

# SHOLEM ALEICHEM COLLEGE ENROLMENT PROCEDURE



## Primary School and Early Learning Centre

### Step 1:

Registration: Fee \$100 non-refundable

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

Return registration form and requested documents along with the payment authority via email to: [enrolment@sholem.vic.edu.au](mailto:enrolment@sholem.vic.edu.au)

**A tour of the College will be arranged with the Enrolment Officer and Principal and/or  
Preschool Director**

### 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

- 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 via email to: [enrolment@sholem.vic.edu.au](mailto:enrolment@sholem.vic.edu.au)

### Step 3:

Acceptance:

Upon acceptance of a position the enrolment officer will provide information for an Orientation process with the new student. A copy of the College Handbook will be provided to the new family.

### Step 4:

Welcome Pack:

Once the student/s has completed a trial morning/day(s) for Preschool/Primary a Welcome Pack is to be emailed out to the family which includes:

Primary School:

- Class List
- Allocated Sport House
- Welcome Letter from SACPA Committee
- Updated Details information form
- Photo/Video Permission Form

### Early Learning Centre:

- Class List
- Welcome Letter from SACPA Committee
- Updated Details information form (Xplor)
- Photo/Video Permission Form

### **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).