

# Enrolment Procedures

## Pre-Kinder to Year 12

MLC School seeks to enrol students who are able to make a positive contribution to the life of the School and who will benefit from its academic and pastoral care programs. They should demonstrate a willingness to be involved in the extensive extra-curricula opportunities and be sympathetic to the School's Christian ethos. There are many aspects taken into consideration when offering a place at the School. The date of application is only one of these.

### ENROLMENT PROCEDURES

Complete the MLC School Application Form and attach to the Application:

- two written family references, preferably one from a Minister of Religion.
- A copy of your daughter's birth certificate (Pre-Kinder and K only).
- A photocopy of your daughter's latest school report (if applicable).
- A copy of your daughter's Basic Skills Tests results (if applicable).
- A non-refundable Application Fee of AU\$200 payable to MLC School.
- Copy of educational and/or medical assessment reports where relevant.

Within one month of receiving this information, if a place is available for the nominated year, a letter of offer will be forwarded by the Director of Admissions, to the applicant. The Acceptance of Offer Form together with a non-refundable Acceptance Fee of \$500 must be returned to MLC School within 14 days of receipt of the offer. Payment of this fee reserves a definite place for your daughter in the nominated year, pending payment of the Enrolment Fee, eighteen months prior to commencement, confirming your intention to take up this place.

If the offer is not accepted, then it will lapse.

### ENROLMENT ENTRY LEVELS AND PROCEDURES:

Regular Points of Entry

- o Pre-Kinder (students must turn 4 years by 31st May)
- o Kindergarten (students must turn 5 years by 31st May)

- o Year 5 – Junior School
- o Year 6 – Middle School
- o Year 7 – Middle School
- o Year 11 – HSC and IB courses

#### 1. Procedures for students entering Pre-Kinder:

- i. Approximately 12 months prior to your daughter's entry you will be invited to attend an interview at MLC School.
- ii. The Pre-Kinder Program consists of a five, three and two day program.
- iii. Once a place has been offered into one of these programs, all other conditions and procedures of enrolment apply.

#### 2. Procedures for students entering MLC School between Kindergarten – Year 7 (inclusive):

Approximately 18 months prior to your daughter's proposed entry, you will be invited to attend an interview at MLC School. At this interview all aspects of your daughter's education at MLC School will be discussed.

#### 3. Procedures for students entering MLC School between Year 8 – Year 12 (inclusive):

Students are required to undertake a learner profile assessment and an interview to enable suitable class placement to meet their learning needs.

An acceptable standard of English is a prerequisite for all students.

Following this assessment applicants and their parents will be invited to meet with the relevant Head of School.

### ENROLMENT FEE

MLC School's offer of a place is conditional upon payment of a non-refundable Enrolment Fee of AU\$2000 for all students. These payments should be received within 21 days of the interview to confirm your daughter's enrolment at MLC School.

NOTE: The Enrolment Fee is separate from the Tuition Fees.

### CONDITIONS OF ENROLMENT

Students are enrolled at MLC School on the following conditions:

- i. That the regulations and procedures of the School are satisfactorily observed in all respects.
- ii. That the student conforms to the disciplinary authority of the Principal and those to whom authority may be delegated.
- iii. That the student continues to make satisfactory commitment to her studies.
- iv. That the School's terms of payment of all tuition and other educational fees are satisfactorily observed.
- v. That MLC School provides a managed Health Centre where students who are taken ill or are injured are accommodated while contact is made with parents or guardians as quickly as possible. If a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, you authorise the School to give authority for such treatment. You indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- vi. That students are responsible for their personal belongings and the school will not be liable for any loss of these belongings.
- vii. That If the Principal considers that a student is in serious breach of the rules or has otherwise engaged in conduct which is prejudicial to MLC School or its students or staff, the Principal may exclude the student permanently or temporarily at their absolute discretion. No refund of fees will be granted.
- viii. That if the MLC School Council or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the MLC School Council or the Principal may require the parent to remove the student from the School. No refund of fees will be granted.
- ix. That the School reserves the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.
- x. Absences, Early and Late leaving:  
**(a) Junior school**  
(i) On the day of the absence the School requires either a call to the Junior School Office or an SMS text message so that the School knows the student is safe.  
(ii) If a parent has advance knowledge prior to an absence or when a student is late, the

parent is to provide a written letter of explanation to the classroom teacher or to send an SMS text message.

Students are only permitted to leave early if permission has been given by the Head of School. A request in writing must be made.

**(b) Middle and Senior School**

(i) If a student is absent from school for a full day or a part day, parents will be sent an SMS. The parent can phone or message back regarding the absence. On the student's return to school she will need to supply the Studies Office with a note signed by her parent/guardian explaining the reason for her absence, SMS constitutes a written explanation.

(ii) If a student is marked late for roll call, parents will be sent an SMS to notify them. Parents can ring or message the school with an explanation. Students who are late need to go firstly to the Studies Office so they are recorded as being at school. The student should provide a note signed by her parent/guardian explaining the reason for her lateness either on the day, or at the latest, the following day, SMS constitutes a written explanation.

(iii) If a student needs to leave the school early a note signed by her parent/guardian is to be presented at the Studies Office before school starts. The note should explain the reason and time she is leaving. On receipt of the note she will be issued with an 'early leavers' pass. When she leaves, she needs to sign out in the Early Leavers Book in the Studies Office. If she is returning to school

she needs to sign back in with the Studies Office on her return.

(iv) Years 11 & 12 ONLY – a late arrival and early leavers pass is given to students at the start of Term 1 pending approval by the Head of School. The time on the pass indicates when the student should arrive and leave school according to her timetable. The student must go the Studies Office to sign in at the time indicated on the pass.

(v) Requests for extended leave should be made well in advance of the anticipated date of departure. This must be in writing and addressed to the Head of School giving reason why such leave is requested. Permission is not automatic.

- x. That a student is expected to take part in all School activities including excursions and camps. A student will be excused only when valid reasons are given in writing and accepted by the Principal.
- xi. That it is the responsibility of a student's parents to advise the School of any change of address, telephone numbers or email as soon as it is known.
- xii. That the School shall not be obliged to continue any student who does not observe all of the foregoing conditions.
- xiii. That MLC School is registered by the Department of Education, Science and Training (DEST) to accept overseas students (CRIOS Provider Number 02328D). An overseas student is one who is NOT an Australian or New Zealand citizen, a permanent resident of Australia or a refugee. Procedures

for enrolment of, and application forms for, Overseas Students are contained in the Overseas Students' section of this booklet.

**BUSINESS ARRANGEMENTS**

- i. A place reserved for a student may be offered to another applicant if the enrolment procedure and fee payments are not observed.

2008	ANNUAL TUITION	EARLY PAYMENT DISCOUNT
Kindergarten	\$10,932	\$80
Year 1	\$11,180	\$80
Year 2	\$11,180	\$80
Year 3	\$13,048	\$80
Year 4	\$13,640	\$100
Year 5	\$14,164	\$100
Year 6	\$15,304	\$100
Year 7	\$17,368	\$120
Year 8	\$17,960	\$120
Year 9 & 10	\$18,560	\$120
Year 11	\$19,116	\$120
Year 12	\$19,116*	\$120

\*Paid in three instalments during the year

NOTE: Fees are subject to alteration.

- » Sibling Discount: 10% second child, 12.5% third and subsequent children.
- » A student cannot commence a new term whilst fees from the previous term remain unpaid.
- ii. A term's notice to the Principal, in writing, is required for a student to be withdrawn from the School once she has commenced at MLC. If no such notification is received by the School at the start of the term prior to the

proposed date of exit, one term's fee will be due and payable.

iii. Tuition Fees are presented in four instalments each year (three instalments for parents with students in Year 12) and are payable within 14 days on presentation of the accounts. Early payment discounts can be claimed if payment is made within 14 days of the commencement of term. Sibling discounts are also available. In the event of all fees not being paid by mid-term of the succeeding term, all concessions otherwise applicable to the student will be cancelled.

- iv. A student will be prevented from commencing a new term if fees from the previous term remain unpaid, unless a satisfactory explanation is given and approved, in writing, by the Principal or the Business Manager.
- v. If fees are not paid within 14 days of the commencement of term, an administration fee of \$75 will be charged for late payment.
- vi. Preferred payment of the MLC Tuition Fees is by BPAY or via monthly direct debit. Please contact the MLC School Business Manager to discuss.

**TERMS AND CONDITIONS**

It must be noted that the terms and conditions set out in the Prospectus and on the Application Form and all associated documents, may be altered or amended from time to time by MLC School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend MLC School.

# MLC School Enrolment Application Form

## Pre-Kinder to Year 12

### CHECKLIST PLEASE INCLUDE WITH YOUR APPLICATION

- MLC School Enrolment Application Form
- Cheque or completed credit card form for non-refundable Application fee of \$200 (INC. GST)
- Copy of your daughter's Birth Certificate (Pre-Kinder and Kindergarten only)
- Copy of your daughter's latest school report if applicable
- Copy of educational and/or medical assessment reports where relevant
- Copy of two references
- Copy of any Family Court Orders, if applicable

PLEASE RETURN THIS FORM TO  
**Director of Admissions**  
**MLC School**  
**PO Box 643**  
**BURWOOD 1805 Australia**

CRICOS NO. **02328D**

### STUDENT DETAILS

SURNAME					
GIVEN NAMES					
PREFERRED NAME					
SYDNEY ADDRESS				POSTCODE	
TELEPHONE (HOME)		TELEPHONE (MOBILE)			
DATE OF BIRTH		COUNTRY OF BIRTH			
NATIONALITY		LANGUAGE SPOKEN AT HOME			
IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?					
NO <input type="checkbox"/> YES, ABORIGINAL <input type="checkbox"/> YES, TORRES STRAIT ISLANDER <input type="checkbox"/> YES, BOTH ABORIGINAL AND TORRES STRAIT ISLANDER <input type="checkbox"/>					
RESIDENCY STATUS	AUSTRALIAN CITIZEN <input type="checkbox"/> PERMANENT RESIDENCY <input type="checkbox"/> Overseas students to complete separate International Student Application Form				
PROPOSED ACADEMIC LEVEL OF ENTRY (eg Yr3)		PROPOSED CALENDAR YEAR OF ENTRY (eg 2008)		PRESENT ACADEMIC YEAR OF SCHOOLING	
PRESENT SCHOOL	PREVIOUS SCHOOL				
RELIGIOUS DENOMINATION					
PLEASE PROVIDE DETAILS OF ANY SPECIAL CIRCUMSTANCES THAT MAY NEED TO BE TAKEN INTO ACCOUNT BY MLC SCHOOL WHEN CONSIDERING YOUR DAUGHTER'S APPLICATION.					

### PRE-KINDER

PLEASE INDICATE THE PREFERRED PROGRAM FOR YOUR DAUGHTER	<b>5 days</b>	<input type="checkbox"/> Monday–Friday	Note: Pre-Kinder operates during MLC School terms
	<b>3 days</b>	<input type="checkbox"/> Monday/Tuesday/Wednesday	
	<b>2 days</b>	<input type="checkbox"/> Thursday/Friday	

Detach Here

*continued overleaf*

**FAMILY  
DETAILS**

	FATHER/GUARDIAN	MOTHER/GUARDIAN
TITLE (eg Mr, Mrs, Dr)		
SURNAME		
GIVEN NAMES		
NATIONALITY		
COUNTRY OF BIRTH		
ADDRESS (HOME)		
TELEPHONE (HOME)		
TELEPHONE (MOBILE)		
EMAIL		
OCCUPATION		
EMPLOYER		
ADDRESS (BUSINESS)		
TELEPHONE (BUSINESS)		
FAX (BUSINESS)		

**FAMILY  
RELATIONSHIPS**

APPLICANT LIVES WITH:

BOTH PARENTS  MOTHER ONLY  FATHER ONLY  GUARDIAN  GRANDPARENTS  OTHER

WHERE THE PARENTS ARE SEPARATED OR DIVORCED, OR BOTH PARENTS NAMED ABOVE ARE NOT THE NATURAL PARENTS OF THE GIRL, PLEASE GIVE DETAILS (eg custody, step-parents, guardianship arrangements)

**CORRESPONDENCE  
DIRECTIONS**

As family structures can differ widely, the following information is requested to avoid errors in correspondence and mailing of accounts, reports and other school communication. Please tick the appropriate boxes as applicable.

**Send School Reports to:**

FAMILY ADDRESS  MOTHER  FATHER  OTHER

**Send Fees Accounts to:**

FAMILY ADDRESS  MOTHER  FATHER  OTHER

**SIBLINGS**

APPLICANT'S SISTERS WHO ARE CURRENTLY ATTENDING MLC SCHOOL:				
<b>NAME 1</b>		YEAR		LEVEL OF ENTRY (eg Year 3)
<b>NAME 1</b>		YEAR		LEVEL OF ENTRY (eg Year 3)
<b>NAME 1</b>		YEAR		LEVEL OF ENTRY (eg Year 3)

DO YOU HAVE A SON(S) ATTENDING OR ENROLLED TO ATTEND AN INDEPENDENT SCHOOL?

YES  NO

NAME OF SCHOOL	
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**MLC SCHOOL  
OLD GIRLS  
IN FAMILY**

APPLICANT'S RELATIVES WHO ARE FORMER STUDENTS OF MLC SCHOOL	
<b>NAME 1</b>	
MAIDEN NAME/NAME AT SCHOOL	
DATES ATTENDED MLC SCHOOL	
RELATIONSHIP TO APPLICANT	
HOUSE	
<b>NAME 2</b>	
MAIDEN NAME/NAME AT SCHOOL	
DATES ATTENDED MLC SCHOOL	
RELATIONSHIP TO APPLICANT	
HOUSE	
<b>NAME 3</b>	
MAIDEN NAME/NAME AT SCHOOL	
DATES ATTENDED MLC SCHOOL	
RELATIONSHIP TO APPLICANT	
HOUSE	

