

Rationale

St Patrick's College Townsville is a community of faith, based on belief in God and the following of Christ as expressed in the charism of Mercy. This faith is made explicit in the Christian spirit and values of the College.

The focus of the College is the development and integration of faith and learning. In the Boarding House, the Christian spirit and values are the focus of communal life.

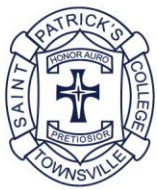
The College welcomes girls wishing to undertake a secondary education, provided that students and their parents/guardians understand and support the College's policies and that the Catholicity of the College is maintained.

Enrolment Guidelines

Priority is given to Catholic students, sisters of past or present students and to those in special need, insofar as the College is able to provide resources for them.

1. The following documents must be submitted with the enrolment application:
 - Birth certificate (copy)
 - School reports from two consecutive semesters, including the current year
 - Most recent NAPLAN report
 - Sacramental certificates (copies), if applicable
 - NZ students who are residents of Australia – refer section 3 below.
 - International students (Refer to the International Student Enrolment Application & Policies)
2. **Boarding students** will be required to provide evidence that they are medically fit and healthy at the start of the school year. If students are unable to provide a medical certificate regarding the state of their health, the College will organise for the girls to undergo a medical check in Term 1.
3. **Students who hold New Zealand citizenship** and who are residents of Australia are required to provide a copy of the personal details of their passports and a copy of the page with the Immigration Department stamp which confirms their entry date for the purpose of living in Australia. This information is requested to enable the submission by the College of various government census/statistical returns which require reporting on the subclasses of visas for students who do not hold Australia citizenship. Students' names are not provided in these returns.
4. **An enrolment fee** of \$200 for day students and \$250 for boarding students is due at the time of the enrolment interview. This is a non-refundable administration fee and will be deducted from the first term's tuition statement. International students should refer to the International Enrolment Application Form & Policies.
5. Parents/guardians and the student must sign the Application for Enrolment and Enrolment Agreement, Codes of Behaviour and ICT Services and Personal Electronic Devices Policy
6. An enrolment interview will be arranged with the Principal or delegate. Your daughter is required to attend this interview with at least one enrolling parent/guardian. Following the interview, you will be notified in writing regarding the outcome of the application. The Principal reserves the right to enrol students at his/her discretion.

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7. If your daughter is offered a place at the College, her enrolment will not be confirmed until receipt of the Acceptance Form, signed by at least one enrolling parent/guardian.

Tuition and Boarding Fees

All tuition and boarding fees are to be paid by semester in advance, unless a regular payment plan has been established and advised to the Director of Business Operations.

Fee invoices are issued in February for Semester 1 and in July for Semester 2 each year. Fees are due for payment within the first fortnight of each semester as detailed on the Fee Statement.

Parents/guardians who are unable to pay in full by the due date should contact the Director of Business Operations promptly on the receipt of their fee notice to arrange a suitable payment plan.

Fees may be pre-paid before the student commences at the College. Tuition and boarding fees may be paid by credit card (Visa/Mastercard), electronic transfer, direct debit or BPAY. Arrangements may be made with the Accounts Office. The College reserves the right to rescind discounts in the event of late payment.

Discounts (tuition fees only):

- 6% discount if tuition fees are paid in advance for the full year.
- Discounts are available on presentation of a current Health Care Card or an Australian Defence Force Card.

Family Rebate:

A family rebate is available and applies to the tuition fee only of families who have more than one daughter attending St Patrick's College Townsville. All other fees and levies are payable in full.

- 1st student Fees and levies are payable in full
- 2nd student 10% discount on tuition fees only for the 2nd student
- 3rd student 25% discount on tuition fees only for the 3rd student

Where discounts are applied, the greater concession will apply. A student will not be granted more than one concession (including sibling discount) at any one time.

Individual Fee Payment Programs:

Families are able to arrange a fee repayment program which is tailored to their financial situation. For information, please contact the Director of Business Operations.

Non-Payment of Fees by Due Date:

The College will follow up on overdue fee accounts. The College will follow generally accepted procedures to collect any outstanding fees. If families default on payment arrangements, the College will refer the account for collection to our Debt Collection Agents. If fees and levies are outstanding, students may not be permitted involvement in the Instrumental Music Program and may not be able to be involved in trips away organised by the College.

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ST PATRICK'S COLLEGE
TOWNSVILLE

ENROLMENT POLICY

Notice of Withdrawal of Student

It is the policy of the College that one full term's notice in writing is required if a student's parents/guardians wish to withdraw her enrolment. In the absence of such notice, one term's fees will be payable.

For students who will not be continuing in the following year, notice in writing is required by 31 October. No deductions/rebates of fees are given for delays in returning to College after school vacations or for absence by the student during the term.

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