



ENROLMENT PROCEDURES FOR STUDENTS ENTERING CLASSES PREP - 12

When a vacancy arises in a class at the Melbourne Rudolf Steiner School we look to our waiting lists to fill that vacancy. 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 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.

4. Keep file(s) current to remain on the waiting list.

- When an Interview is offered we request at least the child's 2 most recent School Reports be provided.
- Approximately every 1–2 years an email may be sent asking for a status update. Please reply to any email communications from the Enrolments Registrar within the timeframes given.
- Ensure that we are kept updated with your correct contact details. If we cannot reach you, we will place the Application on hold until we do hear from you and we will move on to the next person on the list.
- If the Application is up to date the Enrolment Registrar will contact you for an Interview if/when a place becomes available.

5. Receive offer of an Interview from Enrolments Registrar.

- The Enrolments Registrar will invite you to attend an Interview with the relevant Class Teacher (Primary) or Class Guardians (Secondary).

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.

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.



MELBOURNE RUDOLF STEINER SCHOOL

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.

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