



## GUIDE TO THE ENROLMENT PROCESS

### STEP 1 – REGISTRATION FOR ENROLMENT

- Complete the online enrolment Registration for Enrolment, or print off the Registration for Enrolment form, complete and submit.
- Enrolment registration is finalised by payment of the Registration Fee (AUD\$250) (non-refundable).
- An email receipt of your online enrolment will be sent to you. If you post or fax an enrolment form, you will be sent a letter confirming that we have received it.
- Following the receipt of payment and the completed enrolment form, your son will be placed on a Waiting List for his preferred year of entry. These Waiting Lists are not prioritised.
- Places in a preferred year of entry are subject to availability each year. An accepted Registration for Enrolment form cannot guarantee that an *Offer of a Place* may follow.

### STEP 2 – ASSESSMENT OF APPLICANTS – EXAMINATION AND/OR INTERVIEW

- The School has a comprehensive enrolment policy.
- The School will contact you to arrange an assessment of your son. This may involve academic assessment; however, the School considers a range of attributes a boy may offer, including involvement in creative and performing arts, demonstrated leadership and sports or athletic ability.
- Applications are assessed on an individual basis and are subject to availability.
- Kindergarten entry applicants will be invited to attend a Profiling Interview with senior Preparatory staff. This is usually held in April/May of the year preceding the anticipated commencement.

### STEP 3 – OFFER OF A PLACE

- Following the interview or other assessment, the Registrar's Office will confirm the result of your enrolment application with you.
- Successful applicants are sent a letter of an *Offer of a Place* and if parents' wish to accept this offer it needs to be completed and returned as directed in the letter.

### STEP 4 – ACCEPTANCE OF A PLACE

- The student's place at the School is secured when the applicant has returned a signed acceptance of an *Offer of a Place* and paid the Family Admission Fee indicated in the offer.
- Places in the Senior School may be confirmed in the two years prior to anticipated enrolment.
- Places in the Preparatory School are usually confirmed in the calendar year prior to anticipated commencement.

### STEP 5 – COMMENCING

- You will be notified of commencement dates, orientation days and any additional information required in the term prior to commencement.
- Detailed handbooks and other academic, uniform and medical arrangements are available from six to two months prior to anticipated commencement.
- Uniforms are available from the School's Braeside Shop.
- Senior students should arrange an interview with the Director of Studies to discuss class placement and elective subject selections.
- An interview with your son's Housemaster is also arranged before commencement.
- The *School Student Medical Form* must also be submitted before commencement.



- Applicants for other Preparatory School entry years attend an academic assessment. These assessments are conducted in verbal and numerical reasoning, maths and reading comprehension and usually occur in March/April of the year preceding anticipated commencement.
- Senior School enrolments are dependent on a successful individual interview at which school reports and other academic and extra-curricular credentials may be sighted and discussed.
- Senior School enrolment interviews may be conducted at anytime, depending on availability of places and other requirements being met.
- Staff from the Registrar's Office make regular overseas visits, so overseas-based applicants may be assessed or interviewed on these occasions. Facility in written and spoken English is a major criterion for assessing overseas-based students.

#### OFFER OF A PLACE

- The *Offer of a Place* is the most important enrolment document and forms the basis of the agreement between the School and the applicant's family. The signatures of both parents (where possible) are required on this document.

#### QUESTIONS

When are fees payable? Tuition and boarding fees are payable by the first day of each term for local students and the first day of each semester for overseas students. Fees may be paid per term, a semester in advance, or in ten instalments from February to November. Payment options include BPAY, cheque, credit card (merchant fee applies), or direct debit. The School is unable to accept cash or a fees payment option.

Are there scholarships or bursaries available? Various scholarships and bursaries are available. For further information please contact the Scholarship Adviser, Debbie Joyce, by phone 61 2 9683 8588 or email [djoyce@kings.edu.au](mailto:djoyce@kings.edu.au).

Can we visit the School? You are most welcome to visit the School anytime. [School Tours](#) are conducted each month or we can organise a special tour for your family when you are visiting Sydney. Please contact the Registrar's Office for further details.

Who should we contact if we have further questions about the School or application for enrolment? Please contact the Registrar's Office if you have any further questions; by phone 61 2 9683 8423 or email [enrol@kings.edu.au](mailto:enrol@kings.edu.au).

**A student's place at The King's School is conditional upon successful application and agreement with terms and conditions outlined by the School.**

