provide you with all the information you need to get started. This is also an opportunity to ask any questions you may have.

## For families who have a child on the waiting list

If families with provisional acceptance of a place at Erasmus do not confirm the offer, the School will then make it available to families on the waiting list. Please note that the confirmation of places can take several months to complete.

The Registrar will contact you when a vacancy occurs to offer a provisional acceptance of the application.

If we cannot offer a place, a portion of the Registration Fee will be refunded and Erasmus School will retain the other portion to cover administrative costs.