



OFFER OF ENROLMENT

5 June 2019

Dear Mr & Ms Citizen
5 Sample Street
SAMPLE TOWN VIC 1111

We are delighted to formally offer Sally a place at St Michael's Grammar School for Year 5 in 2021.

At St Michael's Grammar School, we view children and young adults as highly curious and creative, ready for a life filled with the joys and challenges of learning. We prepare young people to flourish in the contemporary context, and enable them to build the skills and develop the personal qualities that will serve them throughout their lives. Students at St Michael's Grammar School are fully supported to pursue their interests and hone their talents.

St Michael's Grammar School offers a vibrant community for the family with many opportunities for students and parents to be actively involved in the School. Our community commitment aligns with the objectives of our pastoral care practices and reflects our key imperative that everyone in our community is worthy of being treated with dignity, respect, care and compassion. Our community commitment promotes connectedness in a culture of care, which enables the development of quality relationships.

In order to confirm Sally's place we kindly ask that you:

1. Read the attached Enrolment Terms and Conditions, and Annual Fees and Charges.
Please note: confirmation of Sally's place at St Michael's Grammar School is contingent upon your acceptance of, and adherence to, the enclosed Enrolment Terms and Conditions. These terms will continue to apply in the lead up to and throughout Sally's enrolment at the School. While we endeavour to keep all parents/guardians informed of changes to the Enrolment Terms and Conditions parents/guardians are responsible for keeping up to date with these via the School website at www.stmichaels.vic.edu.au
2. Read and ensure that both parents/guardians sign the Acceptance Form, complete the Payment Form to authorise enrolment payments, and Initial every page of this letter.
3. Return this letter and both completed forms to St Michael's Grammar School no later than 06/07/2019 by either:
 - a. scanning and emailing to studentrecruitment@stmichaels.vic.edu.au; or
 - b. by post (using tracked mail) to:

Student Recruitment
St Michael's Grammar School
25 Chapel Street
ST KILDA VIC 3182

Please do not hesitate to contact the Student Recruitment Team on +61 3 8530 3310 or email if you have any questions.

Thank you for choosing St Michael's Grammar School. We look forward to welcoming you to the School community.

Yours sincerely,

Fiona Hughes
Student Recruitment Manager



Acceptance Form

Signed acknowledgments for confirmation of enrolment

1. **I/We** agree that **I/we** will advise the School of any change of address, contact details, medical and emotional information, or relevant family circumstances, which may affect the student's learning and engagement.
2. **I/We** agree on my/our behalf, and on behalf of the student, to comply with and uphold the School's policies, rules and procedures, as introduced and varied from time to time including but not limited to the School's Behavioural Expectations Policy, the Enrolment Policy and the Enrolment Terms and Conditions.
3. **I/We** have read and understood the information provided on the School website, and spoken to relevant staff if necessary, and on behalf of the student accept the educational services provided by St Michael's Grammar School.
4. **I/We** have read and understood the Annual Fees and Charges, and Enrolment Terms and Conditions, and accept the terms and condition set out in this letter of offer.
5. **I/We** acknowledge that an update to the School's Annual Fees and Charges are published annually, and that the School may amend the Enrolment Terms and Conditions at any time, in part or in full at the School's discretion.

	Person 1	Person 2	Person 3 (if applicable)
Print Name			
Signature			
Relationship to Child			
Address (if different to child's address)			
Date			

***All parents/legal guardians** for the child must sign the above. If one of the parent's/guardian's signatures cannot be obtained, a statutory declaration must be attached and addressed to St Michael's Grammar Student Recruitment which explains why that parent/guardian signature is missing and what attempts have been made to obtain it.



Payment Form

Student Details

Student Name: Sally Citizen
Entry Level: Year 5
Entry Year: 2021

Parent / Guardian Details

Mr & Ms Citizen
5 Sample Street
SAMPLE TOWN VIC 1111

Office use
ID: <student ID>
Debtor ID:

Item	Amount
Confirmation of Enrolment Fee (non-refundable)	
Advancement of School Fees*	
TOTAL	

*This amount is credited against the child's fees after the second term they attend St Michael's Grammar School for the offered year and year level.

The full payment is required by <deadline date> to confirm Sally's entry into the School.

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Please complete the section below:

Payment Methods:

- Cheque** payable to St Michael's Grammar School Pty, with your child's name printed on the **back** of the cheque.
- Direct Debit** (please complete details below)

Account Name: _____

BSB: _____ - _____ Account Number: _____

- Credit Card** (please complete details below)

Card Number: _____ - _____ - _____ - _____ Expiry: _____ - _____

Card Holders Name: _____

Card Holders Signature: _____ Date: _____

All credit/debit card transactions attract a 0.7% surcharge.

A receipt will be sent to your email address for all credit card or direct debit payments.