

BRISBANE GIRLS GRAMMAR SCHOOL

# ENROLMENT TERMS AND CONDITIONS



BRISBANE GIRLS GRAMMAR SCHOOL

*Nil sine labore* LIVES ENRICHED BY LEARNING

# ENROLMENT TERMS AND CONDITIONS

Brisbane Girls Grammar School is an academically non-selective independent school, established in 1875 as one of Queensland's original Grammar schools. The School's educational philosophy guides the delivery of a broad, liberal education, providing girls and young women with the foundations for future success.

The School has two main enrolment intakes—Year 5 (commencing in 2026) and Year 7—with enrolments confirmed three years prior to commencement. From time to time, enrolment places may become available in non-intake years (Year 6 and Years 8, 9, 10, and 11).

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

## Enrolment applications

Families can submit an enrolment application online and pay a non-refundable and non-transferable Enrolment Application Fee. Families are required to upload a digital copy of the applicant's (their daughter's) birth certificate as part of this application process. Applications are accepted by the School in alignment with the Queensland Government's enrolment age requirements. 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 cannot accept an application for an applicant holding an international student visa.*

Families seeking enrolment in a Year 5 or Year 7 intake may make an online application at any time from birth. Families seeking enrolment in non-intake years (Year 6, 8, 9, 10 and 11) are to contact the Enrolments Office for guidance prior to submitting an online application. The School does not usually accept enrolments for Year 12 entry.

The following documents are required to complete an enrolment application:

**Birth certificate**—A full birth certificate with the names of the applicant's parent/s must be uploaded at the time of application. Where applicable for international birth certificates, an English translation document should also be provided.

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 in cases where there is no birth certificate (e.g. overseas adoption).

**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, before the applicant's commencement at the School, with proof of her Australian citizenship, New Zealand citizenship, or an Australian visa granting permanent or temporary residency.

The successful lodgment of an enrolment application, with the 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 School policies.

## Offers of enrolment

The enrolment process for the Year 5 and Year 7 intakes commences three years prior to entry year with a first round of offers made to applicants on the School's enrolment waitlist, in strict date order of submission of application. If the intake has not achieved full enrolment, further rounds of offers are issued until the intake achieves full enrolment. Any offers of enrolment made outside this timeframe, are considered late offers. The Principal may elect to issue late offers to applicants on the School's enrolment waitlist at any time to ensure the intake commences the entry year at full enrolment.

From time to time, a place or places of enrolment may become available across Years 5 to 11 due to student movement, both prior to, and after the commencement of an academic year. The Principal may elect, in these circumstances, to issue late offers of enrolment to fill these places. Should this occur,

the applicable enrolments waitlist is reviewed, and parents may be contacted and invited to submit further information for consideration. All offers of enrolment at Brisbane Girls Grammar School are made at the sole discretion of the Principal.

The School does not offer enrolment preference to siblings and/or daughters of alumnae.

### Accepting a place of enrolment

A place of enrolment offered by the School is accepted when parents provide the School with a properly executed copy of the Enrolment Agreement (EA) and pay the Enrolment Confirmation Fee. The Enrolment Confirmation Fee is a non-refundable and non-transferable payment made to secure the place of enrolment until Advance Fees are due.

**Enrolment Agreement (EA)**—The EA must be signed by both parents (or other persons who have documented legal responsibility for the applicant).

Where a person other than a parent—such as a guardian, grandparent, or step-parent—accepts legal parental responsibility for the applicant, that person must demonstrate in writing, to the satisfaction of the Principal, that they have legal parental responsibility, 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 EA but for only one to be legally responsible for the 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 EA to be signed by only one parent, such as where:

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

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

### Required documents

All offers of places of enrolment are conditional upon receipt of the following documents:

**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 programs.

**Proof of English language proficiency**—All applicants must be proficient in the 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 standard required for entry into each year level at the School is as follows:

- Years 5 and 6: Stanine 5 across the five skill areas on the AEAS test
- 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
- Year 11: 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 Fees are due, the offer of that place of enrolment will be withdrawn.

**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
- court orders or parenting plans.

The School must be informed of any information relevant to the education or welfare of the applicant.

# GENERAL INFORMATION

## Changes to an enrolment application

The School must be notified of any change to the parent contact details provided on the enrolment application, noting that if the School is unable to contact parents, the applicant's place on the School's enrolment waitlist will be forfeited. Parents should advise the School as soon as possible if they wish to change the intake or entry year for their daughter, noting that if the offer process for the intake or entry year has commenced, an offer of a place cannot be guaranteed.

## Advance Fees

To finalise an enrolment, parents are required to pay Advance Fees. This payment is made in the year prior to entry. Advance Fees are non-refundable and non-transferable and the amount is credited to the student's first term of Tuition Fees. Should Advance Fees not be received for a student with a confirmed enrolment within the stipulated timeframe, their enrolment will be considered cancelled. The School will then make a late offer to an applicant on the enrolment waitlist to fill the cohort.

If at any time after Advance Fees have been paid, parents cancel the enrolment before the commencement of Term 4 in the year prior to commencement, Advance Fees will be forfeited to the School as fees in lieu of notice. If parents cancel the enrolment after the commencement of Term 4, full Term 1 Tuition Fees will be payable by the parents as fees in lieu of notice.

## House allocation

Prior to entry, enrolled students are allocated to one of the School's Houses. Students and/or their families are not able to choose the House, although the School endeavors to maintain close family connections to a House where these are advised in advance and where it is operationally possible to do so. The School reserves the right to allocate students to Houses as best suits the operational needs of the School, and the final decision on all House allocations rests with the Principal.

## Orientation

In the year before commencement, enrolled students and their parents attend an orientation interview with their Head of House. Families are also invited to orientation events at the School to meet staff and other families whose daughters are commencing with their daughter.

Other orientation activities that must be completed during this year include (but are not limited to) completing a Confidential Information Form (CIF), and attending a uniform fitting.

## Fees associated with enrolment

Details of the current enrolment fees, which include the Enrolment Application Fee, Enrolment Confirmation Fee, and Advance Fees, along with the School's Fee Payment Policy, can be found on the Enrolments webpages: [bggs.qld.edu.au/enrolment](https://bggs.qld.edu.au/enrolment).