

## 1. Pre-Enrolment

Due to Expressions of Interest generally being received many years before the intended year of commencement, a Pre-Enrolment Form will be sent to families on the holding list to confirm your interest at Casey Grammar School, and to provide up-to-date information regarding your child. This form must be completed and returned to the school for your child to move to the next stage of the enrolment process. The below timeframes may be used as a guide;

- **Prep intake**, you should expect to receive it approx. 13 months prior to the preferred entry year
- **Year 7 intake**, you should expect to receive it approx. 16 months prior to the preferred entry year
- **All other levels outside the intake levels** will follow the same process as set out above when a vacancy become available

## 2. Interviews

You and your child may be invited to attend an enrolment interview with the Principal, Deputy Principal or Head of School; this does not guarantee an enrolment offer. The below timeframes may be used as a guide;

- **Prep** intake interviews are usually held in February when students are in 4 year old Kindergarten
- **Year 7** intake interviews are usually held in November when students are in Year 5
- **All other levels outside the intake levels** will follow the same process as set out above when a vacancy become available

## 3. Enrolment Offers

You will be notified of the outcome of your application at the end of the Interview process. Enrolments offers are subject to availability, assessment, a satisfactory interview, capacity to provide an appropriate program for the proposed student, and acceptance of the School's Terms of Enrolment. The below timeframes may be used as a guide;

- **Prep** intake enrolment process is usually finalised by the end of March in the year prior to entry
- **Year 7** intake enrolment process is usually finalised by mid-December when students are in Year 5
- **All other levels outside the intake levels** will follow the same process as set out above when a vacancy become available

**At all times, the Principal will use discretion in the final enrolment offers. We are not able to predict whether your child will be offered a place for your preferred year of entry.**

## 4. Enrolment Acceptance

Following an enrolment offer, a confirmation deposit of \$550 for Junior School students and \$750 for Senior School students is payable within 14 days of the date of the offer. The confirmation deposit is applied to your school account at the beginning of the year the student commences their studies, the confirmation deposit is strictly non-refundable or transferable. An Enrolment Contract will be forwarded to you to sign and return to the school with 14 days of the date of the offer. Enrolment is not confirmed until the confirmation deposit is paid and an Enrolment Contract is executed.