



BRISBANE GIRLS GRAMMAR SCHOOL

Brisbane Girls Grammar School is an academically non-selective independent secular school recognised as an international leader in the education of teenaged girls. The School offers a rigorous academic programme that prepares students for entry into tertiary education.

The Enrolments Office is responsible for processing enrolment applications under the direction of the Principal.

## APPLICATIONS

Electronic or paper enrolment applications are accepted with payment of a non-refundable Enrolment Application Fee and a copy of the applicant's birth certificate. All students attending the School must hold Australian or New Zealand citizenship, or an Australian permanent or temporary residence visa. *Please note that the School is not able to accept an application for an applicant holding an international student visa.*

**Birth certificate** – A full birth certificate containing the names of the applicant's parent/s (with accompanying English translation, if applicable) must accompany the enrolment application.

Where there is no birth certificate (e.g. in the case of overseas adoption), copies of adoption papers, court orders or other legal documents containing the applicant's full name and birth date, and her parent's name/s must be provided.

**Citizenship/residency** – If the applicant was born overseas or born in Australia to parents who do not hold Australian citizenship or residency, the School must be provided, prior to the applicant's commencement at the School, with proof of her Australian citizenship, New Zealand citizenship or Australian residency (e.g. copy of an Australian/New Zealand passport or citizenship certificate, or an Australian visa granting permanent or temporary residence).

The successful lodgement of an enrolment application, with accompanying Enrolment Application fee, does not guarantee enrolment as a student at Brisbane Girls Grammar School. Enrolment is subject to the offer process described below, and other terms and conditions.

## ENROLMENT PLACES

Places at the School are offered to applicants on the School's Enrolment Application List in date order of receipt of completed application and Enrolment Application Fee.

The offer process for Year 7 begins approximately three years prior to the year of entry, with further offers made as required up until commencement in order to complete the cohort.

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## Enrolment Application Terms and Conditions

After a cohort is confirmed and Advance Fee payments are received, places are reviewed and offered at the Principal's discretion.

Places arising after the commencement of Year 7 or for Years 8, 9, 10 and 11 may become available from time to time. Applicants and their parents may be invited to attend an interview with the Principal.

Applicants for entry into Years 7-11 are not required to sit an academic selection or entrance test prior to being offered a place.

The School does not have a record of accepting applicants for enrolment into Year 12.

All places offered at the School are at the sole discretion of the Principal.

## ACCEPTING A PLACE

A place offered by the School is accepted by providing the School with a properly executed copy of the Student Enrolment Agreement (SEA) and payment of a Confirmation Fee. The Confirmation Fee is non-refundable.

**Student Enrolment Agreement** – The SEA must be signed by both parents (or other persons who have legal parental responsibility for the applicant) and witnessed.

Where a person other than a parent, such as a guardian, grandparent or step-parent, asserts legal parental responsibility for the applicant, that person must demonstrate in writing, to the satisfaction of the Principal, that he or she has legal parental responsibility, for example, by providing legal guardianship papers, adoption papers, court orders or other legal documents.

In limited circumstances, the School may agree for both parents to sign the SEA but for only one of them to be legally responsible for payment of tuition fees and charges levied by the School. The School may also agree for a third party who does not have legal parental responsibility to jointly assume responsibility for the fees and charges with the parents. Such arrangements may be approved on a case by case basis, at the sole discretion of the Principal.

At the Principal's sole discretion, the School may agree for the SEA to be signed by only one parent, such as where:

- one parent is deceased, or
- the parents are separated or divorced and a court order or other legal document acceptable to the School grants sole parental responsibility to one parent.



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Where a person who has legal parental responsibility for the student objects to the enrolment, the enrolment cannot proceed.

### REQUIRED DOCUMENTATION

All offers of places in Years 7-11 are conditional upon receipt of the following documents, if and when requested by the School:

**School reports** – The provision of school reports and NAPLAN results demonstrating successful completion of the prior two years of education at an Australian school (or an equivalent overseas school where the main language of instruction is English) to a standard that will not disadvantage the applicant upon enrolment in the School's academic programmes.

**Proof of English language proficiency** – All applicants must be proficient in English language appropriate for the entry year level to ensure their readiness to successfully meet the curriculum demands of the School. An applicant who is unable to demonstrate English language proficiency based on her school reports must provide a certificate of English fluency from the Australian Education Services ([www.aeas.com.au](http://www.aeas.com.au)). The minimum level required for entry into each year level at the School is as follows:

- Years 7 and 8: Stanine 5 across the five skill areas on the AEAS test
- Years 9 and 10: Stanine 6 across the five skill areas on the AEAS test
- Years 11 and 12: Stanine 7 across the five skill areas on the AEAS test

If an applicant has not demonstrated the required minimum level prior to the date on which the Advance Fee is due (in the month of May prior to the year of entry), the offer of a place at the School will be withdrawn and the place offered to the next applicant.

**Other documentation** – Any other information relevant to the education or welfare of the applicant including, but not limited to:

- psychologist, psychiatrist or medical reports,
- educational or IQ testing results,
- learning plans, and/or
- court orders or parenting plans.

### CHANGES TO ENROLMENT APPLICATIONS

The School must be notified of any change to the parent's contact details provided on the enrolment application.

The Enrolments Office will contact the parents by email with information pertaining to the enrolment application.

If correspondence is unanswered and the School is unable to contact the parents, the applicant's place on the School's Enrolment Application List will be forfeited.

The parent should advise the School of any change sought to the proposed entry year as soon as possible. If the offer process for the entry year sought has commenced, an offer of place cannot be guaranteed.

### ADVANCE FEE PAYMENT

Parents are required to pay an Advance Fee in the month of May prior to the year of entry. The Advance Fee is non-refundable and is credited to the first term's Tuition Fee.

At any time after the Advance Fee has been paid, should parents cancel the enrolment before the commencement of Term 4 in the year prior to commencement, the Advance Fee will be forfeited to the School as fees in lieu of notice. If parents cancel the enrolment after the commencement of Term 4, a full Term 1 fees will be payable by the parents as fees in lieu of notice.

### HOUSE ALLOCATION

The year prior to entry, future students are placed in one of the School's nine Houses. Future students or their families are not able to choose a House, although the School will endeavour to maintain close family connections. The final decision on all House allocations rests with the Principal.

### ORIENTATION

In the year prior to commencement, future students and parents are required to attend an interview with a member of the School's executive leadership team and the relevant Head of House.

### ENROLMENT FEES

Details of the current enrolment fees, including the Enrolment Application Fee, Confirmation Fee and Advance Fee, and the School's Fee Payment Policy can be found on the Enrolment webpages: [www.bggs.qld.edu.au/enrolments](http://www.bggs.qld.edu.au/enrolments)

*Updated 12 February 2016*