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## ENROLMENT PROCESS

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This is an explanation of the process for enrolling a student at Gulf Christian College (“the College”). If you have any questions about this process, please contact us on telephone (07) 4745 1180.

### Step 1

Complete the Enrolment Application Form and return to the College’s office.

### Step 2

We will confirm our receipt of this documentation and the year nominated on your application form.

### Step 3

- a) We will contact you to arrange an interview after receiving the completed application form. At that time, we will take the opportunity to confirm the information given on the Application Form, along with any supporting documentation required.
- b) You will need to provide the student’s academic history including details of any special education provided, English as a Second Language (ESL) report and any other material relevant to the student’s past and future academic performance.
- c) Following the interview, the Principal will notify applicants to advise whether their application has been successful or not. Offers are made accordingly.
- d) Acceptance of the offer is by signing an Enrolment Contract and paying an Application Fee of \$50.00. This money helps to pay for the administration of the enrolment process at the College. The application fee is non-refundable. Payment can be made by cash, a cheque drawn to the College or by transfer of funds to our account with Westpac Bank - BSB 034205, Account No 430552.
- e) You will be informed of fee paying requirements and asked to make appropriate arrangements / payment plans.