College Mission

Santa Sabina College, a Catholic school in the Dominican tradition, educates students to achieve personal excellence, to act with justice and compassion, and embrace the future with an optimistic global vision.

Preamble

Santa Sabina College offers co-education Prep – Year 4 and Girls Year 5 – 12. The College exists to work in partnership with parents and we acknowledge that parents are the primary educators who have duties and rights in respect of the education of their children.

Purpose

The Enrolment Guidelines provide clarity of process and procedures for parents and carer’s seeking to enrol their child into Santa Sabina College.

Entry Points

The main entry points to the College are Prep, Kindergarten, Year 5 and Year 7.

Enrolments for all other years will be offered subject to the availability of places.

All Prep, Kindergarten and Year 5 applications are assessed for placement in the year prior with Year 7 approximately two years prior.

Enrolment into the College is made on the assumption that the student will complete their education within the College. i.e. for girls to Year 12 and boys to Year 4.

Process

The Enrolment Process has three stages:

1. **Application for Student Enrolment**

   Application for Student Enrolment consists of lodgement of the Application for Student Enrolment accompanied by a copy of the Birth Certificate and payment of the non-refundable Application Administration Fee.

   This secures the student a place on the Waiting List.
The Application Administration Fee is waived for children/grandchildren of
ex-students of Santa Sabina College and the third sibling onwards in a
family to be enrolled at the College.

Where application is for entry into Prep, students must turn 4 years of age
by 30 June in the year of entry to be eligible to apply.

Where application is for entry into Kindergarten, students must turn 5 years
of age by 30 June in the year of entry to be eligible to apply.

2. **College Enrolment Interview**

   The College will conduct an Enrolment interview and may request further
documentation. All documentation must be provided by the parents prior to
the College considering making an offer for Enrolment.

3. **Confirmation of the Enrolment**

   Enrolment is confirmed when the signed Enrolment Contract is received by
the College and the non-refundable Acceptance Fee is paid by the due
date.

   The Enrolment Contract and Acceptance Fee are also required in the case
of scholarship recipients.

   Enrolment Fees are not refundable where a student does not take up or
discontinues their enrolment.

4. **Holding of an Enrolment Place**

   The College is not obliged to hold a place for a student for a future year
until the full Acceptance Fee is received by the College.

**Withdrawal**

**General**

We understand and accept that:

1. where we withdraw our child from enrolment at the College (other than at the
   normal exit stage) we will provide the College with one term's notice of our
   intention to withdraw our child, which shall be addressed to the Principal in
   writing

2. for the purposes of this clause “one term's notice” means the last school day
   of the preceding College term and this is the final notification date

3. our failure to provide one term's notice in writing to the Principal of our
   intention to withdraw our child will result in the payment of an equivalent of
   25% of the entire Tuition Fees for that year and
4. the above conditions will also apply to the withdrawal of our child from enrolment in an extracurricular subject such as speech or instrumental music.

Withdrawal after acceptance of enrolment but before commencement at the College

We understand and accept that if, after paying the Enrolment Acceptance Fee, we withdraw our child from the College before the start of the term in which our child was due to commence at the College, the Enrolment Acceptance Fee will not be refunded by the College.

Withdrawal after commencement at the College

We understand and accept that:

1. if we withdraw our child from the College after he/she has commenced at the College, we will provide the College with one full term’s notice in writing, in which case no additional College Fees will be payable by us, and

2. if we do not provide the College with such notice of withdrawal we will be required to pay to the College a sum equivalent to 25% of the entire College tuition fees for that year.

Guidelines

Entry into the College will primarily be determined by the date the application is received by the College. Priority may, however, be given in the following circumstances (in order):

a) Students who are baptized into the Catholic Faith
b) Siblings currently attending the College
c) Children attending Mary Bailey House will have a priority in respect of the year for which they will commence Prep or Kindergarten
d) Children of ex-students
e) Students from other Dominican Schools nationally and internationally
f) The College may accept students from other faith traditions, if agreement is received that the student will participate in the Religious Education classes, prayer and worship of the College

The College may take into account gender balance when considering applications for enrolment, to ensure there is an appropriate balance of male and female students.

The Enrolment contract contains Terms and Conditions additional to those in the Guidelines and is available for inspection upon request. Both the Enrolment Contract and the Guidelines are liable to alteration at the discretion of the College at any time without notice.

All enrolments will be at the College Principal’s discretion and are not subject to appeal.
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| Enrolment Guidelines  | 1999           | College Board
College Principal |

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