



## \$200 Fee payable

Enquiry received by College

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

Completed Enrolment Application Form and required paperwork<sup>#</sup> is returned to College

- › Registrar acknowledges receipt of Enrolment Application Form and Family Application fee

Student and Family meet with Head of School for Enrolment Transition Meeting

Letter sent to the family from Principal

- › 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

## Confirmation Fee payable\*

Enrolment Confirmation Form returned to College with payment

- › Parents receive Letter from Principal confirming place
- › College provides receipt of Enrolment Confirmation Fee<sup>^</sup>

Information sent in year prior to commencement

- › Range of forms sent from the College
- › Student attends Transition Program in year prior to commencement

Student commences at Billanook College

\* Enrolment Confirmation Fees: Prep to Year 12 - \$1,500. ELP3/ELP4 - \$500.

<sup>#</sup> Copy of Birth Certificate or Passport.

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

<sup>^</sup> Confirmation Fee is non transferrable and non refundable and will be applied against the first year fees.

