

Enrolment Timeframes

YEARLY PROCESS

<u>Term 2</u>

End of June: We will email current students and their families regarding their intentions for the following year. Families will have 3 weeks to confirm if they want their student(s) to return and continue studying at Bethlehem College.

<u>Term 3</u>

End of July: Offers will be sent out to those students and their families who have confirmed their intention to return. A minimum 10% non-refundable deposit of the tuition invoice will need to be paid within 2 weeks to secure the student's place.

End of August: The remaining unallocated spaces for the following year will be advised to agents and filled on a first-come-first-served basis. A minimum 10% non-refundable deposit of the tuition invoice will need to be paid within 2 weeks of acceptance to secure the student's place.

Term 4

End of October: Applications period will be closed and any balance owing will need to be paid.

Please note:

- 1. Our usual enrolment periods are the end of January (start of Term 1) and mid-July (start of Term 3). Enrolment start dates outside of that can be discussed with the International Director.
- 2. We must manage our application and enrolment procedures carefully due to the high number of returning students each year, limited spaces at each year level and high numbers of new applications. We wish to be loyal to our existing students and their families while still providing opportunities for new students to enrol if they wish.
- 3. An application may be submitted at any time and it will be processed as quickly and as fairly as possible. If spaces allow, we may confirm immediately. If there is no space at that time, we will add your student to the waiting list. This will be the case across <u>all</u> year levels.
- 4. We retain the discretion at all times to determine which students are best suited to be accepted into Bethlehem College.