



Mount Alvernia College Board Enrolment Policy

I. Enrolment Process

- 1.1 When enrolments are received applicants are placed in one of three categories and preference will be given in the following order:
 - a) Students completing their schooling at Catholic primary schools, in order of years attending; Sisters of present/past students and daughters of past students.
 - b) Catholic students attending Non-Catholic schools.
 - c) Non-Catholic students attending Non-Catholic schools.
- 1.2 Within each category, preference will be given based on the date of receipt of the application fee.
- 1.3 Enrolments remain open until the date on which the first round of offers is made. Applications received after that date would be put on a waiting list in order of date of receipt of application and fee regardless of enrolment category, except in exceptional circumstances and at the discretion of the Principal.

2. Students with Special Needs

- 2.1 The College will facilitate the participation of and care for students with special needs wherever we have the resources to support their needs.
- 2.2 An enrolment support process will be undertaken to determine the appropriateness of enrolling the student in the College by closely examining the needs of the student and what the College can provide with respect to curricula, environment, support services, behaviour management and administration.

3. Fee Contracts

- 3.1 All parents/guardians must sign a contract to pay fees.
- 3.2 Where a genuine need exists in a Catholic family, at the time of enrolment, consideration may be given to alternative arrangements concerning the payment of fees and other costs.
- 3.3 Non-Catholic students may be enrolled on the understanding that full fees will be paid.