



## ENROLMENT PROCEDURE – Primary and Preschool

### Step 1:

Registration: Fee \$100 non-refundable

- Pack provided to interested families
  - o Pack includes:
    - Registration form
    - Payment Authority
    - Fee Policy

Return registration form and requested documents along with the payment authority to:  
Enrolment Officer: Sholem Aleichem College, 11 Sinclair Street, Elsternwick VIC 3185

**A tour of the College will be arranged with the Enrolment Officer and Principal**

### Step 2:

Enrolment **\*\****(refer to the Fee Policy for terms of enrolment)*

- A Letter of offer will be issued following a College tour and upon receipt and confirmation of registration requirements
  - o Letter of offer includes:
    - Enrolment Agreement
    - Enrolment Policy and Procedure
    - Payment Authority
      - Fee for new Preschool Families \$900 \*\*
      - Fee for new Primary School Families \$450 *(non-refundable)*

Complete Enrolment Agreement and provide payment authority for Enrolment fee and return to the Enrolment Officer.

### Step 3:

Acceptance:

Upon acceptance of a position the enrolment officer will provide information for an Orientation process with the new student.

### Contact:

Should you have any questions about the enrolment procedure, please do not hesitate to contact the enrolment officer on 03 8527 3000 or email [enrolment@sholem.vic.edu.au](mailto:enrolment@sholem.vic.edu.au).