

# Enrolment at Ranges TEC

Thank you for your interest in enrolling your child at Ranges TEC. Through the enrolment process we hope to get to know your family and gain an understanding of what you know and believe about Christian education, what is motivating you to consider Ranges TEC and to gain an insight into your child's educational requirements.

We hope that you've had the chance to visit the school either at an Open Day or for a tour. If you have not had a tour please contact our office on (03) 9738 7100 to arrange a suitable time.

Throughout this process it is essential that we gain a full picture of your child and his/her educational requirements including academic, behavioural, social, physical, emotional and any educational support needs. We ask that you fully inform us, and where applicable, provide a copy of any supporting documentation such as medical, psychological or academic assessment reports, including the most recent school report. Applications will not be processed until all documentation is received.

Once your application with all required documentation is received, it will be processed according to the Ranges TEC enrolment policy. Not all applications received will result in an enrolment position. Priority for placements will be given to Christian families. Enrolment acceptance is at the absolute discretion of the Ranges TEC Director, acting in accordance with the enrolment policy. It is the policy of the school to not provide reasons if an enrolment application is declined.

## Ranges TEC enrolment process

1. **Visit:** Come to an Open Campus or request a personal tour.
2. **Application for enrolment:** Submit the Application for Enrolment form and student questionnaire together with any supporting documentation. We will contact you to advise you of the outcome of your application. Either:
  - a) You will be invited to attend an enrolment interview, or
  - b) Your name will be placed on the waiting list, or
  - c) Your application is declined.
3. **Enrolment Interview:** If invited, the student and parent(s)/guardian attend an enrolment interview with the Ranges TEC Director. We will contact you to advise you of the outcome of your interview. Either:
  - a) You will receive a letter of offer and an enrolment form (final) to complete, or
  - b) Your name will be placed on the waiting list, or
  - c) Your application is declined.
4. **Deposit and completion of enrolment:** Your letter of offer will include a request for a deposit of \$500, with payment options, to ensure your student's place. This completes the enrolment process and you will receive an email confirming your enrolment place.
5. **Orientation & further information:**  
An information evening will take place prior to the commencement of the school year, usually, but not always in the November or December prior.

### Fee information

2020 full time student fees:  
Tuition fee: \$11,500 pa  
and Materials fee: \$880 pa

Full time student fees include excursions, incursions and VET course costs (one VET course). It does not include purchase of student work wear or a laptop computer.

Discount arrangements may apply for students from Founding and Affiliate schools (for tuition fees only).

Fees for the following year are determined in October of each year. Fees generally increase with the EPI (Education Price Index), approx. 5%pa.

### Additional documentation

Please include with your application:

1. Documents relating to Education support needs.
2. Most recent School report.
3. Birth certificate.