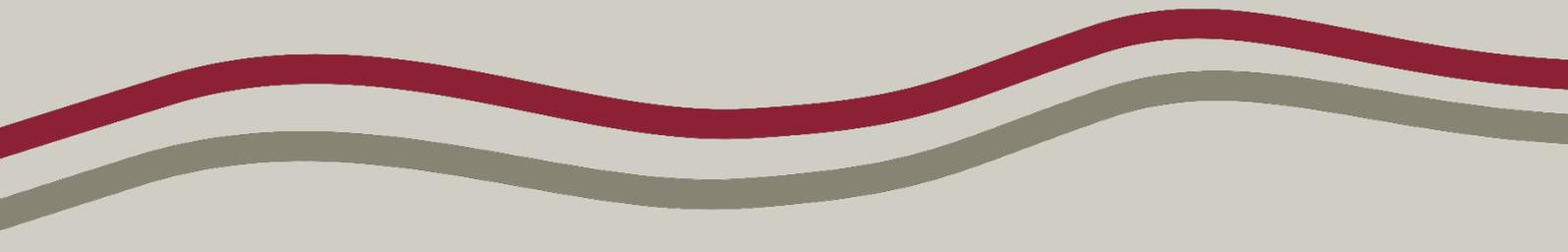




Mount Alvernia College
Enrolment Policy



Approved	11/2021
Superseded	20/11/2013
Review Date	11/2024

1. Policy and Purpose

Mount Alvernia College is a Catholic educational community for girls committed to a holistic education for each student by promoting the total development of students in the light of the Gospel and in the tradition and values of Saints Francis and Clare.

The College strives to educate students to an understanding of life based on the values Jesus lived and taught and, to complement the work of parents, who have the primary responsibility for teaching Christian values to their children.

The College is a public company limited by guarantee, whose business and general affairs are managed by a Board of Directors.

Mount Alvernia College, as a Catholic school, is an integral part of the Catholic Church and exists to further God's mission under the sponsorship of Mercy Partners.

The purpose of this policy is to set out the processes and procedures to be used when making application to enrol a student at Mount Alvernia College.

2. Scope

This Policy applies to members of the College staff involved in the enrolment process.

This Policy applies to all Parents/Caregivers, who wish to register an enrolment of a student at the College.

3. Conditions of Enrolment

- 3.1 It is important that all members and students at the College make a commitment to respect and support the Franciscan ethos and values of the College, to achieve the primary purposes of the College and to maintain its Catholic character.
- 3.2 Parents/Caregivers enrolling their children at Mount Alvernia College will be made aware of the specific purposes of Mount Alvernia College, as a Catholic educational community, as outlined in the College Mission and Values Statements and in the College's Strategic Plan for the future.
- 3.3 Parents/Caregivers will be asked to make a commitment to the specific purposes of Mount Alvernia College as outlined in the College Mission and Values Statements, including the College's Franciscan ethos and vision for learning and the College's Strategic Plan.
- 3.4 (a) An Enrolment Contract must be agreed to and accepted in writing, signed by the student's Parents/Caregivers before the student commences at the College.

(b) Parents/Caregivers must agree in writing to pay to the College all fees and other costs associated with the education of the student at the College from time to time

and, students are enrolled on the understanding and commitment that all such fees and other costs will be paid by the due payment date(s) under the Enrolment Contract.

(c) Where a genuine financial hardship exists at the time of enrolment or later, consideration may be given to alternative arrangements concerning the payment of fees and other costs associated with the education of the student at the College.

- 3.5 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.
- 3.6 Generally, and without limitation, consideration will be given to enrolment of students at the College on the following entry level criteria:
- (a) Siblings of current and/or past students;
 - (b) Daughters of past students;
 - (c) Catholic students, non-Catholic students and students, who belong to other faith traditions provided always that the student(s) and their Parents/Caregivers are willing to commit to and abide by the Franciscan ethos, values, and the primary and specific purposes of the College outlined in this Policy;
 - (d) The student's past commitment and behaviour at school elsewhere;
 - (e) The College's ability to cater for the specific talents and/or needs and/or requirements of each student in the best interests of the student and/or the College.
- 3.7 All applicants for enrolment at the College will be interviewed by the Principal or by the Principal's nominated delegate(s).
- 3.8 Prior to interview, all applicants for enrolment at the College must submit an Enrolment Application in writing together with detailed information requested by the College including, but not limited to, the following information and documents in a timely manner:
- (a) All Enrolment Applications to the College must be on the approved form provided by the College. There must be full and frank disclosure of all relevant information. Each Enrolment Application must be accompanied with the payment of an application fee. Completion of an Enrolment Application form and/or the payment of the application fee does not ensure acceptance and enrolment of the student at the College;
 - (b) Enrolments remain open until the date on which the first round of interviews is conducted. Enrolment Applications received after that date would be put on a waiting list in order of date of receipt of the Enrolment Application/application fee;
 - (c) Cancellation of an Enrolment Application must be in writing;
 - (d) Parents/Caregivers must notify the College of any change of address or change of circumstances. Failure to do so could lead to the cancellation of an Enrolment Application;
 - (e) In addition, the following documents are required for each student:
 - i. Birth Certificate
 - ii. Baptism Certificate (if applicable)

- iii. All previous NAPLAN Results
 - iv. All end of Semester/end of Year School Reports
 - v. Evidence of the student's citizenship status, if born outside Australia
- 3.9 While the College respects the religious tradition of students of other faiths, Parents/Caregivers who enrol their children at Mount Alvernia College must accept and abide by the College's expectation of each student in terms of her attendance at formal religious education lessons and religious events from time to time, as part of the Franciscan ethos, values and the primary and specific purposes of the College outlined in this Policy.
- 3.10 The right to enrol a student at the College and, approval of an Enrolment Application is at the absolute discretion of the Principal or the Principal's nominated delegate(s), from time to time.
- 3.11 Ongoing enrolment, once a student commences at the College, is contingent on the demonstrated support by both the student and her Parents/Caregivers to abide by the College's Franciscan ethos, values, primary and specific purposes, policies, and procedures from time to time and, the maintenance of diligent application by the student in all aspects of her studies programme and behaviour at the College.

4. Accountability

	Role	Responsible for
Principal		Enrolment Approval
Leadership Team		Enrolment Approval
Enrolments Registrar		Enrolment Administration

5. Definition of Terms

Enrolment Application means an Enrolment Application for a place at Mount Alvernia College, which is dependent on the terms and conditions expressed and contained in the Enrolment Contract being agreed to and accepted in writing and signed by the Parents/Caregivers and, approval of the Enrolment Application by the Principal, at the Principal's absolute discretion.

Parents/Caregivers means the people who at law are the legal guardian of a child under eighteen years and who have responsibility for the long-term care, welfare, and development of the student.

Policy means the Mount Alvernia College Enrolment Policy, as varied, from time to time.

Sibling means sister/s of the applicant with at least one biological parent and/or legal guardian in common, irrespective of their place of residence.