

Enrolment Application

Prep to Year 12



THE SPRINGFIELD COLLEGE

Enrolment Process

NOTE: *This form is for the use of Australian citizens and residents. International students should complete an International Student Application Form.*

1. To enable us to process your Application, please complete and return the signed form to the College Registrar with your non-refundable Application Fee of \$100 per student.
2. Upon receipt of your Application, an interview with the parents/guardians, child/ren and the Head of College will be arranged. As part of the interview process a tour of the College will be provided.
3. To ensure the College is able to offer your child a progressive and engaging academic, cultural, physical and spiritual education, the Head of College will review all facets of your application before issuing an *Enrolment Letter of Offer*.
4. Upon welcoming you to the College an *Enrolment Letter of Offer* will be forwarded to you together with 2 copies of the *Enrolment Agreement* (one for your records) and the *Commonwealth Government Data Collection Form*. Please return the signed *Enrolment Agreement* and the *Commonwealth Government Data Collection Form* to the Registrar. This will acknowledge your acceptance of our offer and secure a place for your child/ren.
5. Please include with your signed copy of the *Enrolment Agreement*, payment of \$600.00. The Family Enrolment Deposit of \$300 is refundable in accordance with the terms of the *Enrolment Agreement*, when the last child leaves the College; the non-refundable Entrance Fee of \$300 is retained by the College.
6. Once your enrolment has been finalised, you will be invited to participate in College events, functions and information evenings as a new parent of the College. You may also receive newsletters and information from various departments to keep you informed about what is happening in the College community.

Thank you for choosing a Springfield College education for your child. We look forward to working with you in securing your child's future.

Questions relating to the application process should be directed to:

The Registrar
The Springfield College
PO Box 4180
SPRINGFIELD QLD 4300

Ph: 07 3814 8100 Fax: 07 3814 8199

Email: info@tsc.qld.edu.au
www.thespringfieldcollege.com.au