



Melbourne Girls Grammar

an Anglican school

HOW TO ENROL AS AN INTERNATIONAL STUDENT AT MGGS

- A family/agent initiates contact with the School requesting a Prospectus and enrolment information.
- Parent/Agent contacts the School requesting an informal tour of the School by Admissions Staff or attends an Open Morning.
- The Student completes **compulsory** AEAS English Testing at local testing centre.
- Parent/Agent forwards the completed application form, completed ESL eligibility form, a copy of birth certificate, a copy of the Passport / Visa, a copy of the most recent school report (official English translation required), and full details of Welfare Guardian if family not residing in Melbourne, Australia along with the **application fee of \$80.00**. The enrolment will not proceed without all of this information.
- Melbourne Girls Grammar receives testing results and advises the family/agent that the testing results have been received. The School advises if the Student is to undertake additional English Language Tuition.
- The Applicant is placed on the application register and an acknowledgment letter and receipt for the application form and money is issued to the family.
- The applicant and her family/guardian/agent must meet with the International Student Co-ordinator. The applicant may also be required to complete MGGS English language testing.
- The parent/agent must contact the Admissions Staff to enquire about arranging a possible enrolment interview time with the Principal.
- The Admissions Office arranges an enrolment interview with the Principal for the advised year level after the MGGS English language testing has been completed.
- The Family attends an enrolment interview with the Principal (one or both parents or the Welfare Guardian and the Student are required). A telephone interview may be arranged if the Family is not located in Melbourne at the time of the interview. A place at the specified year level may be offered at the time of interview.
- A formal letter of offer is forwarded to the family/agent who responds to this letter, in writing, agreeing to the conditions outlined and accepting the place. The family secures this place with the \$1000.00 enrolment fee (\$1250 for a boarding enrolment), two (2) terms tuition fees and a technology levy. Please note that if an enrolment is deferred after the enrolment interview, there is no guarantee of a place at another year level unless a Holding Fee, as specified in the "Schedule of Fees and Charges" is paid. Without payment of the Holding Fee your application will be returned to the application register for the next requested year and year level.
- The family will receive the "*ie*" magazine three times per year.
- Subject Choice forms will be forwarded to the family/student and a response by the due date from the Student to the Director of Curriculum will secure available subjects requested.
- All new students will receive an Orientation Pack containing further information regarding the School, a booklist, boarding requirements, extra subject choice sheets, computer information, maps and a checklist for parents.
- All new students commencing at the beginning of Term I each year must attend the **compulsory** Intensive English Program held at MGGS in January prior to commencing school.

Throughout a family's enrolment procedure the Admissions Officers are always available to assist families at all times and can be contacted in the Admissions Office on +61 3 9862 9200.