

# Enrolment Procedure

## Process for Enrolment

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The College enrolls students in all years, subject to availability. The Enrolment process must be followed for all applications.

### PROCESS

1. Apply online through the Al Siraat College Website [www.alsiraat.vic.edu.au](http://www.alsiraat.vic.edu.au).
2. Applications must complete, in full, the Enrolment Application Form with supporting documents required by the College;
  - (a) Birth Certificate/Passport
  - (b) Proof of Citizenship or Copy of Visa if relevant
  - (c) Immunisation certificate from Medicare
  - (d) Last 2 Semester school reports & NAPLAN if applicable
3. Pay the **non-refundable** \$100 processing fee.
4. Upon receipt of the Enrolment Application Form:
  - (a) An applicant must attend a look and learn tour (this must be completed before enrolment can proceed).
  - (b) Each application is considered by the College Enrolment Panel, which will consider each application and make a determination based on the enrolment criteria.
  - (c) Prospective foundation students will be invited to a group session before their school readiness assessment.
  - (d) Other applicants must attend for an enrolment assessment and interview when invited to do so.
  - (e) A letter or email indicating acceptance, placement on a waiting list, or non-acceptance will be communicated in writing to the Applicant.
5. Following successful completion of all of the above, the College may make an enrolment offer by way of a letter of offer to the Applicant or may advise the Applicants that the prospective student has been placed on the waiting list.

6. To accept an enrolment offer, the Enrolment Agreement must be submitted and signed by both biological parents (unless a court order provides otherwise and a copy is given to the College), including payment of the refundable security deposit within two weeks from the date of offer.
7. The place in the College is not confirmed until all documents and fees as requested by the College have been received. This includes, among other things:
  - (a) signed acceptance letter from the applicant of the student which acknowledges acceptance of:
  - (b) Terms and Conditions of Enrolment;
  - (c) Parent Code of Conduct; and
  - (d) Student Code of Conduct.
8. If a student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Enrolment application Fee, will be returned, **provided a minimum of 10 term weeks' notice in writing is provided to the College.**
9. Lodgement of the Enrolment Application Form does not guarantee enrolment of the Student at the College.
10. Once enrolled at the College a Student's enrolment will continue through to Year 12, unless the Student is formally withdrawn at the initiative of the College or the Applicant.