



METHODIST LADIES' COLLEGE ENROLMENT POLICY

Students are enrolled at the College according to this Enrolment Policy as noted below.

OUR SELECTION CRITERIA AND ETHOS

Our selection criteria are established to reflect the ethos of our College. Subsequently, we seek to enrol those girls we judge to be best able to benefit from the academic programs we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand and are supportive of the College Vision, Mission and Values.

We prioritise applications from siblings of current students of the College; daughters of Collegians; Boarding Families; Uniting Church Ministers; daughters of staff; families relocating from overseas or interstate and according to date of application.

All applicants are assessed against the criteria noted in this policy.

OUR ENROLMENT PROCESS

ENTRY YEAR LEVELS FOR NEW STUDENTS

Our entry year levels are Kindergarten, Year 5, Year 7 and Year 10. We will consider applications for entry to other years, but only if places are available. Due to the high demand for places, we advise parents to apply for entry for their daughter well before the desired year of entry.

As we have a limited number of places to offer, it is often necessary for applications to be waitlisted. Once we have offered all of the available places we will draw up a waiting list of those applicants still seeking a position at the College and use this list to make late offers of enrolment if vacancies become available. Priority will be given as noted in our selection criteria and ethos.

IF YOU DEFER AN OFFER

If we offer your daughter a place for a particular entry year level, that offer only applies to that year level of entry: it does not apply for a later entry year level. For example, if we offer your daughter a place at the School starting in Year 5, but you then decide that you wish to defer your daughter's entry until Year 7 you cannot defer the original offer to take it up at the later entry year level.

In these circumstances we will put your daughter's name on the registration list and will invite you to complete a further *Application to Enrol* at the appropriate time.



OUR ENROLMENT TIMETABLE

COLLEGE ACTION	PARENTS' ACTION	COMMENTS
The College develops a list of prospective students from completed <i>Application to Register</i> forms	Parents may have their daughter placed on the list of prospective students by completing an <i>Application to Register</i> form and paying the Registration Fee.	As we receive each form we will add your daughter's name and contact details to our list of prospective students for the relevant year. The Registration Fee is non-refundable and paying it does not guarantee a place.
The College sends <i>Application to Enrol</i> forms to all families on our Registered list.	If parents wish to proceed with their application they will complete the <i>Application to Enrol</i> form and return by the noted closing date.	The College will send all families on the list an <i>Application to Enrol</i> form during the year, at least two to three years prior to your desired entry year.
The College will receive and process completed <i>Application to Enrol forms</i> .	If you anticipate experiencing a delay completing your application by the closing date please contact the Admissions Office.	The College must receive a completed <i>Application to Enrol</i> by the noted closing date. Those applications received after this date will not be processed. Incomplete applications are unable to be processed and will be returned to families.



COLLEGE ACTION	PARENTS' ACTION	COMMENTS
<p>The College will assess completed applications against our selection criteria.</p> <p>The College will notify parents if their daughter has met our selection criteria and if she will be required to sit a test or attend an interview.</p> <p>Or, we may notify applicants that we have decided not to consider their daughter for a place at the school.</p>	<p>Bring your daughter for testing and/or interview at the time notified.</p>	<p>Some students may require testing and the results, along with other information, will assist us in our evaluation of your application of enrolment.</p> <p>If you are invited to attend an interview the Admissions Team will indicate if you are required to bring any additional information with you.</p>
<p>The College will forward an <i>Offer of a place</i> for your daughter.</p> <p>This offer will include an <i>Enrolment Confirmation</i> which must be signed and returned along with the non-refundable confirming fee to accept our offer.</p>	<p>Accept the offer of a place by signing the <i>Enrolment Confirmation</i> and paying the non-refundable confirming fee by the due date, or decline the offer.</p>	<p>The number of places offered reflects the number of positions available.</p> <p>We will advise parents if we are offering a place, if we're placing their daughter on a waiting list, or if we are not able to consider their daughter for a place.</p> <p>The confirming fee is payable for each student for whom a place is accepted.</p> <p>If you do not accept your offer by the closing date, your offer will lapse and you will need to re-apply.</p> <p>C.</p>



FEES DURING THE ENROLMENT PROCESS

WE WILL CHARGE:

- A Registration Fee to be paid by the parents and forwarded with the *Application to Register* form. This amount is non-refundable and does not guarantee a place at the school.
- A confirming fee to be paid by the parents when they accept an offer of a place. This amount is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer or request a deferment to another entry year. If a subsequent offer is made, the difference between the current year's confirming fee less the sum of all previous confirming fees is payable for the acceptance of that place.
- For international students please refer to our FFPOS Refund Policy on our website www.mlc.wa.edu.au.

PRIVACY OF INFORMATION SUPPLIED

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an *Application to Enrol* is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

ENROLMENT CONTRACT

Parents may accept a place for their daughter by signing the *Enrolment Confirmation* and paying the Confirming Fee. This will establish the parents' agreement to support the College rules and policies, to pay the College fees and other charges and to accept the *Terms of Enrolment* and the consequences of suspension or termination.

PARENTS' DECLARATION

In completing the *Application to Enrol* form we will ask the Parents to declare that to the best of their knowledge they have:

- Disclosed any special needs of their daughter
- Provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- Completed fully the *Application to Enrol* form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse or terminate the enrolment process on these grounds.

OBLIGATION TO ATTEND ALL SCHOOL ACTIVITIES

When a place is accepted the student will be expected to attend all the activities of the school, including classes, co-curricular activities on weekdays and weekends, and special school functions (such as College Sunday, concerts and inter-school sporting events.)



COLLEGE FEES

The College has an annual tuition and boarding fee which is payable as per our *Terms of Enrolment* and our Fee and Charges brochure which is published annually.

If after paying the confirming fee, but prior to starting at school, you withdraw your child from the College and do not notify the College of your intention at least one full term in advance, a fee of 25% of the annual tuition fee, and if applicable 25% of the annual boarding fee, will be payable.

Examples:

a) For students due to commence at the beginning of Term 1, notice must be provided by the end of Term 3 of the previous year.

b) For students due to commence at the beginning of Term 3, notice must be provided by the end of Term 1.

In the event of the withdrawal of your daughter from the Boarding House during the year once she has commenced, the total annual fee will still apply.

Different conditions and fees will apply to Full Fee Paying Overseas Students. These conditions and fees are published in our *Terms of Enrolment* and FFPOS Fee and Charges brochure.

All fees and charges are reviewed annually. The current tuition and Boarding fees will be set out in our Fee and Charges brochure.

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

Under Australian law, where this is relevant, both parents must receive information and be involved in decision-making about their child's education unless the courts have indicated otherwise.

The school will send communications (such as newsletters and School Reports) to both parents at the address or addresses supplied on the *Application to Enrol* form and as modified from time to time in the Student Information Update form that is updated for each student as per the College's instruction.



WHEN GUARDIANS OR CARERS ARE ENROLLING DAUGHTERS

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students.

Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate *Applications to Enrol* in which guardians or carers have responsibility for a child's application.

OUR ENROLMENT POLICY MAY CHANGE

The College reserves the right to alter its Enrolment Policy at any time. The prevailing Enrolment Policy will be available at all times on the College website and families will be notified of changes as they occur through our e-newsletter.