



SUNSHINE COAST
GRAMMAR SCHOOL

Step One: Making the Application

Enrolment Application

Enrolment Applications are completed online through the Enrolments page of the School website

<https://scgs.qld.edu.au/enrolments/>

The documentation required to accompany the Application is listed in the online application process.

Enrolment Registration Fee

The Enrolment application fee is required with each online Enrolment Application (please [refer current Fee Schedule](#)). This application fee is not refundable. Where it is required to defer the year of entry, every effort will be made to accommodate the change but no guarantee can be given. SCGS Business Regulations allow for one deferral.

Enrolment Registration List

Once the completed Enrolment Application, along with all required documentation, has been submitted the Enrolment Application will be reviewed by the relevant Head of sub-School. Following the review, parents will be contacted to advise if the Application has been successful and, if so, to invite you and your child to an enrolment interview.

Following the enrolment interview a letter of offer is issued. Acceptance by the parents of the formal offer of a place and payment of the Confirmation Fee is required to secure the place. The formal offers are sent out approximately twelve to eighteen months prior to the child's commencement at the school.

Placement onto the waiting list indicates that positions for that year have been filled. Where vacancies subsequently become available, they will be allocated from the waiting list on the basis of the date received or as otherwise determined by the relevant Head of sub-School. Parents be contacted when a vacancy becomes available for their child.



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Step two: Interview & Offer

Interview Process

Email correspondence will be sent to you the year prior to your child/ren's commencement at the Sunshine Coast Grammar School seeking most recent School reports and inviting you to attend an interview with the Head of the relevant sub-School. This interview allows us to discuss any academic or social requirements and to confirm the year of entry.

Following the required interview process, you will be advised if your child/ren's application for enrolment has been successful.

Offer of a Place

A letter of Offer and Acceptance of Offer form will be emailed to parents following the enrolment interview. It will normally be valid for 14 days from the date of the Letter of Offer. Where a formal offer is not accepted within the nominated period, or prior to the student commencing at the School (whichever is the sooner), that offer may be withdrawn without notice and the vacant position offered to the next student on the waiting list.

Step Three: Confirmation

Confirmation of a Place

The Acceptance of Offer Form must be completed in full for all details and signed by both parents. This form encompasses undertakings relating to business regulations and disciplinary matters which enrolling parents are required to give before their child can take up a place at the School. In addition, parents are required to take joint and several liability for the payment of all school fees for their child.

This completed form must be lodged together with the Confirmation Fee (please [refer current Fee Schedule](#)) before the nominated date in order to secure the enrolment. Where both of these requirements are not complied with, the Acceptance of Offer will not be valid and a place may not be held and the student may not commence at the school.

Confirmation Fee



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The Confirmation Fee is a non-refundable fee which is required to be paid to demonstrate the firm intention of enrolling parents to take up a place held for their child for commencement on a nominated date. It is security for the place held for the enrolled child, as the School has to incur expenditure for both physical and human resources in preparation for the new school year.