



## Application Process

Thank you for your interest in Montessori International College. Following is an explanation of our Application Process. Please read this carefully.

### School Tour

The Application Process begins with your attendance to one of our *School Tours*. *School Tours* run for one and a half hours on a Thursday morning. The tours occur once a month for parents of children aged 0-5yrs and bi-annually for parents of children aged 6-18yrs. To register your interest to attend the next *School Tour* simply visit our website <https://montessori.qld.edu.au/>, hover over your area of interest and go to *Want to Know More?*

### Application for Enrolment

At the school tour you will receive an Enrolment Information Pack containing an *Enrolment Information Handbook* and an *Application for Enrolment* form. Depending on the age of the applicant, the *Application for Enrolment* form requires additional attachments, including school reports, teacher recommendations, specialist reports and assessments, community member recommendations, student questions and essays etc. The *Application for Enrolment* form is complete when all additional attachments have been received. No *Application for Enrolment* form will be considered until it is complete. A **\$200** non-refundable *Application for Enrolment* fee applies at this stage.

Following receipt of a complete *Application for Enrolment* form the College will email a letter of confirmation asking you to do one of the following things: a) *attend a Classroom Observation*, b) *notify you of being placed on the applicant waiting list*, c) *request additional recommendations or other information*, d) *send notice that the applicant has not been accepted*.

### Classroom Observation

Pending a place becoming available, parents will be invited to attend a 30 min *Classroom Observation* for Early Years and Primary applications. *Classroom Observations* are an important part of the application process where parents are able to gain a greater understanding of a Montessori classroom by spending time in one and making their own observations. Observations are usually held for 30min during the morning and we request that both parents, if possible, are able to attend.

### Meeting

The application process also requires the applicant and their parents to meet with a staff member. Pending a place becoming available the school may contact you and invite you to attend a *meeting*. The *meeting* can be considered a relaxed conversation where we are gaining insight and learning more about the unique qualities of the applicant. This is also an opportunity for the school to answer your questions to make sure you are clear about our missions and values.

### Pre-Placement Visits

Pending places, applicants aged between 5 - 16 years old will be invited to attend MIC for two days *Pre Placement Visits*. During these two day *Pre-Placement Visits* the applicant will be required to complete some pre-placement assessments. These assessments are to provide the school with an idea of basic reading, writing and mathematics levels, etc. At the end of the second day the class Guide will meet with the parents and the applicant for a brief conference and overview of the two days.

### Follow Up

Following the completion of the two days pre-placement visits, parents may be invited back to attend a *Follow Up Meeting*. This *Follow Up Meeting* would be beneficial in gathering further information on the applicant and

for discussing observations from their pre-placement visits and assessments. Dependent on discussions and outcome of the *Follow Up Meeting* the applicant may be invited back to attend further pre-placement visits.

### Enrolments Committee Review

The *Enrolments Committee* review each of the individual requirements of the Application Process for the applicant, including, but not limited to, the complete Application for Enrolment and attachments, interview notes, pre-placement notes, pre-placement assessments, etc. The *Enrolments Committee* meet twice a month.

### Notice in Writing

Once the Enrolments Committee has reviewed each of the Application Process requirements and they are sure that there is a place available for the applicant an Offer of Place letter and Contract of Enrolment will be sent out. The Contract of Enrolment should be completed and returned within 14 days together with a **\$400** non-refundable Placement fee and an Enrolment Bond of one term's fees. If the College is unable to confirm a place for the applicant they will be notified in writing.

The Application Process for entry into Montessori International College includes, but is not limited to, the review and analysis of each of the above requirements. Each requirement is considered an individual part of the Application Process. Please note, an Offer of Place letter cannot be sent out until all of the above requirements have been met, however, if the College is unable to offer a place for the applicant they can be notified in writing at any stage of the Application Process.

If you have any questions in relation to enrolments please do not hesitate to email us at [enrolments@montessori.qld.edu.au](mailto:enrolments@montessori.qld.edu.au).

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