

Policy & Procedure

Enrollment

ICMG Saturday Turkish School is a co-educational Language school, which caters for children from Prep to Year 12. We believe that parents are the first educators of their children and have the obligation to ensure an adequate education for their children, consistent with the rights and obligation of their belief and values.

To provide an efficient process of enrolment that satisfies the needs of both students and the School.

Guidelines for Implementation

The following guidelines must be followed when students from Years Prep to 12 are applying to the School. Parents need to make sure that all required documents are attached. Once a decision has been made regarding the enrolment of a student, it may not be disputed. ICMG Saturday Turkish School will not proceed with the enrolment process if all of the below requirements are not met.

- Parents wishing to enrol their child will need to fill out the application form and submit it on time.
- Parents are expected to cover any additional costs such as books and excursions.
- Applicants whom have currently enrolled siblings and/or have immediate parents as staff members of the School will be prioritized.

Rejection of applicant

A formal letter of rejection will be sent to the applicants address once the decision has been finalized. This final decision is the school's discretion and cannot be disputed by the parent/applicant. If there were any discrepancies during the process, it should be dealt with before the final result is received. The child's information will be discarded within a year and the child will not be given another chance until a year lapses and a new application is made.

Waiting List

In such circumstances where the applicant is successful but there is no space available in the required year level, the child may be placed in the school waiting list. Parents will be notified if a space becomes available within that year. Once a year lapses after the application, a new application must be made if parents wish for their child to stay on the waiting list.

Acceptance of Applicant

Should the applicant be considered successful an acceptance SMS will be sent home to parents approximately one week after an interview. Parents will then need to contact the school if their child has been accepted and pay the non-refundable school fee to confirm and secure their child's enrolment before the indicated date

Enrolment Renewal Procedures

An enrolment renewal form will be sent home to current students generally in term 3 or 4 asking parents to indicate whether their child will be attending the school the following year. Parents should read the conditions carefully before signing the enrolment renewal form. A parent, who signs the form, has agreed to all school policies and conditions and will be bound by it. To finalize the enrolments for the following year, parents should return the form by the indicated deadline. If the school does not receive the enrolment renewal form by the set date, then the student will not be considered enrolled for the following year. Therefore students who are on the waiting list will have first preference.

Enrolment Terminating Procedures

A parent who wishes to terminate his/her child's enrolment must inform the school at least 4 weeks before the start of the term via filling out a school "Enrolment Termination Form" which is available from the admin team. In default of such notice, the school will charge a full fee. Once a student has terminated his or her enrolment, the students place will be taken by a new applicant. If the student wants to return to ICMG Saturday Turkish School he/she must re apply as a new applicant.

