

APPLICATION PROCESS

Please follow the instructions below to complete registration for your son/daughter to sit the IGNITE Assessment on Saturday 24 February 2018 at Glenunga International High School.

Please read all the submission information before clicking on the Registration link. The Registration link is located at the bottom of this page.

Student Details:

Complete all student and parent/caregiver information on the Registration Form.

Payment: Click on your payment choice.

If paying by **credit card** please make payment via the **Commonwealth Bank Payment** Website link (see example) on the Registration Form.

Below is an **example** of how the initial **credit card** payment screen will look. Please complete details as indicated. Record the payment receipt number on the Registration Form prior to submitting the form.

The screenshot shows a payment form titled 'Pay Glenunga International High School'. The form has the following fields and options:

- Biller Code:** 1401285 - Invoice Payment (dropdown menu)
- Family Code/ED ID:** Student Name (text input)
- Family Name:** Parent Name (text input)
- Description/Invoice No:** IGNITE Testing 2018 (text input)
- Amount (AUD):** 120 (text input)
- Select your payment option:** MasterCard, VISA, MasterPass (radio buttons)

A red box with the word 'Example' is overlaid on the right side of the form.

If paying by **cash**: Please pay in person to the Finance Office at Glenunga. Please quote the reference number mentioned on your confirmation of registration email.

If paying by **cheque**: Please ensure the cheque is made payable to Glenunga International High School and record the student's name and registration reference number on the back of the cheque.

If you have indicated that you are a **School Card** holder, you will be sent a separate email containing an attached letter which must be verified by your Primary School that you are currently approved for school card. Return this document to Glenunga.

After completing payment or indicating payment option, please click the **Submit** button at the bottom of the Registration Form. Registration will not be completed until the submit button has been clicked. A pop-up message confirming receipt of your registration will then appear. You will also receive an email confirming details of your registration.

Further information will be sent to families after the registration and payment have been processed.

[Click here to Register for the IGNITE Assessment](#)