



John Paul College

Unity | Christ | Learning

Admission of Domestic (non-FFPOS) Students to John Paul College

General Principles and Conditions of Enrolment

Applications for enrolment are considered when the Application for Enrolment form and Application Fee, as published on the Schedule of Fees and all other documentation listed below are received by the Registrar.

- School reports for the previous two years prior to entry (if applicable)
- A copy of the applicant's birth certificate or passport for verification of date of birth and legal name
- Student Needs Profile form.
- Student Medical Profile form
- Evidence of residency status (visa) for students born overseas
- Year 3, 5, 7 or 9 Literacy & Numeracy Results (if applicable)
- Copy of all applicable Learning/Assessment Reports (if applicable)
- Copy of current Court Order/Parenting Plan (if applicable)
- Any other documentation that discloses information that will enable the College to meet the needs of the prospective student(s)
- The application is signed by both legal parents, unless legal documentation supports otherwise

Admission will be made in the legal name of the child as supported by the child's birth certificate or, where a name change has occurred, evidence of the legal change of name. A 'preferred' name supplied by the family may be used for internal College purposes. In the case of parents changing their names after their child is enrolled, a signed written request from the parent is required by the school for this change to be made.

Failure to submit complete documentation and the Application Fee will delay processing of the application and placement on a waitlist.

The Application Fee is non-refundable and covers the administration costs associated with the enrolment processing.

In making an application for enrolment of a student, the parent(s) acknowledge the following, that:

- Parent(s) and their child/ren accept all aspects of the Guidelines for Mutual Respect of John Paul College
- A copy of the Guidelines for Mutual Respect signed by the parents is placed on the student file
- Fees for local/domestic students are due at the beginning of the term they cover and are payable in advance or, by fortnightly instalment, by direct debit or credit card authority
- Fees are the responsibility of both parental parties unless legal documentation supports other arrangements. Where an agreement has been reached privately between both parents and only one party is nominated as the debtor of the account, the other parent will be marked as a "recipient parent". "Recipient parents" will still receive fee invoices when they are issued. In this instance only one parent may pay the account however both parties are equally responsible for any outstanding debt owed to the College.
- A term's notice in writing from the parent(s) is necessary should parent(s) choose to withdraw the enrolment(s) of the child/ren. If the required notice is not offered, the parent(s) will be charged for the subsequent term's fees (refer *Withdrawal of Students* see below)
- Tuition fees are effective from 1 January, in any given academic year, and will remain until they are changed by the Board of Directors

- While the Board of Directors aims to set fees on an annual basis, it reserves the right to change these at any time
- Parent(s) agree that images of their child/ren may be used by the College in publications (including websites) and for promotional and publicity purposes unless they notify the College to the contrary in writing
- Requests to change a student's original year of enrolment will be considered according to the availability of places and the desired & suitable year level at the time of the request
- After an application has been submitted, it is the responsibility of the parents/guardians to advise the College of any change of address including email. If correspondence is returned unclaimed, this may result in the cancellation of an application.
- Parents have provided us with full information about the health and well-being of the student. This information includes any psychological, psychiatric or educational assessments and the family will inform the college of any change in the health or physical abilities of the student which may require special consideration while enrolled at John Paul College.

Consideration will be given to the ability of the College to meet the needs of the child. Parents must fully inform the college of any areas of development which their child may require assistance with. The College reserves the right to determine its ability to meet those needs and reserves the right to terminate the enrolment when disclosure of a student's needs has not been provided. (see Separate Policy: Students with Exceptional Needs or Disabilities)

The Registrar will contact the parent(s) following the submission of an application for enrolment to inform the parent(s) of the availability of places in the nominated year level of entry.

The Registrar will contact the relevant personnel eg. Head of School, Head of Year, Director of Activities, Director of the Performing Arts, Learning Enhancement Program Co-ordinator where the enrolment of a student may involve the collection of further data in consultation with the parent(s)/guardian(s) specific to the student's learning.

All students seeking enrolment will attend an interview with their parent(s) and applicable College staff. Students seeking re-enrolment will usually be required to attend an interview if their re-enrolment occurs more than 2 terms later.

Recommendation to enrol the student(s), or to refer the enrolment to a core assessment team, or to offer provisional/probational enrolment or to refuse the enrolment is made by the Registrar in consultation with applicable College staff.

Enrolment offers are made by the Registrar in writing, within one to two weeks after the interview.

A signed acceptance of the offer of a place by the parent(s) must be received by the due date indicated on the Confirmation of Enrolment form *prior* to the student commencing study. Where signed acceptance is not provided by the date identified, the College reserves the right to withdraw its offer of enrolment.

A Confirmation of Enrolment fee is charged for each place offered. This fee is credited against the first term's fee on commencement at the College. This fee is non-refundable if the student enrolment is cancelled.

Waiting Lists

Where the enrolment is submitted for the current academic year and places are not available, the applicant's name will be placed on a waitlist until such time as a place becomes available.

Where the year of entry is not the current academic year, applications submitted are placed on a waitlist until the year prior to entry.

All advice regarding waitlists will be given by the Registrar's office.

Allocation of places for Kindergarten – Year 12 is made according to the following priority:

- Siblings of current families
- John Paul College Childcare Centre children
- First child of a staff/alumni member
- New families

Priority for the allocation of places for John Paul College Child Care (government subsidised long day care) is given according to the priority listing in the Department of Families, Community Services and Indigenous Affairs *Child Care Service Handbook*.

An application fee is charged at the time of application to the Child Care Centre and applications are waitlisted according to their date of registered submission

A separate application form is required for waiting list registrations for the John Paul Child Care Centre.

On application to enrol at the John Paul Child Care Centre, advice will be given to the parent(s) regarding the future application for enrolment into John Paul College Kindergarten or the John Paul College Prep year. Application forms will be available at the John Paul Child Care Centre or Registrar's office for this purpose.

Waitlist size and relative position on the waitlist will be communicated to prospective families on request.

Withdrawal of Students from K - 12

The parent(s) must provide a minimum of one term's notice in writing if they choose to cancel the enrolment of their child/ren.

A term is defined as a unit of academic time comprising a variable number of weeks in any given academic year as identified in the College calendar. There are 4 terms in each academic year. Notice of intention to withdraw on the last day of a term should be received by the Registrar on the first day of that same term. A term does not include school holiday time nor is it an equivalent number of weeks that traverses two terms.

If the parent(s) fails to give written notice of one term, as required and outlined above, the parent(s) will be charged for the subsequent/next term's fees.

Where the year level from which the parent wishes to withdraw their child/ren is waitlisted, notice of the withdrawal will result in the immediate allocation of the place(s) to a child on the waitlist.

Where the year level from which the parent wishes to withdraw their child/ren is waitlisted, notice of 'possible' withdrawal will not be accepted. Where this occurs, the Registrar will notify the parent(s).

In the case of split families, a copy of the acknowledgment of withdrawal sent from the College, will go to both parties.

Security of Student File Information

The collection of information is maintained and held in accordance with the College's Privacy Policy. The Policy is available on the College's website at www.johnpaulcollege.com.au

Student files are kept digitally and securely stored in the School database.

The security, maintenance and update of file notes and documents are the responsibility of the School Head and his/her administrative personnel. Documents and emails are scanned or imported directly into the school database.

The responsibility of maintaining/modifying contact details for students and parents is held with the Registrar's office.

Parents accept the College will collect personal information about them and the student which may be required by the College to function and conduct its activities and for the education, health, care, welfare or development of the student.

Reviewed March 2018