St Norbert College

PREPARED FOR ALL GOOD WORKS

135 Treasure Road
Queens Park WA 6107
PO Box 354 Cannington
WA 6987
T: (08) 9350 5433
E: snc@norbert.wa.edu.au
W: www.norbert.wa.edu.au
ABN: 29781711208

ENROLMENT POLICY

Enrolment applications are welcome from families who wish to become part of the St Norbert College community and engage with our Norbertine vision for education.

An offer of a position is at the discretion of the Principal, who takes into consideration the following criteria:

- Priority is given to applicants whose parents have demonstrated a desire for the religious and moral development of their child.
- Priority is also given to applicants who, in the estimation of the Principal, are likely to benefit most from enrolment at the College.

After consideration has been given to the criteria above and when the number of applicants exceeds places available, the **Priority Enrolment Criteria** will be used to determine priority of enrolment.

An offer of a position is at the discretion of the Principal. No correspondence will be entered into regarding the reasons for decisions regarding offers of places.

Enrolment Procedure

Parents are requested to complete and return the Application Form with photocopies of the students:

- Birth Certificate
- Baptismal, Communion and Confirmation Certificates
- Most recent school semester report
- NAPLAN report
- Parish Priest or School Reference
- Immunisation Record
- Non-refundable Application Fee of $100.00 (including GST)
- Visa documentation (if applicable)

Applications for Year 7 entry are due as soon as possible by the end of November of the year the student is in Year 4.

Interviews are conducted for places in Year 7 during Terms 1 and 2 when the student is in Year 5.

Priority Enrolment Criteria

- Catholic students from Catholic primary schools with a Parish Priest reference
- Catholic students from non-Catholic primary schools with a parish Priest reference
- Other Catholic students from Catholic primary schools
- Other Catholic students from non-Catholic primary schools
- Siblings of non-Catholic students
- Non-Catholic students from Catholic primary schools
- Non-Catholic students from other Christian denominations
- Other non-Catholic students

Parents are required to submit a separate enrolment application form for each child. No students have automatic right of entry, even though they may attend a Catholic Primary School or have siblings attending the College.

Parents and students will be invited to attend an enrolment interview, however, the College is unable to accept all students for whom application for admission is made. The Principal will advise all applicants by email of the success or otherwise of their application.

The acceptance of an Application Form does not guarantee an enrolment interview or offer of enrolment.

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School Fees Policy

College Policy

St Norbert College has been committed to providing a Catholic education for young people since 1965. Tuition fees are kept to a minimum so that families can access a Catholic education without suffering financial hardship.

School Fees

Catholic schools could not function without school fees. While the College receives some funds from the National and State governments, these are inadequate. School fees are an absolute essential component for the College operation. Parents who enrol their children in the College assume a legal and moral obligation to pay fees.

Parent Responsibility

When enrolling a child at the College, parents are informed of the fees (see Summary of School Fees and Charges) and make the commitment in writing to fulfil their obligation. It is important that parents are cognisant that while we are an educational body, we are also a financial institution which needs to be at all times financially viable in order to offer the necessary educational resources.

Where a child lives with both parents/guardians, on signing the Letter of Acceptance, both have responsibility for payment of the fees. If a child lives with one parent who has signed the Letter of Acceptance, this parent is responsible for the payment of fees.

If parents are experiencing difficulty in paying the fees, then it is their responsibility to inform the Business Manager at the College. With matters related to fee reductions or inability to pay fees, confidentiality is paramount.

Advisory Board

As an Order-owned school, the Norbertine Canons have an Advisory Board which has the responsibility on behalf of the parents and the school community for the financial management of the school and consequently, is responsible for the collection of school fees and associated arrangements. Each year they review the level of fees to ensure that we can provide a quality education and remain economically viable.

The Board endorses that the collection of school fees shall be approached in the spirit of Christian charity and justice. While they give consideration to those who may require a discount, they also endorse strategies so that those families, who incur a debt, pay their debt.

I acknowledge that I have read and agree to the terms and conditions outlined in the Enrolment Policy.

Signature (Mother): _____

Date: _____

Signature (Father): _____

Date: _____