



# STUDENT ENROLMENT APPLICATION

## Parent Toddler, Early Learning Programs and Cycle 1 - Cycle 3

Melbourne Montessori School offers a wide variety of programs catering for children from 1-12 years of age. The Parent Toddler Group, Early Learners Program and Cycle 1 classes are conducted at the Brighton East campus. Cycles 2 and 3 classes take place at the Caulfield campus.

Steps to lodging Application for Enrolment:

- Complete all sections of the Student Enrolment Form and return to School along with:  
**A copy of your child's Birth Certificate,**  
**Current Immunisation Certificate (mandatory requirement as of 1 January 2016)**  
**Payment of the non-refundable Application Fee of \$200.**

*Applications will not be accepted without all the above. Please don't submit photographed copies of application forms.*

- Receipt of your child's Application will be acknowledged
- While this Application is a requirement of entry into the School, it is not a guarantee of admission
- Your child will be entered in our Enrolment Register and at the appropriate time, prior to the indicated time of entry, parents will be contacted.
- Those intending to enter into Cycles 1-3 will be required to attend a pre-enrolment interview with the Principal
- A formal offer of a place in the School for Cycles 1-3 will then be made and an Acceptance Fee of \$2000 will be due within 14 days.

Enrolment into the Parent Toddler Group or Early Learners Program will only be confirmed prior to the commencement of each School term.

When there are no longer any places available, applicants will be placed on a Waiting List and contacted when a vacancy occurs, this may be at any time in the course of a school year.

### APPLYING FOR:

Please indicate your preferred program and year of entry, more than one program may be selected.

<b>Parent Toddler</b>	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019			
<b>Early Learners</b>	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020		
<b>Cycle 1</b>	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021	<input type="checkbox"/> 2022
<b>Cycle 2</b>	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021	<input type="checkbox"/> 2022
<b>Cycle 3</b>	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 20201	<input type="checkbox"/> 2022

### SECTION ONE – STUDENT INFORMATION

Child's First Name:	Child's Last Name:
Date of Birth:	Gender: Male / Female

**SECTION TWO – PARENT INFORMATION**

<b>Parent/Guardian 1</b>	<b>Parent/Guardian 2</b>
Name	Name
Address	Address
Mobile Phone:	Mobile Phone:
Home Phone:	Home Phone:
E-mail	E-mail
Occupation:	Occupation:
Business Name & Address:	Business Name & Address:
Business Phone:	Business Phone:
Gender M / F	Gender M / F
Relationship to child:	Relationship to child:
Primary Fee Payer: Yes / No _____% of fees.	Primary Fee Payer: Yes / No _____% of fees.

**Languages:**

Language(s) spoken at home \_\_\_\_\_

**Montessori:**

Does your child have any family association with Melbourne Montessori School? Please circle yes / no.

If yes, please provide details \_\_\_\_\_

What previous school/pre-school/childcare has your child had?

Current school: \_\_\_\_\_ Grade: \_\_\_\_\_

**Other Information:**

There is no obligation to complete this next section, however, your answers will assist us in improving our service.

What prompted you to enrol your child at our school? (Please tick appropriate boxes)

- |  |   |
|--|---|
| 1. <input type="checkbox"/> excellent reputation of the school | 4. <input type="checkbox"/> entry to all, regardless of ability or background |
| 2. <input type="checkbox"/> continuing the family tradition    | 5. <input type="checkbox"/> Montessori  |
| 3. <input type="checkbox"/> academic excellence                | 6. <input type="checkbox"/> proximity to home                                 |

7. ☐ other (please specify): \_\_\_\_\_

### DECLARATION

My signature below indicates that I have read and understand the Terms of Business and Tuition Fee Schedule and agree to abide by these and any regulations in force at the School. I agree to pay promptly all fees and other money due to the School in respect of the child enrolled. I certify that the information given herein by me is true and correct.

**I enclose \$200, the non-refundable Application Fee and attach a copy of my child's birth certificate and Immunization certificate..**

This Application requires the signature of both parents. If both signatures are not appended, the circumstances should be indicated. If parents are divorced or separated only one signature is required with proof of sole custodianship or residency order.

Cheques/Money Orders should be made payable to "Melbourne Montessori School" and forwarded to the Accounts Department of the School.

**Electronic Bank Transfer** – Melbourne Montessori School - Commonwealth bank account.  
**BSB Number** 063-145 / **Account Number** 10380746

**Please:**        (a)    **identify your payment by using your child's full name as a reference, and**  
                      (b)    **write the electronic receipt number provided by your bank in the space below**

**Your bank's receipt number is:** .....

Parent 1/Guardian signature:	Date
Parent 2 /Guardian signature:	Date

**PLEASE RETURN to Melbourne Montessori School by either Post or Email:**

1. Completed Application Form
2. Photocopy of Birth Certificate, Extract of Entry or Passport
3. Immunization Certificate
4. Non-refundable Application Fee of \$200.00

**To:**            Post:    Melbourne Montessori School, 741 Hawthorn Road, Brighton East, Vic 3187  
                     Email: [enrolments@mms.vic.edu.au](mailto:enrolments@mms.vic.edu.au)

### Office Use Only:

Enrolment Application Form

Amount Received \$200.00:  
Date of birth certificate received  
Immunisation certificate received

Payment Method:  
Date Received: