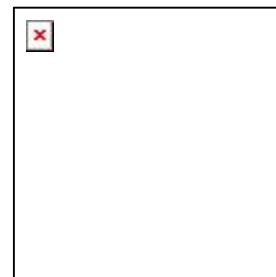


ENROLMENT PROCEDURES



Overview

The three steps that are usually taken to enrol a student in HCS are:

1. The enrolment application form is completed and all information provided;
2. Interview stage, which may or may not lead to an offer;
3. The offer and contract stage.

The Process

1. Inquiries are directed to the Registrar who gathers initial information, sends out an information pack and invites parents to tour the School.
2. If there is no vacancy or if the proposed date of enrolment is distant the child may be put on an inquiry list.
3. During the year prior to the proposed enrolment, parents may complete an Enrolment Application Form for each child in the family - including all information and reports and documents as requested. (Applications where significant reports and assessments are required usually take longer to process.)
4. Parents return the completed application form to the School Registrar with a copy of the appropriate:
 - Birth Certificate
 - Latest school report;
 - Year 3, 5, 7 or 9 benchmark test results (where applicable);
 - Signed Statement of Beliefs;
 - Other necessary documents or reports; (includes any Court Orders)
 - Non-refundable registration fee of \$50 per family.
5. Receipt of the application is acknowledged by letter.
6. Further information may be sought if required or if the application information is incomplete.
7. The child's name will be placed on the waiting list for the class and entry year requested.
8. The Registrar will invite the parents, along with their child/ren to attend an interview if a position is or becomes available.
9. Interviews for future years are conducted around July/August of the previous year. The interview will be conducted by the Principal or a delegate.

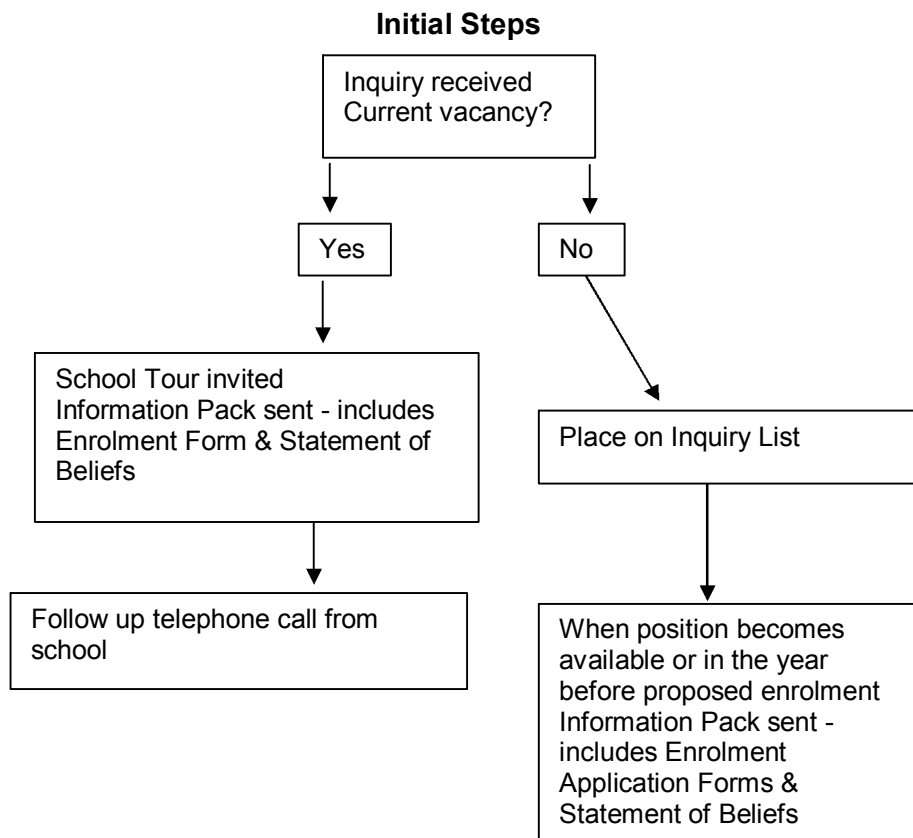
An interview does not mean that a place will be offered.

Applicant children are required to attend the interview.

10. If places are not available the child's name will be held on the waiting list unless the School is notified otherwise.
11. If the application for enrolment is unsuccessful, parents will be notified by mail.
12. Offers of places will be forwarded by post as soon after the interview as is practicable. Acceptance of the offer is required within 21 days by the signing of the Enrolment Contract which sets out the conditions and expectations of both parties and by payment of the enrolment bond of \$340 per family. This bond will be returned when the student leaves the School provided it is not within 12 months of the enrolment date and all items on loan from the School are returned at that time in good order.

The Application Process

The Application Process is the same for all students.
The process takes between 2 and 12 weeks depending on the information required to fulfil the requirements for Full and Frank Disclosure.



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