

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.

Throughout this process, it is essential that we gain a full picture of your child and their 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 supporting documentation such as medical, psychological or academic assessment reports. School reports from the previous year and current year are also required with the application. Once your application with all required documentation is submitted, it will be processed according to the Ranges TEC enrolment policy. Not all applications received will result in an enrolment position. Enrolment acceptance is at the 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:** you can attend an Open Day, come for a personal tour or check out the videos on our website under Enrol/Tours & Open Days.
2. **Application for enrolment:** Submit the Application for Enrolment form and Student Questionnaire together with school reports from the last two years, any supporting documentation, eg. childhood assessments, and a copy of the student's birth certificate.
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 an enrolment offer with paperwork to submit, or
 - b) Your name will be placed on the waiting list, or
 - c) Your application is declined.
4. When you accept the enrolment offer, we will invoice you for the enrolment acceptance fee of \$500. Payment of this fee will secure the enrolment for your child.
5. **Orientation & further information:**
An information evening and orientation sessions will take place prior to the commencement of the school year.

Fee information

2023 full time student fees:
Tuition fee: \$12,130 pa
and Materials fee: \$920 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 Chromebook computer.

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

Fees are invoiced at the beginning of February each year. Payment received in full by the end of February attracts a 3% discount on tuition and materials fees.

The materials fee is due by the end of February.

Families may elect to pay the tuition fee by equal monthly instalments from Feb-Nov.

Withdrawal of a student from Ranges TEC requires one full term's notice in writing or payment of a term's fees in lieu of notice.

VET Course Costs are non-refundable once a student commences their course.

Additional documentation

Please include with your application:

1. Documents relating to Education support needs, eg. childhood assessments.
2. School reports from previous year and current year to date.
3. Birth certificate.