



Under the Stewardship of Mary Aikenhead Ministries

St Vincent's College – Enrolment Policy

PREAMBLE

St Vincent's College is a Mary Aikenhead Ministry college 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.

RATIONALE

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.
- Girls from rural and regional areas wishing to access boarding.
- Sisters/daughters/granddaughters of ex-students.
- 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.



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PROCEDURE

1. **Application for Enrolment:** Submitted via our [online applications portal](#), the Application for Enrolment provides the College with details regarding your child, your family and related enrolment information. A non-refundable \$220 Application Fee applies and is payable online at the time of submitting the Application Form;
2. **Document preparation and information disclosure:** Submitting all required enrolment documentation including: - Birth Certificate; - Photo of the applicant (optional); - Immunisation History Statement downloaded from myGov; - Most recent school report; - All NAPLAN reports; - All information related to learning including Gifted assessments, diagnosis, psychometric reports, Individual Learning Plans etc; - Sacramental documentation e.g Baptism / Confirmation certificates; - Passport and Visa documentation for non-Australian Citizens (please note that the College is not CRICOS registered and is unable to accept applications for Overseas students); - Clergy Reference (optional) - download form below.
3. **Enrolment interview:** Conducted with our College Principal, Mrs Anne Fry, or Senior Staff members, the enrolment interview serves as an opportunity to: - Get to know students and their families beyond what is disclosed in the Application Form and school reports; - Gain insight into the student's learning profile, enabling the College to assess any potential learning requirements and how they are best catered; and - Ask any questions the parents or student may have about St Vincent's College, its curriculum, opportunities and community. When Applicants are invited to interview, parents/carers will receive an invite to book a time via our online booking system. *Note: an enrolment interview is not required for sibling enrolments.*
4. **Offer of Enrolment:** Issued within a week of interview, the Offer of Enrolment is a contract between the College and family and outlines the terms and conditions for enrolment. Issued online, families are given two weeks to confirm their acceptance. If accepting, a non-refundable Enrolment Fee of \$2,000 is payable at this time.
5. **Confirmation of Enrolment:** Following the acceptance of Offer of Enrolment, the College will send a Confirmation of Enrolment letter confirming Year Group and Year of Entry placement. Confirmation of Enrolment guarantees your daughter's place at the College.