

Service : Enrolments
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Sydney, le 15/04/2019

Référence(s) :

S:\Administration\Communication\templates\Communication\Modele Note Condorcet.docx

Objet : Eduka Tutorial – Enrolments

1. To enroll on-line, please connect to Eduka : <https://eduka.condorcet.com.au/>

2. Create your account for both guardians. An email will be sent to activate your account.

3. Select the button “Admission”

4. Select the field “Create a new file for xxxx/xx” (year of your choice)

5. ... and fill up with the needed information.

Create a new file for 2021/22

Start of the school year: 16/08/2021

Create an enrolment file for an existing student

The following students are already linked to your account and can be enrolled again. To enrol one of these students again, click on a name in the list below.

Enroll again Elsa EDUKA

Enroll again Matt EDUKA

Last name and first name of the new applicant

Last name:

First name:

Birth date:

OK Cancel

6. Fill-up the enrollment application

John EDUKA File status: **in progress**

Cancel file

7. Follow carefully all the steps to enroll your child

Student **OK**
Schooling **INCOMPLETE**
Guardians **INCOMPLETE**
Others **INCOMPLETE**
Documents **INCOMPLETE**

Please fill **all mandatory fields** in Student, Schooling, Guardian, Others and Documents tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.

IMPORTANT – LOOK CAREFULLY THE SIGNETS & AND FILL-UP THE MANDATORY FIELDS

- When you see the signet **INCOMPLETE** in the tabs, this means that the information is not complete and you need to fill up all mandatory in order to save.
- When you see the signet **OK** in the tabs, this means that all information has been provided and you can move to the following tab.
- The red-marked fields are mandatory fields.

Last name	EDUKA	<input type="text"/> ← Mandatory field Champ obligatoire
First name	John	
Birth date	12/03/2015	

8. Documents

The supporting documents to provide (when necessary) have to be scanned and attached to the enrolment application. They can also be pictured (in case you do not have access to a scan-machine) only if the quality of the picture is good with a readable text.

9. When all information is provided, you can «send the application».

Enrolment

Welcome to the enrolment form. Thank you for filling in the requested fields.
At any time, you can save the information you already entered, and continue or submit the form later.
Once all the required information has been entered, please submit the form in order to notify the school.

Thank you, you have now finished entering the required information.
You may now click the button below to submit your file to the school.

Student OK Schooling OK Guardians OK Others OK Documents OK

10. Repeat the procedure for each child to enroll.

11. Process to the payment of the enrolment application fees (\$250).

To submit an application to enrol, parents must complete the enrolment form on the Eduka platform and pay an Enrolment Application fee of \$250. The application will not be reviewed prior to this payment being received. The enrolment application fee is non-refundable

The payment of those fees can be made by cheque, credit card at the school reception or via bank transfer.

- **For Bank transfer in AU\$:**

WESTPAC BANK (AU\$)
207-209 MAROUBRA ROAD
MAROUBRA JUNCTION NSW 2035
AUSTRALIA

SWIFT CODE: WPACAU2S (For international transfers / pour les transferts internationaux)
BSB : 032159
AC/NUMBER: 207536
AC/NAME ou bénéficiaire:
LYCÉE CONDORCET- THE FRENCH SCHOOL OF SYDNEY

Please add your child's name as a reference and advise the school of your payment.

- **For payment by credit card:**

www.payway.com.au

Bill code : 121293 – Référence : 787408

Use this reference ONLY when using this method of payment.