



Enrolment Procedures

Faith Lutheran College Plainland

Thank you for your decision to enroll your child at Faith Lutheran College.

To proceed with the application, please follow these steps:

1. Fill in the '*Enrolment Application*' form, and attach any relevant documentation (copy of birth certificate, school report and other important information relating to your child). If your student has any special needs please provide details and submit any relevant documentation.
2. Return these forms to the College together with the Application Fee of \$50. Please note that this is an administrative fee and is non-refundable.
3. The Registrar will make arrangements for an interview with you and your child in the year prior to enrolment.
4. Following this interview, Faith Lutheran College will notify you in writing if the application is accepted and make an offer to enroll your child in the College. The next step is to complete the Enrolment Contract (which is sent with your acceptance letter) and return this with the Enrolment Commitment Fee of \$200. This indicates your acceptance of the offer of a place for your child.

(The Enrolment Commitment Fee of \$200 per family is paid when the first child is accepted for enrolment. This is a once only fee and covers all children within the family. It will be kept in trust by the College and is refundable when the last child in the family leaves the College. It is not refundable if, less than 1 terms notice is given to withdraw the child from the College, or any money owed to the College is outstanding (in this case the balance will be refunded).

5. A package of information will be sent to you in the term prior to commencement. This will contain subject selection forms, book lists, medical forms and other essential information for you to commence your studies at Faith Lutheran College.
6. If you have any questions during this process, please do not hesitate to contact the College office.