



PORT MORESBY GRAMMAR SCHOOL

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Port Moresby, NCD 121
PAPUA NEW GUINEA

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2019 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: _____

PORT MORESBY GRAMMAR SCHOOL

WHAT TO DO TO ENROL YOUR CHILD IN 2019

STEP 1

Do you have the following documents with you?

1. Your child's transfer certificate from the previous school.
2. Your child's birth certificate.
3. A copy of your child's latest school report.
4. 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