



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

Full-Fee-Paying Overseas Students - Registration Procedures for Secondary Years 7 – 12

Standard entry to Penleigh and Essendon Grammar School for overseas full-fee paying students occurs at the following levels:

- Year 7 – girls and boys (separate campuses)
- Year 9 – girls and boys (separate campuses)
- Year 11 – girls and boys (co-educational)

The availability of places is limited, due to the high demand from our local community and families affiliated with the School.

Registration Procedures

To register your child, the parents or legal guardians are required to complete the Application for Admission card and Student Information Form. A copy of your child's birth certificate, passport and a set of recent school reports must accompany this application. Please note that school reports must be translated to English, if required. The registration fee of AU\$110.00 (including GST) must also accompany your child's application. This fee is non-refundable.

Offering of Places

The School will contact parents in the year prior to the proposed year of entry and indicate, as soon as is practicable, the availability of places. Please note that families are contacted in the order of date of application and offers cannot be made to all applicants. Factors including an existing affiliation between the School and an immediate family member may be considered at this time.

Prior to the offer of a place, the student will be required to provide copies of school reports and attend an interview (together with at least one parent/legal guardian). At this meeting, the student's knowledge of the English language will be observed and the Head of Section will introduce the School's curriculum requirements and policies.

Confirmation of Place and Payment of Fee-in-advance

The confirmation of a place can only be made after the interview and acceptance of a place is subject to the payment of a fee-in-advance. This fee is requested after your child's interview in the year prior to entry. Upon payment of the fee-in-advance AU\$4,000.00 the student is deemed to be enrolled at Penleigh and Essendon Grammar School. The fee-in-advance is refunded in the final year of the student's attendance, in accordance with the School's business regulations.

School Start

The Head of Section and Year Level Coordinator will be responsible for the student in providing all details relating to the School's curriculum prior to his/her commencement.

The Director of Finance and Registrar will provide the parent/legal guardian with details of the fixed and compulsory fees payable for full-fee paying overseas students, prior to the start of each school year, whilst the student is enrolled at Penleigh and Essendon Grammar School. Should the student withdraw prior to completing his/her year of studies, a refund or pro-rata fees will be considered in accordance with the School's business regulations.