

# ***Enrolment Policy***

## **Rationale:**

All students enrolling at Mt Hira College deserve a smooth transition that enables them to become part of our College with minimum disruption and maximum support.

## **Aims:**

To provide an efficient process of enrolment that satisfies the needs of both students and the College.

## **Implementation:**

- All students who are eligible to attend a College are welcome to attend, regardless of their cultural and faith background.
- Students enrolling at our College as part of a Prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April of that year) and an immunisation certificate.
- All students who wish to attend Mt Hira College will be required to sit for an entrance examination.
- Students enrolling in Years 1-12 must provide the last two semester reports from the student's previous school. The Principal may contact the previous school for further information regarding the applicant.
- There must be availability in the year level in which the student is to be enrolled in otherwise, students will be placed on a waiting list.
- A student who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school, is eligible for enrolment subject to Principal's discretion. Evidence of age and full-time enrolment at the interstate school must be provided.

- The Principal may contact the principal of previous school of students, seeking transfers to discuss the circumstances of the transfer and to discuss any academic or behavioural matters. The Principal has the authority to defer admission in order that enquiries of the previous school are carried out in the interests of the student.
- Students must demonstrate that they want to learn and they will comply with all directions and follow College Policies, values and rules, including a minimum of 80% attendance. A student's enrolment may be terminated if they do not comply with the above.
- By enrolling their child at Mt Hira College, parents are making a commitment to their child's education to attend parent-teacher interviews, information evenings and other school functions when and as needed.
- Students are accepted on the condition that all fees are paid by the due date.
- If an offer of acceptance is made, the place is only confirmed when the parents have paid the \$100, non-refundable enrolment fee per child and submitted the completed enrolment form.
- All fees payable are subject to change, at the discretion of the College. Parents will be provided ample notice in writing in the case that the fee structure changes.
- Overseas students who are not eligible for government funding will need to pay full fees. The fees are subject to change, at the discretion of Mt Hira College.
- Students on visa class 570 and 571 cannot be accepted into the College.
- Students will be allocated to classes according to a combination of class size and student need. Parents may not choose the class that they wish their child to be enrolled in.
- The following documents are required prior to commencement:
  1. Australian birth certificate or authorised translation of overseas birth certificate.
  2. For overseas students only: a copy of passport and visa
  3. Recent passport sized photograph
  4. For guardians only: authority to act as a guardian
  5. Immunisation status certificate
  6. Any specialist/consultant/medical/psychology report which may assist in Mt Hira College in working with and supporting your child
  7. Any relevant court orders

8. A non-refundable application fee
  9. A completed enrolment form
- Parents with a number of children attending Mt Hira College will be eligible to receive discounts as follows:
    - Second child: 15% discount on tuition fees
    - Third child: 30% discount on tuition fees
  - Parents who are Pension Card Holders and current Health Care Card holders are eligible for a 10% discount on tuition fees. A copy of your current card must be presented to the Office.
  - The decision of the Principal is final.

Ratified by the Board on: 30/03/2016

Chairperson: Mr. Ken Yucel

This policy will be communicated to staff, parents, students and the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, College website, staff meetings, information sessions.

*This policy will be reviewed as part of the College's 2 year review cycle.*