INTRODUCTION:

This policy is designed to provide guidelines and processes to enable the enrolment of students from Transition to Year 12. It needs to be noted that the colleges acceptance of an application for enrolment does not guarantee a place, but simply that the student’s name is on a waiting list with other candidates. Even though all criteria for enrolment may be met not all applicants will necessarily receive an offer of a place.

This Policy is supported by the Prospectus, Enrolment Application and fee structure supplied to families prior to enrolment.

CONTEXT:

The College accepts Day student enrolments for students from Transition to Year 5 – Primary School, Years 6 to 10 – Middle School and Years 11 to 12 in Senior School. Enrolments for boarding students are accepted from Years 7 to 12.

The approximate age range of students is 5 years through to 18 years. Students must turn five on or before the 30 June to be eligible to enrol in a Transition class at the commencement of the school year, for that year.

CONDITIONS:

When accepting a place at Kormilda College students and their parents/guardians make a commitment that they will abide by the college Terms and Conditions of Enrolment and the Terms of Agreement as outlined in the Enrolment Application.

Parents/guardians are responsible for the prompt payment of all fees and charges rendered by the College.
ENROLMENT PROCESS:
The Registrar will perform the enrolment process according to the College policy and under the direction of the Principal.

- Enrolment Application and relevant documents are received by the college.
- Student and parent(s)/guardian(s) attend an interview with relevant staff member(s).
- On approval an Acceptance Letter is sent to the parent(s)/guardian(s).
- On receipt of the $250.00 Enrolment Fee and relevant enrolment documentation the student has a place at Kormilda College until the completion of Year 12, unless enrolment is terminated earlier.

Parents/guardians will make initial application by completing an Enrolment Form and signing the agreement to the conditions within.

The Enrolment Application will be accompanied by a copy (not the original) of the child’s:

- Birth Certificate.
- Latest school report and NAPLAN data.
- Immunisation record.
- Any other results or material which the College believes must be examined prior to considering a child for a place within the school.

An interview will be scheduled with the parent(s)/guardian(s), child and relevant staff member(s). At the interview the nature of the College will be detailed and financial requirements for attendance and conditions of enrolment explained. The ability and commitment to the payment of fees is presumed of all parents/guardians who sign the Enrolment Form and the Schedule of Fees Payment.

Discussion will also include previous school reports and NAPLAN data, any student needs and/or special support. An enrolment pack containing further enrolment documentation is given to the parent(s)/guardians at the end of the meeting.

Upon confirmation of enrolment an Acceptance Letter is sent to the family. A non-refundable Enrolment Fee of $250.00 for each child must be returned, along with the signed enrolment documentation handed out at the interview meeting, within two weeks of the date on the Acceptance Letter.

NB: if it can be demonstrated that parents/guardians have withheld information to the application, especially in relation to the student’s individual needs, medical conditions, health care requirements and/or parenting orders, the enrolment may be refused or terminated.

Upon admission it is the student’s responsibility to make themselves aware of and comply with the College’s policies and procedures.
SCHOLARSHIPS
Kormilda College offers academic scholarships based on testing and interview to eligible students. Both the test result and interview are used to inform the decision to award a scholarship. Scholarships attract a Basic Tuition Fee subsidy and will be subject to an annual review. The provision of such scholarships shall be at the discretion of the Principal.

The relevant application form is to be completed and students and parents/guardians are encouraged to provide relevant supporting material.

WITHDRAWAL
Students who cancel their enrolment prior to commencement will forfeit the $250.00 Enrolment Fee. Cancellation of enrolment after commencement requires in advance, one Terms written notice to the Principal. Failure to do so will incur a fee equal to the College fees payable for one term of enrolment.

This policy was ratified by the Senior Management Team in June 2014.