

## **ENROLMENT POLICY**

St Vincent's College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

This Policy outlines principles and procedures to be followed as the College makes decisions regarding the enrolment of students.

### **PRINCIPLES**

St Vincent's College welcomes enrolments of young women from families seeking a Boarding or Day education for them in Years 7 - 12. The College Board delegates to the Principal the right to exercise discernment in the acceptance of individual students based on the following guidelines:

Enrolment application (and acceptance) implies parents/caregivers give a firm undertaking that they will accept and support the Catholic foundations, values and practices of the College. In particular, the importance of regular opportunities to affirm these values through the compulsory Religious Education, Liturgical, Retreat and Service programs.

#### **Enrolment at St Vincent's College is based on the following priorities:**

- Sisters of girls already attending the College.
- Girls who are Catholic.
- Sisters/daughters/granddaughters of ex-students.
- Girls from rural and regional areas wishing to access boarding.
- Girls from families of other faith traditions may be enrolled if resourcing capacity exists, and families are accepting of the College Spirituality and ethos.
- Girls transferring from interstate or overseas will be given special consideration.

Enrolment of a student with a disability requires full disclosure, in accordance with the DDA of any special needs of the child. The enrolment will proceed on the same basis as a prospective student without a disability.

St Vincent's College charges Boarding (where applicable), Tuition, Resource and Subject levies. Families are required to make appropriate enquiries as to their capacity to meet their fee obligations prior to acceptance of enrolment. Means-tested Fee Bursaries may be available to assist families who experience short-term financial hardship during their daughter's enrolment.

### **PROCEDURE**

An application package is available through the Registrar's office on request or downloaded from the College website.

#### **The application package contains:**

- An application form which includes a declaration of support for the College in its religious and faith dimensions and operational aims; and a statement of financial responsibility.
- A prospectus

- A clergy reference form
- Miscellaneous College material

### **Submitting on Application**

- Application form which is fully completed and inclusive of a signed declaration of support for the College in its religious and faith dimensions and operational aims; and a signed statement of financial responsibility
- Copy of birth certificate
- Copies of Sacramental certificates
- Latest school report and NAPLAN results
- Any specific reports relating to special needs of on educational, physical or social/emotional nature
- A \$220 non-refundable application fee

### **Next Step**

Once the application has been reviewed and deemed fully complete. the College will notify applicants by email or phone of on offer of on interview and tour by the Registrar. The interview is an essential part of the enrolment process and serves to communicate fully the needs and requirements of the students, family and the College.