



GEN002 Enrolment Policy

Rationale

St Catherine's School Sydney (the School) is a non-academically selective Anglican day and boarding school for girls, which maintains an inclusive approach to the enrolment of students, regardless of their religious or cultural backgrounds. The School aims to provide the best educational outcomes for all students who become part of the school community. This policy outlines the conditions of entry and the procedures followed for the enrolment of a student into the School and has guidelines to ensure the school meets its statutory and regulatory obligations.

Scope

This policy applies to all prospective and current students of the School, their parents or legal guardians and to all staff involved in the enrolment process.

Definitions

Council refers to The Council of St Catherine's School, Waverley.

Enrolment refers to a contract, between the School and parents and their daughter or legal guardians and their child or young person dependent who is a girl, to provide a course of education.

Legal guardian (guardian) refers to an individual who acts as the primary caretaker of a child or minor. This person may be personally selected by the child or young person's parents, or as appointed by a court. Guardianship arrangements are necessary when a child or young person's parents are unable to provide care.

Policy

The School is a single gender school catering for girls from Kindergarten to Year 12 who are either resident in Australia or from overseas, seeking a placement as student at the School. The School is CRICOS registered to cater for full fee paying overseas students.

A full-time boarding facility is offered to girls in the Senior School ie from Years 7 to 12.

Applications from all religious denominations, other faiths or non-religious backgrounds are considered. All students, however, are to act in accordance with the school values of integrity, courage, relationships and service and are required to participate in the religious education programs and chapel services at the School.

The School is non-academically selective and students are offered places or wait-listed, with priority given to the following categories:

- Daughters of Anglican clergy and staff
- Siblings of currently enrolled students
- Daughters and granddaughters of past students
- High potential students that will add to the culture of the School and/or contribute to specific programs.
- Re-enrolment of a student depending on relevant circumstance and place availability
- Daughters of families on international or interstate transfer from similar schools
- Date of application.

The School does not provide a special education unit. It has limited resources and facilities to deal with students with complex physical and/or intellectual disabilities. In cases where girls with special needs and disabilities apply, the School will determine whether the student's particular learning needs can be met by the School or would be best met at another school or learning environment.

Applicants for whom English is a second language must be sufficiently proficient in English to enable them to cope satisfactorily with the demands of the level of schooling.

Recipients of scholarships need to be registered at the School before the award of a scholarship is considered.

Students entering the School should be of the age required at 30 April as follows:

1. five (5) years for Kindergarten
2. eight (8) years for Year 3
3. ten (10) years for Year 5
4. twelve (12) years for Year 7

Exceptions may be made for students with accelerated abilities.

The responsibilities of all parties and the terms and conditions of enrolment are clearly set out in the offer letter, which includes the School's conditions of entry, and is signed by the parents or guardians on acceptance of a place at the School.

The School is responsible for ensuring that all relevant legislative requirements are met.

The Council reserves the right to change the School's enrolment criteria at any time without notice.

Once enrolled at the School, students progress automatically to the next grade each year.

Procedures

The Head of Enrolments manages the enrolment process for the School.

Applications for enrolment

The enrolment application form is available online.

The high intake years are Kindergarten, Year 3, Year 5 and Year 7. If vacancies occur in other year levels, applicants who are wait-listed for other years, or who were not offered a place earlier because classes were filled, may be invited to express an interest in entering the School.

Parents or guardians are required to submit to the Head of Enrolments:

- a completed and signed application for enrolment form, or completed online enrolment application
- a copy of the prospective student's birth certificate
- the 2 latest school reports and NAPLAN results if applicable and
- payment of the non-transferable and non-refundable enrolment application fee for registering enrolment with the School.

The details of the application are recorded on the school database upon receipt of the enrolment application form and payment of the required non-transferable, non-refundable enrolment application fee.

If parents or guardians have indicated that their daughter or dependent has special needs but have not provided relevant information, they will be requested to do so. On receipt of the information, it is forwarded to the Headmistress, the Head of Junior School, or the Director of Learning Enrichment for consideration.

Applications where an applicant has special needs or disabilities is not processed until an interview can be held with the parents or guardians, Headmistress, educational psychologist and any other relevant staff, and a determination is made as to whether the School can cater for the particular needs of the student. Refer to STU019 Students with special needs, disabilities and English as an additional language policy, which will apply in the selection and enrolment of children or young persons with special needs or disabilities.



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For students for whom English is another language the following pre-enrolment procedures will apply:

An overseas student registering to enrol in the Junior School or Senior School who has been schooled for less than a year in Australia, is required to sit an Australian Education Assessment Services (AEAS) test or International Diagnostic and Admissions Test (IDAT). The student may be required to enrol in a reputable English language college (ELICOS) in Australia to improve her proficiency in English and meet the set entry level prior to the School arranging an interview for enrolment. The student is generally required to meet a mandatory standard of Intermediate, EAL Level 4/5 for entry to Year 4-10 and upper intermediate, EAL Level 5/6 for entry to Years 11 and 12.

A student registering to enrol at the School is interviewed by the Head of Junior School or by a member of the Senior Leadership Team where her English level is assessed. If it is deemed that she requires more intensive English, it is recommended she continue her studies at an English language college (ELICOS) or attend a specific EAL/D school. The School will re-interview her six (6) or twelve (12) months later. If the student's English proficiency is adequate a place will then be offered.

Enrolment procedure for prospective students

All students are interviewed prior to acceptance for entry into the School.

The interview will include the prospective student, at least one parent or guardian and the Head of Junior School or a member of the Senior Leadership Team.

Kindergarten - an interview will take place eighteen (18) months prior to entry.

Years 3, 5 and 7 - an interview will take place two (2) years prior to entry.

Other entry years - when a place becomes available.

After the interview, parents or guardians receive a written offer that includes details of the School's Terms and Conditions of Enrolment and are required to sign the acceptance of the offer and acknowledge the conditions under which the offer is made. Parents or guardians are also required to return the enrolled student information form by the requested date.

Payment of the non-refundable, non-transferable enrolment fee is required within one (1) week – one (1) month of receipt of the letter of offer, dependant on the year of entry.

Enrolment procedure for prospective overseas students

Step 1: Lodgement of the School's online enrolment application form

- payment of the enrolment application fee for registering with the School
- a copy of the prospective overseas student's passport and visa
- copies of last two (2) school reports (translated with validation)
- one (1) passport sized photograph.
- copy of AEAS or IDAT report. Testing is conducted by an AEAS or IDAT agency in country of origin (<http://www.aeas.com.au/> or <https://www.idat.org/>). If further English language study is required, the School will recommend a reputable English college (ELICOS).
- copies of EAL/D Reports from Intensive Language College (ELICOS) where applicable or copy of registration at an English language college in Australia.
- Copy of the confirmation of enrolment (CoE) and confirmation of appropriate accommodations and welfare (CAAW) where applicable.
- Requirement to have a guardian. If there is a relative, family friend, who is over 25 and resides in Sydney 100% of the time and speaks English fluently, they may act as the guardian. Alternatively, a guardian must be arranged with ISA Student Advocates who can appoint a guardian.



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Step 2: A letter of offer, made conditional on a satisfactory interview when the student can speak fluently in English, is sent by the School to prospective students/agents/parents, where vacancies exist. Acceptance of the place requires payment of an invoice for the non-refundable, non-transferable enrolment fee of \$4,000. One (1) term's tuition fee, and \$10,000 refundable deposit is payable prior to the student's commencement.

In order to be granted a student visa, all applications must provide evidence that the student has Overseas Student Health Cover (OSHC) for the duration of their visa, arranged by you.

Step 3: Interview prior to entry. The interview will include the student, at least one English speaking parent or guardian, and the Head of Junior School or a member of the Senior Leadership Team.

Acceptance of offer

If the offer is accepted, the non-refundable, non-transferable enrolment fee is processed by the enrolment office, and acknowledgement is sent back to the parents/guardians. The student's status is upgraded to enrolled on the database and details entered from the enrolled student information form.

Non-acceptance of offer

If the offer is not accepted it lapses, or parents can request to move the year of entry forward. If a change is made, the date of the original application will be deemed to be the date of receipt of application in reference to the waitlist. However, a place in a different year of entry cannot be guaranteed and an enrolment fee will not be accepted to hold a future placement.

Enrolment cancellation

If there is a decision to cancel an enrolment by parents/guardians, the enrolment application fee and the enrolment fee paid are non-refundable and non-transferable, except under special circumstances and at the discretion of the Headmistress.

Terms and Conditions of Enrolment and agreement of acceptance of enrolment for full fee paying overseas students

St Catherine's School Sydney is CRICOS registered: provider number: 02322K, and as such uses the following agreement to comply with the Education Services for Overseas Students (ESOS) framework relating to the enrolment of 500 visa subclass overseas students.

The Education Services for Overseas Students Act 2000 (ESOS Act) sets out the legal framework governing delivery of education to international students in Australia on a student visa. The Australian Government, through the Department of Education and Training, administers the ESOS Act and its associated instruments.



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Agreement of acceptance of enrolment

This offer of a place at St Catherine's School Sydney is made by the Headmistress.

Signature of Headmistress: _____

Date: _____

Student contact details

Student family name	
Student first names	
Date of birth	
Nationality	
Passport number Expiry date	
Visa number	
Address	
Phone number	
Mobile number	
Email address	
Current year level of schooling	

Parents / legal guardian details

Family name parent or legal guardian (1)	
First names parent or legal guardian (1)	
Address (1)	
Mobile/phone number (1)	
Email address (1)	
Family name parent or legal guardian (2)	
First names parent or legal guardian (2)	
Address (2)	
Mobile/phone number (2)	
Email address (2)	
Postal address (if different to physical)	



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Agent contact details

Agency name	
Contact person	
Address	
Phone number	
Mobile number	
Email address	

Change of address and current details

The student is obliged to notify the School of any changes of address while enrolled at the School. This is to ensure that any notifications sent to the student advising of visa breaches is sent to the student's current address.

Where the School has approved the student's welfare and accommodation arrangements, the student requires the School and her parents or guardians' approval for any changes to welfare and accommodation arrangements.

The School is required by law to request confirmation of current address and contact details in writing for each student (and parent or guardian if a student is under 18 years of age) at least every six months. You will be contacted via email.

Course enrolment details

Provider name	St Catherine's School Sydney
CRICOS provider code	02322K
Course code:	
Start date:	
End date:	
Length of course:	

Conditions on enrolment/preliminary requirements

A student may be required to successfully complete an ELICOS course before being enrolled at the School. This is dependent on the student's English language ability.

The minimum level of English proficiency depends on the student's year of entry, but generally intermediate English (ESL Level 4/5) is required for Years 1-10 and upper intermediate (ESL Level 5/6) for Years 11 and 12.

As a condition of enrolment, the student authorises the School to check visa entitlements electronically via VEVO for the duration of enrolment on the Department of Immigration and Citizenship website:

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>.



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As a condition of enrolment, the student agrees to abide by the terms of conditions of enrolment for overseas full fee paying students and the parent code of conduct to St Catherine's School Sydney for the duration of enrolment and to disclose any medical or health condition that may affect studies or student welfare. The terms of conditions of enrolment for overseas full fee paying students can be downloaded from the School's website: www.stcatherines.nsw.edu.au.

Course fees and other charges

Tuition fees – as per fee schedule on the School portal

Term 1
Term 2
Term 3
Term 4

Non-tuition fees

Overseas Student Health Cover (OSHC)
Boarding fees
Technology levy
Stationery
ICT device lease (Years 5-9)
Text books
Uniform
Higher School Certificate (HSC) fee
Guardian - International Student Alliance (ISA) or Keystone Guardians Australia Guardians
Compulsory camps
Excursions and incursions
Beyond the curriculum expenses (extra-curricular)

Estimate of total tuition course cost

1. Payment of course fees

- All fees are to be paid in Australian dollars by the due date which is the first day of each term.
- Parents or the legal guardian of the student, are jointly and severally liable for the payment of school fees and other charges and undertake to pay each account when it is due and payable.
- Parents or the legal guardians of the student, will remain jointly and severally liable for the payment of school accounts regardless of any separate agreement entered into between them at any time.



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- If you wish to withdraw the student's enrolment with the School, then you must provide the School at least one school term's prior written notice (Withdrawal Notice). In accordance with St Catherine's School's Statement of Conditions of Entry states that, "If you wish to withdraw the student's enrolment with the School, then you must provide the School at least one (1) school term's prior written notice ("Withdrawal Notice"). For the avoidance of doubt, the latest you can give a Withdrawal Notice to the School so that the student's enrolment with the School will terminate on the last day of a school term, is the first day of the same school term.
- Under a separate Confirmation of Conditions for Boarding signed by parents or guardians for students to enrol at the School as a boarder, it states that the students ongoing enrolment at the School occurs only if they remain a boarder. In exceptional circumstances and at the discretion of the Headmistress this condition may be waived.
- Enrolments in and withdrawals from Beyond The Curriculum (co-curricular) subjects must be made a minimum of three weeks prior to the end of each term.
- If during a school term the student changes visa status (e.g., becomes a temporary or permanent resident) she will continue to pay full overseas student's fees for the duration of that school term.

2. Refunds

- If the student's visa application is refused by the Department of Immigration and Citizenship (DHA), you will receive a refund from the School, calculated in accordance with the ESOS Act. The enrolment application fee of \$500 and the enrolment fee of \$4000 are non-refundable and non-transferable and will be retained by the School to cover administration expenses. The School will also retain fees on a pro-rata basis to cover any part of the course your daughter may have already studied. The balance will be refunded in full within four weeks of receiving your written request.
- In the unlikely event the School stops teaching or cannot offer the student's course (any time after she has enrolled), the course money will be refunded in full within two weeks, or your daughter will be placed in an alternative course at no extra cost to you, with the School or another provider. If you choose to accept placement of your daughter in an alternative course, you must agree to do this in writing.
- If you wish to suspend, defer or cancel the student's enrolment, tuition fees and the two term's fee deposit will be returned within four weeks of the School receiving your written request. The enrolment application fee of \$500 and the enrolment fee of \$4000 are non-transferable and non-refundable and will be retained by the School to cover administrative expenses.
- If the School determines there is a need to defer the student's entry date until she attains a satisfactory standard of the English language, the School will retain all fees paid in order to secure her offer of a place at the School.
- If the student contravenes the School's Discipline Policy the Headmistress, or any person deputising for the Headmistress, may consider suspending (temporary exclusion) or cancelling your daughter's enrolment. This is considered as a last step in a series of disciplinary issues and interventions. It follows only when the student and her parents have been involved in behaviour contracts and discussions of the issues and have been warned of the possibility of expulsion. It is usually preceded by an earlier suspension or suspensions and a letter to parents formally warning them of the seriousness of the situation. If the student's enrolment is cancelled due to disciplinary issues, there will be no refund or remission of fees.
- If the Council or Headmistress believes that a mutually beneficial relationship of trust and co-operation between a parent or guardian and the School has broken down, then the Council or the Headmistress may require the parent to remove the student from the School. No refund or remission of fees will apply.



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- If a full fee paying overseas student changes status and becomes an Australian resident there will be no refund on full fees paid or adjustments made for full fees payable during that year.

3. Welfare and accommodation requirements for students under the age of 18

- St Catherine's School does not use home stay placements. It is a requirement that all overseas students live in the School's boarding house unless their parents live full time in Sydney.
- If an overseas student does not reside with her parent(s), and lives in the School's boarding house, she must have an Australian guardian over the age of 25 years. This person will be responsible for the student's welfare, and provide care and accommodation during boarders' weekends, holidays and times of illness while she is in Australia. The Australian guardian should be known to the student's parents or guardians or appoint a guardian with ISA and is required to meet with a member of the Senior Leadership Team and the Head of Enrolments. The Director of Boarding or Head of Enrolments must be immediately notified in writing if there is any change of guardian.

4. Privacy and confidentiality

Information collected on this form during the student's enrolment process in order to meet the School's obligations under the ESOS Act and the National Code 2018 to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about the student on this form and during her enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of the student of a student visa condition. In other instances, information collected on this form or during the enrolment's procedure can be disclosed without your consent where authorized or required by law.

5. Declaration

The student and both parents or the legal guardian (in the event that there is a person who by court order has been appointed to act in the place of the child's parents), must read and sign this written agreement.

I confirm I have received and understood information from the School regarding the following:

- the course in which my daughter is enrolled
- conditions of enrolment in the course
- all course and course-related tuition and non-tuition fees
- St Catherine's School Sydney refund policy
- the sharing of personal information
- change of address obligations
- grounds on which my enrolment may be deferred, suspended or cancelled
- permission to use VEVO to check my visa entitlements during the period of enrolment.

I hereby declare that the information supplied by me on the enrolled student information form, which I will return along with this signed agreement, is true and correct.

I have read, understood and agree to be bound by the above agreement and statement of conditions of entry for international students to St Catherine's School Sydney.



Revocation of an enrolment

An offer of a place may be revoked or enrolment cancelled if correspondence is returned unclaimed or if full and accurate disclosure of all relevant information about the student (including special needs) is not made at all times, including once the girl is a student in attendance at the School. It is the responsibility of the parents/guardians to ensure that the School is advised of any changes of address or circumstances related to the student. No fees paid will be refundable.

In accordance with the School's Terms and Conditions, the non-payment of school fees can also lead to the revocation of an enrolment.

Communicating this policy

AUDIENCE	COMMUNICATED BY	COMMUNICATION PATHWAY
Staff	Head of Enrolments	Staff portal
Students/parents/guardians	Headmistress	Student/parent portal

Related documents

Appendix A - Enrolment checklist
Appendix B - Student destination unknown notification
Anti-Discrimination Act 1977 (NSW)
Confirmation of Conditions for Boarding
Disability Discrimination Act 1992
Disability Standards for Education 2005
Education Services Act for Overseas Students 2000
ENR-005 Terms and conditions FFPOS
ENR-006 Terms and conditions Resident
ESOS Framework Baird Review of the Education Services for Overseas Students
Privacy Act 1988
BUS003 Billings and fee collection policy
EXT001 Privacy policy
HR003 Unlawful discrimination, harassment and victimisation policy
STU019 Students with special needs, disabilities and English as an additional language

Responsibilities

Chief Operating Officer
Director of Learning Enrichment
Director of Boarding
Head of Enrolments
Headmistress



St Catherine's School Sydney

Authorisation


Signature of Headmistress

22/5/24
Date

Certified by


Signature of Policy Officer

24/5/24
Date

Policy number	GEN002	Version	0006
Written by	Head of Enrolments	Approved date	22/5/24
Authorised by	Headmistress	Scheduled review	22/5/26
Certified by	Policy Officer		

Document tracking

Version	Date	Change
0004	11 May 2022	Changed to new format in adherence with 2022 Style Guide. EAL school changed to EAL/D. Enrolment fee changed to \$4000 and enrolment application fee changed to \$500. Wording changes to enrolment checklist. Removal of the word biological from "biological parents" so as to be inclusive of both biological and adoptive parents.
0005	20 February 2024	Title updates. The School referred to as non-academically selective throughout the policy. Further detail provided in enrolment priority categories. Updated to the current Style Guide.
0006	22 May 2024	Policy updated to reference that students automatically progress each year with no additional requirements for ongoing enrolment.



<p>1. Send out prospectus packages or direct parent/guardian to the School's website to download an application to register for enrolment. Prospectus packages contain all information relating to the School, including fee schedule and conditions of entry.</p>
<p>2. Tours and open days: engaging future parents/students by showcasing the School's programs and facilities.</p>
<p>3. Process registrations</p> <ul style="list-style-type: none">• Application fee paid online• enter all student/parent details in data base under the following tabs: General, Student, Relations and Financial.• acknowledgement from database automatically generated to parents/guardians, including the receipt and place a copy of the acknowledgement letter on file• chase up any missing documents - eg birth certificate and• file hard copy alphabetically.
<p>4. Interviews</p> <ul style="list-style-type: none">• liaise with Senior Leadership Team to establish dates for welcome interviews for Year 7 in Term 1 (2 years prior to entry); liaise with the Head of Junior School PA for Year 5 in Term 2 (2 years prior to entry) and Kindergarten in Term 3 (18 months prior)• send out email invitation to St Catherine's welcome, a month prior to interviews and• record interview day/times and set up files ready for interviews – to include cover sheet for hard copy, and bagged prospectus package; event flyer and HSC result sheet.
<p>5. Offers</p> <p>Letters of offer prepared from database, signed by the Headmistress and emailed, along with the enrolled student information form. Parents/guardians are given two weeks to accept the offer, and place is secured with a non-refundable \$4000 enrolment fee.</p>
<p>6. Acceptances</p> <ul style="list-style-type: none">• Payment made online or, process credit card/cheque payment of enrolment fee, copy first page, attach to merchant's copy of credit card transaction for finance department and issue receipt to parents/guardians.• enter all student and parent/guardian details from the enrolled student information form in the database under the relevant tabs.• chase up any missing documents - court orders, immunisation, parent/guardian signatures and• file hard copy alphabetically.
<p>7. School fees: As notified in the Terms and conditions of enrolment, Term 1 fees are paid in October prior to the year of entry to secure the place. The Head of Enrolments prepares the billing letters to be signed by the Chief Operating Officer.</p>
<p>8. Additional information supplied by Head of Enrolments during the enrolment process:</p> <ul style="list-style-type: none">• boarding information and procedures• enrolment to qualify for scholarship application• subject choice forms and curriculum handbooks• uniform• book lists• Beyond The Curriculum information, camps, before and after school care, holiday programs



St Catherine's School Sydney

Student destination unknown notification

Appendix B

This form has been prepared to provide a Department of Education and Training Home School Liaison Officer with details where the destination of a student below seventeen (17) years of age is unknown.

School details

Name of School

Location of School (street address)

Student details

Student name

Date of birth

Last known address

Last day of attendance

Parent/guardian details

Parent/guardian name

Contact details of parents/guardians

Mailing address

Phone (home)

Phone (work)

Phone (mobile)

Further information

Possible destination

Other relevant information

Any Work Health and Safety risks
associated with contacting the
student
or parents or legal guardians.