



Northside Montessori Society

Enrolment Application Package

Includes:
Instructions for Completion
Enrolment Application Form
Enrolment Conditions

Together providing each child with Montessori education in harmony with life.

1. At the top of the form, tick one box to indicate the type of enrolment you are seeking.
 - **Pre-Primary Enrolment** should be ticked if you have a child who will be entering the 3-6 cycle at age 3. This involves a commitment of three years until the end of the 3-6 cycle, and a refund of the Enrolment Bond will not be available if the child is withdrawn from the School before the end of that cycle.
 - **Primary Enrolment Commencing Extended Day** should be ticked if you have a child who will be entering the 3-6 cycle as an extended day student, who will turn 5 before May 31 of the year of entry. This involves a commitment of seven years until the end of the 6-12 cycle, and a refund of the Enrolment Bond will not be available if the child is withdrawn from the School before the end of that cycle.
 - **Primary Enrolment Commencing 6-12 Cycle** should be ticked if you have a child who will be entering the Primary School aged 6. This will involve a commitment of six years until the end of the 6-12 cycle, and a refund of the Enrolment Bond will not be available if the child is withdrawn from the School before the end of that cycle.
 - **Enrolment Commencing Mid-cycle for Transfers** should be ticked if you are applying to have your child enter the School during the 3-6, 5-12 or 6-12 cycles after transferring from another School, state or country. This will involve a commitment until the end of the cycle in which they are enrolled, and a refund of the Enrolment Bond will not be available if the child is withdrawn from the School before the end of that cycle.
2. Into the **Child's Details** box, enter the relevant details for the child covered by the application. A separate application must be made for each child to be enrolled. In the *Resides With* box, if you check Guardian/Other, please provide details of relationship or guardianship.

Complete the **Proposed Entry** details by entering the calendar year and checking the Term box for the year of entry. Usually, entry will be in term 1 of any year, except for transfers mid-cycle and for children turning 3 during the year. Check the cycle into which the child will be enrolled.
3. Please give any details of the child's **Previous Montessori Schooling** if applicable, or the family's previous involvement in Montessori education.
4. Read and retain a copy of the Enrolment Conditions. Both parents or guardians must sign the Application for Enrolment, acknowledging their acceptance of the Enrolment Conditions and the rules and regulations of the School. This includes an acknowledgement of the requirement for parents to attend parent education evenings and be involved in maintenance and fundraising activities.

Northside Montessori Society

Northside Montessori School—Northside Campus
Primary and Pre-school
42-44 Bobbin Head Road, Turramurra NSW 2074

Northside Montessori School—Stepping Stones Campus
Pre-school only
198 Bobbin Head Road, Pymble NSW 2073

All Correspondence to:
PO Box 274, Turramurra NSW 2074

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Web Site: www.northsidemontessori.com.au



Northside Montessori Society Enrolment Application Form

- Pre-Primary Enrolment
- Primary Enrolment Commencing Extended Day
- Primary Enrolment Commencing 6-12 cycle
- Enrolment Commencing Mid-cycle for Transfers

Child's Details

Surname: _____	Given Names: _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: _____ (DD/MM/YYYY)
Address: _____ _____	Home Phone: _____
	Resides With: <input type="checkbox"/> Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father
	<input type="checkbox"/> Guardian / Other: _____
Currently enrolled at: (school/pre-school) _____	
Proposed Entry:	Calendar Year: _____ Term: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Cycle: <input type="checkbox"/> 3-6 <input type="checkbox"/> 5-12 <input type="checkbox"/> 6-12

Previous Montessori Schooling (if applicable, give full details):

School Attended: _____
Years Attended: _____
Sibling Attendance: _____
Other Involvement: _____

Sibling Details:

Name	Date of Birth	Currently Enrolled At
_____	_____	_____
_____	_____	_____
_____	_____	_____

Father's (or guardian's) Details

Surname: _____	Given Names: _____
Occupation: _____	Home Phone: _____
Address: _____ _____	Work Phone: _____
	Mobile: _____
	Email: _____

Mother's (or guardian's) Details

Surname: _____	Given Names: _____
Occupation: _____	Home Phone: _____
Address: _____ _____	Work Phone: _____
	Mail: _____
	Email: _____

Payment:

<input type="checkbox"/> Cheque Enclosed	Please charge my <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Cardholder's Name: _____	Expiry: / /
		Card Number: _____	Date: / /
		Signature: _____	Fee: \$ 165.00 inc GST



**Non-Refundable Application Fee
\$165 (inclusive of GST)
must accompany this application.**

Tax Invoice

This form becomes your tax invoice
when completed and paid.

Continued enrolment of any child is dependent upon parents/guardians agreeing to and adhering to all of these terms and conditions. These terms may be altered or added to and will bind all families after 30 days notice from the School.

Family involvement:

1. Membership of Northside Montessori Society is a pre-requisite for all Enrolment Applications to a School of the Northside Montessori Society ("the School"). I understand that continued Family Membership of the Society is a condition of continued enrolment of my child at the School.
2. Parent/guardian participation is important in the education of a child at the School and to the ethos and working of the School. Parents/guardians must: -
 - (a) Observe in a Montessori classroom before the start the 3-6 and 6-12 cycles with an additional observation before joining the upper primary.
 - (b) Attend parent education evenings.
 - (c) Participate in compulsory School activities such as but not limited to fund raising and maintenance.
 - (d) Create and maintain the supportive triangle between parent, child and School.
 - (e) Abide by and support the ethos, policies and procedures of the School.

Enrolment:

3. There is no guarantee of placement until completion of interview and observation and the School offers a place in writing for a child.
4. Two terms written notice (or fees in lieu) must be given to the School on withdrawal of a child or children except at the end of the 3-6 cycle, the 5-12 cycle or the 6-12 cycle.
5. Any child on first entry to the School will be subject to a trial period of one School term or ten school weeks whichever is the greater, or such other period of time as required by the School from time to time, during which time a parent/guardian may withdraw the child from the School or the School may in its absolute discretion terminate the enrolment and in the event of withdrawal or termination of enrolment, the Enrolment Bond will be refunded after all outstanding accounts have been finalised and settled and the child has left the School. School fees will be calculated on a pro rata basis.
6. Where an older sibling fails to complete the full cycle in which that child is enrolled, the School may, at the Principal's discretion, withdraw an offer of a place at the School to a younger sibling, or cancel the enrolment before the child commences (and return any enrolment bond received for that child).
7. The Principal has the discretion to expel or suspend a child and such a decision is final and binding.
8. Progression from the 3-6 cycle to the 6-12 cycle is not automatic. A new enrolment form, observation and interview must be completed for consideration of a place in the 6-12 cycle.

Enrolment Bond:

9. A family wishing to accept a place for a child must pay the current Enrolment Bond, the amount of which would be detailed in the letter of Offer.
10. The Enrolment Bond will be refunded after a child has completed the full cycle in which they are enrolled, and all outstanding accounts have been paid. The cycles are 3-6, 5-12 and 6-12.
11. If a child leaves the School before the completion of a cycle, the Enrolment Bond will not be refunded.
12. If a parent/guardian decides not to continue with an acceptance of a place at the School and this decision is communicated to the School in writing on or before 30th June of the year prior to scheduled commencement, then 75% of the Enrolment Bond will be returned (the rest being retained by the School as an administration fee). If the decision not to continue with an acceptance of a place is communicated to the School in writing on or after 1st July of the year prior to scheduled commencement, none of the Enrolment Bond will be returned.

Fees:

13. Tuition fees must be paid in advance for the full academic term and are not subject to any adjustment due to absence from School for any reason unless prior arrangements in writing have been given to the School and the School has agreed in writing to accept the absence based on the prior arrangements.
14. Signatories below will be jointly responsible for tuition fees and no bill splitting is accepted by the School.
15. If tuition fees are not paid in advance, a late fee, as set from time to time, will be imposed.
16. Where tuition fees are more than one term in arrears, a child's attendance at the School may be suspended after 30 days written notice from the School.

I,/We have read the above terms and conditions and agree to be bound by them, and any further terms and conditions, of which the School may notify me/us.

Print Name: _____

Date: _____

Signature: _____

Parents or Guardians:

(both must sign)

Print Name: _____

Date: _____

Signature: _____