

# Enrolment Process

Updated 28 July 2017

Enrolment in Brighton Grammar School is a four-step process, as follows.

## Step 1: Submit an application

Apply online or download an Application for Admission from the School website:

[www.brightongrammar.vic.edu.au](http://www.brightongrammar.vic.edu.au).

Please note:

- An application is a pre-requisite for admission but not a guarantee of admission.
- The Application for Admission form must be signed by each parent or guardian (or submitted online).
- The School may offer a place to any boy irrespective of the date of application.
- A copy of the boy's birth certificate or passport must be provided when a place is confirmed.
- A non-refundable application fee of \$200 applies and is payable at the time of application.
- Waiting lists apply at most year levels.

## Step 2: Application processing

Applications are accepted for all year levels; however, the key entry points are ELC3, Year 5 and Year 7.

All applications are processed and placed on the application list for the selected year of entry. You will receive a letter acknowledging receipt of your application and application fee.

## Step 3: Application confirmation

The application confirmation process varies slightly by year level.

### ELC

Approximately 12 months before the start of the year of entry, you will receive a letter asking you to confirm that you are still interested in enrolling your boy for

ELC. Once you have confirmed, we will continue with the enrolment process.

### Prep–Year 6

Approximately 12 months before the start of the year of entry, we will contact you, asking you to confirm that you are still interested in enrolling your boy for the level requested. Once you have confirmed, we will continue with the enrolment process.

### Year 7

Approximately 24 months before the start of the year of entry, you will receive a letter asking you to confirm that you are still interested in enrolling your boy for Year 7. Once you have confirmed, we will continue with the enrolment process.

### Years 8–12

Approximately 12 months before the start of the year of entry, we will contact you, asking you to confirm that you are still interested in enrolling your boy for the level requested. Once you have confirmed, we will continue with the enrolment process.

All offers are subject to interview with the Head of School, and the provision of current school reports and supporting documentation as requested. Please note that offers are subject to availability.

## Step 4: Enrolment confirmation

Once an offer is received, the parents or guardians should confirm their acceptance in writing within 14 days by completing the BGS Payment Advice Form and paying the non-refundable fees detailed below.

Early Learning Centre: A non-refundable fee of \$3850 is made up of –

- \$1000 confirmation of enrolment fee
- \$2500 fees in advance, deducted from the final billing of Prep

- \$350 lifetime membership of the Old Brighton Grammarian Society.

These fees will be retained by the School if the student leaves prior to Prep or before the completion of the first year.

All other years: A non-refundable fee of \$2350 is made up of

- \$1000 confirmation of enrolment fee
- \$1000 fees in advance, deducted from the final billing of the first year
- \$350 lifetime membership of the Old Brighton Grammarian Society

These fees are subject to change.

The BGS Payment Advice Form must be signed by each parent or guardian. Each signatory to the Confirmation of Enrolment is joint and severally liable for all fees and charges payable to the School at any time. Billings will not be split on a several basis.