INFORMATION
The following information can be downloaded from our website, emailed, faxed or mailed:

- Enrolment documentation and procedures
- Current News Bulletin
- Relevant Handbooks
- Fee Schedule
- Invitation to attend the next school tour. Tours occur through the year and can be booked through the Office.

ENROLMENT PROCEDURES

1. Attend a school tour, review relevant handbooks and schedule of fees to confirm your interest in The School.

2. Complete and submit the Intent to Enrol Application Form for each child:
   - Pay the non-refundable Registration Fee ($65 for the first child and $20 for each subsequent child)
   - Ensure that we are kept updated with your correct contact details

3. Receive acknowledgement of Intent to Enrol Application and Registration Fee
   The Enrolment Officer will acknowledge receipt of the Intent to Enrol Application Form, documentation and the Registration Fee by email and notify you whether or not a place is available. If a place is available, the Enrolment Officer will invite you to attend an initial interview with the Deputy Principal and/or Principal for High School enrolments or the Director of Primary and/or Principal for Primary School enrolments. If a place is not available, your child’s name will be added to the Waiting List and we will contact you for an interview if/when a place becomes available.

4. Receive offer of an Interview from Enrolments officer if/when a place becomes available. Please note an Interview does not guarantee a place

5. Complete and submit the following for each child being interviewed:
   - A copy of your child’s Birth Certificate
   - A photocopy of your child’s latest report (if applicable)
   - A photocopy of your child’s NAPLAN results (if applicable)
   - Copies of educational and/or medical assessment reports where relevant including Immunisation History Statement
   - Copies of Family Court Orders or Parenting Plans if applicable

6. Attend interview with Deputy Principal / Primary Director
   Both the parents/guardians and the student are required to attend the initial interview at which time the student’s education at CBRSS will be discussed including The School’s Steiner ethos, the student’s educational history, needs and any special circumstances and The School’s financial requirements, fees and charges. It is expected that during this interview some discussion will need to take place without prospective students present. Please make your own arrangements for younger students to be cared for while this happens. Please note an interview does not guarantee a place

7. Attend interview with Primary Teacher / High School Guardian
   If both The School and parents/guardians wish to proceed with the enrolment, a second interview with the Class Teacher for students entering Primary School or Class Guardians for students entering High School, will be arranged. This may take place on the same day.
   Subsequent interview/s may be attended by the Primary Director, Deputy Principal, Principal and/or other persons as required. Where children have been previously enrolled at another school, additional information may be sought to complement information obtained in the interview. The Principal makes the final determination regarding enrolments.
8. Receive notification of Outcome
   • The Enrolment Officer will notify applicants of the outcome.
   • If a place is available, parents and guardians will receive a Letter of Offer, Enrolment Contract and Fee Agreement.
   • If a place is not offered parents/guardians notify the Enrolments Officer whether they wish for the child to remain on the waiting list and the process ends for now.

9. Pay Enrolment Acceptance Fee and complete Enrolment Contract to confirm enrolment
   • Written acceptance of a place must be received by the CBRSS Enrolments Office within 5 Business days of an offer being made.
   • The Enrolment Contract, Fee Agreement and the non-refundable Enrolment Acceptance Fee of $530 for the first child and $70 for each subsequent child enrolled must be received by The School within 14 days of receipt of the offer.
   • Written notification, the completed Enrolment Contract, Fee Agreement & payment of the Enrolment Acceptance Fee 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 another child on the waiting list. **PLEASE NOTE: The Enrolment Acceptance Fee is in addition to the Tuition Fees and Charges.**

10. Pay Tuition Fees and Consolidated Charges
    • For new families to The School the first term’s Fees, Consolidated Charges and Other Charges are to be paid prior to the student’s first day at school. For families with children already enrolled in the school, the required Fees, Consolidated Charges and Other Charges for the newly enrolled child will be added to your existing account and invoiced accordingly.
    • **PLEASE NOTE:** Students of new families will not be permitted to commence school until we have the first terms fees, Consolidated Charges and Other Charges paid in full.