

Enrolment Procedure

Introduction

The standard procedure if you wish to enrol your child at the Melbourne Swedish Community School is to complete the enrolment form, and forward it to the address or email specified on the form.

You will receive a notification from the Enrolment Officer that the enrolment has been received and an estimate of when your child can start the school.

Goal

The primary aim of our school is to provide an inclusive developmental curriculum and program in the Swedish language and culture, which is appropriate to the needs for students living here permanently as well as for students returning to Sweden.

Eligibility for Enrolment

Anyone can enrol to the Swedish school.

Enrolment Period

Enrolments can be made anytime during the year. Students can only start at the beginning of a term during the year.

Enrolment Fees

Contact the School Treasurer via the school's [website](#) to receive information regarding school fees and payment options.

Availability of Places in Swedish School

The number of available places in the Swedish School is very limited, therefore we encourage early enrolments.

Children with siblings already enrolled in the school are prioritised.

Step 1

Complete an enrolment form and forward to the address or email specified on the form. We recommend early enrolments as the demand on the school is increasing.

Step 2

You will receive a notification from the Enrolment Officer that the enrolment is received and an estimate of when you child can start the school.

Conditions

Places in the Swedish School will be forfeited and offered to other applicants where the following conditions have been fulfilled:

1. The applicant has failed to respond to an offer within the period specified.
2. The applicant has not paid the fees within the time specified, i.e. within one week of the beginning of the school year, alternatively within one week of the term start if the student does not start at the beginning of the school year.
3. A child that has attended less than 50% of a term without reason will be sent a letter of notification.
4. The applicant has not paid the full fee for the year they attended.
Students with fee's still owing must pay the balance of fees for previous year and deposit for the new school year, before the student can start a new year at Swedish school.

On forfeit of a child's place, a letter or email will be forwarded to the family informing them of this action.