



1. Preamble

Mt St Michael's College ("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.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents and carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

2. Purpose

The purpose of this policy is to assist the College to:

- Provide a consistent and transparent reference point as to College enrolment processes; and
- Facilitate consistency of approach and process.

3. Guiding Principles

In the spirit of the College's Mission Statement, the College:

- Is committed to providing a holistic education that supports students to pursue personal excellence in spiritual, academic, social, cultural and physical domains;
- Is responsive to the diverse needs of students.
- Is committed to securing funds and using resources to provide a quality education for all students. Those students requiring special additional resources and facilities will be accommodated if their needs can be provided for within the resources available to the College. This is subject to the sole discretion of the Principal.

4. Selection Criteria

Enrolment is always dependent on there being available places and completed applications being lodged by the published due date.

Each application will be considered and determined by the Principal or the Principal's delegate on its merits having regard to the criteria below in no particular order:

- Siblings of current or past students;
- Daughters and granddaughters of alumni;
- Baptised Catholic students;
- Students who belong to other faith traditions;
- The College's ability to cater for the specific talents and needs of each student.

All offers are made at the discretion of the Principal. The final decision of an offer of enrolment rests with the Principal.

5. Enrolment Application Process

5.1 For Intakes in Year 5

- 5.1.1 The first step in the enrolment application process is to complete an on-line “Application for Enrolment Form” when the applicant is in Year 3 for entry into Year 5. This application must include the requested supporting documentation and the non-refundable **Application Fee**.
- 5.1.2 After the advertised closing date for enrolments, applications will be assessed, and successful applicants will be contacted and offered a place at the College. Unsuccessful applicants will be contacted and may be invited to join a wait list to be contacted if and when a vacancy occurs.
- 5.1.3 Acceptance of an offer of enrolment must be secured by signing the Enrolment Contract, which commits both parties to work together in partnership in the best interests of the student, and payment of the non-refundable **Confirmation Fee** by the set date.
- 5.1.4 The **Commitment Fee** is an advance fee payable prior to Orientation Day in the year prior to entry. This fee will be credited to the first term’s College fee. If, for any reason, the student does not commence at the College, this fee is forfeited to the College.
- 5.1.5 Should a parent/guardian wish to withdraw from the enrolment application process, they may do so at any time. All previous payments will be forfeited.

5.2 For Intakes in Year 7

- 5.2.1 The first step in the enrolment application process is to complete an on-line “Application for Enrolment Form” when the applicant is in Year 3 for entry into Year 7. This application must include the requested supporting documentation and the non-refundable **Application Fee**.
- 5.2.2 After the advertised closing date for enrolments, applications will be assessed, and successful applicants will be contacted and offered a place at the College. Unsuccessful applicants will be contacted and may be invited to join a wait list to be contacted if and when a vacancy occurs.
- 5.2.3 Acceptance of an offer of enrolment must be secured by signing the Enrolment Contract, which commits both parties to work together in partnership in the best interests of the student, and payment of the non-refundable **Confirmation Fee** by the set date.
- 5.2.4 The **Commitment Fee** is an advance fee payable prior to Orientation Day in the year prior to entry. This fee will be credited to the first term’s College fee. If, for any reason, the student does not commence at the College, this fee is forfeited to the College.
- 5.2.5 Should a parent/guardian wish to withdraw from the enrolment application process, they may do so at any time. All previous payments will be forfeited.

5.3 For intakes in Years 8-12

- 5.3.1 The College may have limited vacancies available in Years 8 – 12.
- 5.3.2 Parents/carers must complete an on-line “Application for Enrolment Form”. This application must include the requested supporting documentation and the non-refundable **Application Fee**.
- 5.3.3 The application is assessed to ascertain if there is a vacancy in the requested year level. If no vacancy is available, they may be invited to join a wait list to be contacted if and when a vacancy occurs.
- 5.3.4 If a vacancy is available, the student and family will be required to attend an interview with the Principal or Principal’s delegate.
- 5.3.5 A decision regarding an offer of enrolment is made post-interview at the discretion of the Principal and will be communicated with the family as soon as practicable.
- 5.3.6 Successful applicants will be issued with an Enrolment Contract.
- 5.3.7 Acceptance of an offer of enrolment must be secured by signing the Enrolment Contract, which commits both parties to work together in partnership in the best interests of the student, and payment of the non-refundable **Confirmation Fee** by the set date.

6. Applicants with Diverse Learning Needs and/or Medical Conditions

Parents/carers must disclose at the enrolment application stage any diverse needs that the student has. Non-disclosure of known diverse needs may have implications for ongoing support of a student. The College reserves the right to withdraw a student's place at the College or cease the enrolment application process should the College determine that full disclosure regarding the student's needs was not forthcoming during the enrolment application process.

The College aims to provide inclusive support to all students with learning needs and/or medical conditions, including mental health, following a detailed enrolment assessment process conducted by a member of the College Leadership Team. The enrolment assessment process involves the consideration of physical, human, curriculum and financial resources of the College and the needs of the student and may involve:

- meeting with the student and their parents/carers to seek an understanding of the diverse services or facilities that may be required;
- consulting with the student's current teachers and observe the student in their current school setting;
- consulting with student's health practitioners (doctors, psychologists etc).

Where the College is unable to support the student, the College will communicate this with the parents/carers without delay.

7. Cancellation of Enrolment

Continuation of enrolment at the College from year to year is dependent on both the student and parent/caregivers demonstrated support of the College values. The Principal has the right to cancel a student's enrolment at the College in the following circumstances:

- for failure to comply with the Student Positive Behaviour Policy;
- for failure by parents/caregivers to provide required information or provision of false or misleading information to the College;
- for unacceptable behaviour of the parent/caregiver (for example, but not limited to abusive, violent, harassing and/or threatening behaviour);
- for change in a student's circumstances that impact the College's ability to accommodate the student's needs;
- for non-payment of College fees.

Written notification of the intention to withdraw a current student from the College is required at least one term in advance or payment of one Term's fees in lieu of notice is applicable.

8. Document management and control

This policy will be reviewed every three years or as otherwise required by law.

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Version	Approval date	Approved by	Effective date	Policy Owner	Policy Contact
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2.0	1 November 2023	Board	1 November 2023	Principal	College Registrar