



Enrolment & Interview Process at Columba

Complete Application for Enrolment in full

- Ensure you complete each section of the form where applicable

Return Application for Enrolment in person or to either:

- Email: office@columba.catholic.edu.au
- Post: PO Box 274, CHARTERS TOWERS QLD 4820

Supply with Application:

- Birth certificate or extract or identity documents
- Sacramental certificates
- Copy of latest school report and/or reference from previous school
- Copy of Year 3, 5 or 7 NAPLAN Results as applicable
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Court orders (if applicable)
- Health Care/Pension Concession Card (if applicable)
- Immunisation Records

If your child is NOT an Australian Citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you will also need to provide:

- Authority to Enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub-class 571P)
- Authority to Enrol for visitor and temporary resident holders may be required (other than sub-class 571P referred to above) issued by the Temporary Visa Holders Program Unit
- Evidence of the visa the student has applied for (if the student holds a bridging visa)

Principal Reviews Enrolment

(Will not be reviewed until all supporting documents have been submitted with complete enrolment)

- Deputy Principal Pastoral and Residential reviews enrolment if Boarding application
- Residential Leader reviews enrolment if applicable
- Guidance Counsellor reviews enrolment if applicable

Enrolment Registrar Contacts family to advise of the outcome

- Set up interview if applicable
- Request further evidence if applicable
- Advise of review of application pending an improved report if applicable

Student and Parent or Guardian attend Enrolment Interview and Tour

- Date and time to be negotiated

Enrolment Interview Response

- Principal will consider enrolment approval
- Enrolment Registrar will post/email response letter