



Dear Parents / Carers

Thank you for considering St James College as a possible school for your child.

If after reading the information in the Prospectus you wish to make an application, please complete the Application for Enrolment form and return it to the College. You must also include copies of all of the following:

- latest School Report
- latest NAPLAN (Literacy and Numeracy) results
- any psychological or EAP reports
- any other relevant medical reports
- copy of full Birth Certificate, Visa or Passport
- completed Release of Information – Consent Agreement form
- completed enrolment fee payment details form.

Upon receipt of the above documentation, our College Receptionist will phone you to make an appointment for an interview. We require your daughter/son to attend the interview with you. It is important to make sure that all the relevant documentation is included as failure to receive the above will impede the enrolment process.

At the time of accepting an offer of enrolment, an enrolment fee of \$200.00 is required to hold this place.

We look forward to meeting you.

Yours sincerely

**Gerry Crooks**  
**Principal**