

Letter of Offer

(Date)

(Name of recipient)
(Address)
(Suburb, Postcode, State)

Dear (insert recipient)

It is my pleasure to confirm that a place has been reserved for (insert recipient) at Alphington Grammar School as a full fee paying overseas student. Details of the enrolment are listed below.

This offer expires (insert date).

Student Date of Birth	
Campus	Alphington Grammar School (Melbourne, VIC)
Course Mode	Onsite with the addition of the following compulsory offsite experiential learning programs: <ul style="list-style-type: none"> • Community Service Program (Year 8) • Metropolis Program (Year 9) • Gateways Program (Year 9/10)
Course Start Date	
Course Completion Date	
Course Duration	
Conditions of Offer	<p>You are required to:</p> <ul style="list-style-type: none"> • Maintain a minimum course attendance rate of 90%, 93% in VCE; • Adhere to the policies and procedures outlined in the 'Terms of Your Offer' section of this letter, as well as the policies outlined in the International Student Handbook; • Pay the course fee in full to confirm your enrolment, as well as sign and return the attached forms, as per our School's business regulations. This will confirm your position; • Reside in approved accommodation for the entire period you are enrolled at the School, regardless of age.

Should no response be received in the form of payment and the return of the forms attached, the offer will be withdrawn.

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

Principal.