



SUNSHINE COAST
GRAMMAR SCHOOL

Grammar Enrolment Process



Submit An Application

Enrolment Application

Enrolment Applications are completed online through the Enrolments page of the Sunshine Coast Grammar School website <https://scgs.qld.edu.au/enrolments/>

The documentation required to accompany the Enrolment Application is listed in the online application process. Please note, the completion of the Enrolment Application does not guarantee acceptance of your child's enrolment.

Enrolment Application Fee

The enrolment application fee is required with each online Enrolment Application (please [refer current Fee Schedule](#)). This application fee is non-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. The SCGS Enrolment Contract allows for one deferral of a pre-enrolled student.

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 in accordance with specified timelines. For an intake year level the timeline may be twelve months (Prep) up to two years (Year 7), prior to the year of entry. For a non-intake year level this will be dependent on vacancy becoming available.

Following the review, parents will be contacted to advise if the Enrolment Application has been successful and, if so, to invite you and your child to an enrolment interview. Alternatively, placement onto the waiting list indicates that positions for that year level have reached capacity.

Once a year level is at capacity, where vacancies subsequently become available, they will be allocated from the waiting list as determined by the relevant Head of sub-School.



Invited to Interview

Interview Process

Email correspondence will be sent to you in accordance with the above timelines 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's application for enrolment has been successful. Please note, an interview does not guarantee acceptance of your child's enrolment.



Offer of a Place

Letter of Offer

Following the success of an enrolment interview a Letter of Offer and Enrolment Contract is issued. This contract is valid for 14 days from the date of the Letter of Offer.

Acceptance by the parents of the formal offer of a place and payment of the Confirmation Fee is required to secure the place.

Where a formal offer is not accepted within the nominated period, or prior to the child commencing at the School (whichever is the sooner), that offer may be withdrawn without notice and the vacant position offered to the next applicant on the waiting list.



Acceptance of Offer

Confirmation of a Place

The Enrolment Contract must be completed and signed by all listed parents/carers. This form encompasses undertakings relating to the Enrolment Contract and disciplinary matters which enrolling parents/carers are required to give before their child can take up a place at the School. In addition, listed parents/carers 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

The Confirmation Fee is a non-refundable fee which is required to be paid to demonstrate the firm intention of enrolling parents/carers 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.