



## **ENROLMENT PROCEDURES FOR STUDENTS ENTERING CLASS 7**

*Class 7 is the second main entry point into the Melbourne Rudolf Steiner School. When we look for new students we are seeking families and students who will integrate well into the existing class and school community, and who we believe will thrive within our system and have a positive impact on the other members of our school. We consider a range of criteria, including whether they are siblings of existing students, the date of application, the student's previous Steiner education, whether they are children of staff or past MRSS students, the social and cultural fabric of the current class, and the capacity to pay school fees.*

### **ENROLMENT PROCEDURES FOR PARENTS/GUARDIANS**

**1. Review School website, including relevant information booklets and schedule of fees to confirm your interest in the School.**

**2. Complete and submit the Application for Enrolment form for each child.**

- Pay the \$150 non-refundable administration fee – this will be processed once the form is submitted.
- Communication will usually be via email, please make sure that you have saved the enrolments email [enrolments@mrss.vic.edu.au](mailto:enrolments@mrss.vic.edu.au) as safe so that any emails we may send do not go to your spam/junk mail.
- Ensure that we are kept updated with your correct contact details while you are on our waiting list. If we cannot reach you we will place the application on hold until we hear from you and we will move on to the next person on the waiting list.

**3. Receive acknowledgement of Application for Enrolment form and Application Fee.**

The Enrolments Registrar will acknowledge receipt of the Application for Enrolment form and the Application Fee by email.

**NOTE: THE FOLLOWING ENROLMENT PROCESS BEGINS APPROXIMATELY 12-18 MONTHS BEFORE THE CHILD IS DUE TO START.**

**4. Receive email from [enrolments@mrss.vic.edu.au](mailto:enrolments@mrss.vic.edu.au) asking you to confirm your interest in placement for the child for the nominated year.**

- Ensure the enrolment email address is saved as safe so this email does not go to your spam/junk mail.
- **Respond addressing our questions before the due date to be included in the Class 7 entry selection process.** If you do not respond prior to the due date your child will not be considered for Class 7 entry and your application will be placed on hold until you contact us to reinstate your application to the waiting list for Classes 7–12.

**5. Attend Class 7 Parent/Guardian Information Evening.**

- The Enrolments Registrar will contact you with an invitation to our parent/guardian information evening in Term 1 the year prior to when your child would be due to commence Class 7. The meeting is for parents/guardians only.
- All parents/guardians who wish for their child to be considered for Class 7 entry are encouraged to attend this meeting.



## MELBOURNE RUDOLF STEINER SCHOOL

### 5. Receive offer of an Interview.

- The Enrolments Registrar will invite you and your child to attend an Interview with the relevant Class Teacher and Class Guardians.

PLEASE NOTE: An Interview does not guarantee a place and will only be offered once we have received at least the student's 2 most recent school reports, as well as any other requested information.

### 6. Submit copies of the following for each child being interviewed:

- Educational reports.
- Medical assessment reports where relevant.
- Family Court Orders or Parenting Plans if applicable.

### 7. Receive Notification of Outcome.

- The Enrolments Registrar will notify applicants of the outcome of the Interview (via email).
- If a place is offered, parents and guardians will receive a *Letter of Offer* and an *Acceptance of Enrolment* form.
- If a place is not offered parents/guardians notify the Enrolments Registrar whether they wish for the child to remain on the waiting list and the process ends for now.

### 8. Complete *Acceptance of Enrolment* form and pay *Acceptance Fee* and *Security Bond* to secure enrolment.

- Written acceptance of a place must be received by the Enrolments Registrar within the designated time frame to secure the enrolment.
- Payment of the \$500 non-refundable *Acceptance Fee* and the \$1,500 *Security Bond* will be processed upon receipt of the *Acceptance of Enrolment* form.
- Acceptance of a place in writing, and the payment of the *Acceptance Fee* and *Security Bond* must be received within the nominated time frame. In the event that any or all of these have not been received the offer will lapse and the place offered to the next eligible child on the waiting list.

PLEASE NOTE: The *Acceptance Fee* and *Security Bond* are in addition to the Tuition Fees and Charges.

### 9. Pay Tuition Fees and Consolidated Charges.

- An invoice for School Fees, Fixed Charges and Other Charges for the newly enrolled child will be sent to you in January of the year they commence or in accordance with the School's billing schedule. Payment is to be made as per the Fee payment plan agreed to by the Bursar to ensure the ongoing enrolment of the student.

213 Wonga Road,  
Warranwood, VIC  
AUSTRALIA 3134

T: 61 3 9876 2633  
F: 61 3 9879 0820  
E: office@mrss.vic.edu.au

**mrss.com.au**  
R. Steiner School Co. Ltd.  
ABN 69 004 959 764