



# PORT MORESBY GRAMMAR SCHOOL

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PAPUA NEW GUINEA

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## 2017 Application for Enrolment for Grade \_\_\_\_\_

*PLEASE ALSO READ THE BACK OF THIS FORM.*

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Current School/Previous School \_\_\_\_\_

Last date of Attendance at Previous School \_\_\_\_\_

Father's/Guardian's Name \_\_\_\_\_ Mother's/Guardian's Name \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Contact Numbers \_\_\_\_/\_\_\_\_/\_\_\_\_

Email \_\_\_\_\_

### **Signatures:**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Official:** Rcpt Number: \_\_\_\_\_ Cashier's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transfer Certificate: Yes/No      Last Semester Report: Yes/No      Original Certificates: Yes/No

Enrolment Form Signed: Yes/No

Recommendation: To enrol in Year \_\_\_\_\_ Waiting List \_\_\_\_\_ Decline Enrolment \_\_\_\_\_

Comments: \_\_\_\_\_

School Official: \_\_\_\_\_ Date: \_\_\_\_\_

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## WHAT TO DO TO ENROL YOUR CHILD IN 2017

### **STEP 1**

**Do you have the following documents with you?**

1. Your child's transfer certificate from the previous school.
2. A copy of your child's latest school report.
3. The **original** Year 8 or Year 10 Certificate if applying for Years 9 & 11 respectively.

### **STEP 2**

Complete this Form. Please print carefully.

### **STEP 3**

Pay your Enrolment Fee of **K100.00** to the Cashier. (**Non – Refundable Fee**).

### **STEP 4**

Show your receipt to the ***Front Office Clerk*** who will issue you with an Interview card. The ***Front Office Clerk*** will organise an interview with one of the following people:

1. Principal
2. Dean of Admissions

### **STEP 5**

Complete the **ENROLMENT FORM** given to you by your interviewer. You may take this form away and fill it in at your leisure. Please also read the **SCHOOL FEE POLICY** carefully.

### **STEP 6**

Hand the **ENROLMENT FORM** together with the **FULL PAYMENT OF YOUR CHILD'S FEES** to the Cashier.

### **STEP 7**

Your child is now ready to commence school at Port Moresby Grammar School.

## **WELCOME TO THE POM GRAMMAR FAMILY**