

# Enrolment Guidelines



*Reimagine Life's Possibilities*

# Who We Are

Situated in Rokeby, Tasmania, Emmanuel Christian School is a non-denominational, co-educational Christian School that offers education from Kindergarten to Year 10.

We exist to support parents in their God-given task of educating their children and focus on partnering with parents and guardians to nurture children in the Christian faith.

Families are invited to enter into a partnership with the School to work together in providing a safe, caring, Christian community where students learn, thrive and become contributing members of society, confident in who they are and in their relationship with God.





# Pre-application Procedure

Potential Applicants are encouraged to attend a meeting with the Principal and/or undertake a school tour prior to or at the time of their child reaching compulsory school age.

All enquiries are considered by the Principal and/or Senior Leadership team. Selected Applicants will be invited to make a formal Application for Enrolment.

## Priority Order of Enrolment

Applications will be lodged on the School's Enrolment Register and considered by the School in the order that the Enrolment Office receives the correctly completed Enrolment Application Form and associated paperwork

At the discretion of the School, some applications may be given preference on the basis of criteria such as:

- Siblings of students currently enrolled at the School
- Students coming to the School from another CST school
- Students whose parents are current employees of the School
- Students whose parents are Alumni of the School
- Applicants who express alignment with the Christian values of the School and who indicate positive and practical support of the Christian ethos

Once an application has been submitted, if the Applicant decides to change the entry level and/or entry year of the original enrolment application, the date the change is made becomes the new date on the application.

The date of the original submission is no longer valid.

Where places are not immediately available on the basis of the priority rules above, the Principal may determine to place the enrolment application on hold and maintain a waiting list.

The School reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.



# Enrolment Procedure

The Applicant is required to submit the Enrolment Application Form to the School via email, post or by hand to the School Office. Applicants should include other relevant information such as a copy of the child's Birth Certificate and any Visa information if applicable.

The Applicant(s) may be invited to attend another interview with the Principal, or other relevant staff. The prospective student and the Applicant must attend this interview. The Applicant must truthfully disclose any:

- Court order (including any custody information) with respect to the Applicant(s) or the Child;
- Nationality and/or residential visa status; and/or
- Disability

Please note that any intentional misinformation on any matter may result in the School terminating the enrolment application.

At the discretion of the Principal, a financial interview with the Business Manager or Accounts Administration Officer may be required. The aim of the interview is to ascertain an Applicant's financial capacity to meet the fees and charges and inform the Applicant of various financial matters and potential fee-payment arrangements. This interview provides a confidential opportunity for the School and the Applicant to partner together in the best interests of the Child to:

- Avoid the School needing to withdraw a Child's enrolment due to the Applicant's non-payment of fees and charges
- Avoid the Applicant accumulating an unpayable debt
- Protect the School from unrecoverable debt

Following successful completion of interviews, the School may make an enrolment offer by way of a Letter of Offer to the Applicant.

To accept a Letter of Offer, the Enrolment Agreement provided with the Letter of Offer must be submitted and signed by all applicants (unless a court order provides otherwise and a copy is given to the School) within 14 days of acceptance. The School may, at its discretion, offer the enrolment to another student if there is no communication from the Applicant within 14 days. New families to the school are required to pay a \$100 Enrolment Holding Deposit which will be credited to the family account when the student begins at the school. This deposit is retained by Christian Schools Tasmania if the Applicant decides not to attend the school after agreeing to accept the placement.

If a child is enrolled and then withdraws before commencement date, or defers to a year where only a waiting list exists, all fees previously paid may be forfeited at the School's discretion.

## Reasonable Adjustments

Where information obtained by the School indicates that an Applicant's child has a disability, the Principal, their delegate and/or the Head of Teaching and Learning will consult with the Applicant and the child to determine whether the disability would affect the child's ability to participate in, or derive substantial benefit from, the educational program at the School. Following the consultation, the School will assess whether it is necessary for the School to make adjustments, and whether these adjustments are reasonable. Please refer to the Enrolment Policy for further information regarding Reasonable Adjustments.











# Students on Visas

The School is not CRICOS-registered and cannot enrol a student from overseas who is the primary holder of an international student visa. However, the School can accept a student who is the dependant of an adult with an international student visa (visa subclass 500).

Students who are in Australia on a tourist or visitor visa can only enrol for the duration of the limit on their visa. Students in Australia as part of a recognised student exchange program can also enrol. Where enrolment or attendance at the School is permitted for these students, tuition fees will be according to the international student fee schedule. Generally speaking, all other visa holders can enrol at the school within the study limitations of their visa conditions, and fees will be at the same level as for Australian students.

To ensure the student and School comply with immigration requirements, for all students in Australia on a visa, the family must provide a copy of the passport and the visa of both the student and the parents/guardians. The family must also undertake to advise the school promptly of any change in visa status or conditions.

Please refer to our Tuition Fees flyer for more detailed information regarding fees.

## Privacy

The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment, to provide for the best interests of students. Please refer to the School [Privacy Policy](#) for more information.

## Child Safety

Emmanuel Christian School is committed to promoting and protecting at all times the best interests of children involved in its programs. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse. Please refer to our Enrolment Policy and Safeguarding Children and Young People policies on our website for further information.





1 Chipmans Road, Rokeby 7019

+61 3 6247 8476

[admin@emmanuel.tas.edu.au](mailto:admin@emmanuel.tas.edu.au)

[emmanuel.tas.edu.au](http://emmanuel.tas.edu.au)