



St Columba's
College

SPECIAL ENTRY ENROLMENT GUIDELINES FINANCIAL ASSISTANCE PROGRAM

St Columba's is a Catholic secondary College for girls. We educate young women in the tradition of the Sisters of Charity and within a Mary Aikenhead Ministries governance structure. In the tradition of the Sisters of Charity, service of the poor and outreach to the marginalised are foundational values in the College's mission to realise God's Kingdom. The Special Entry Enrolment Process supports Catholic/Christian/non-Catholic Orthodox families from the local area who may not consider a Catholic education due to the costs associated with secondary education.

The enrolment process at St Columba's operates within the framework of the Archdiocesan Enrolment Guidelines of Melbourne Archdiocese Catholic Schools, and the College's Enrolment Policy.

Currently St Columba's College accepts recommendations from the Parish Priests and Principals of our Priority Parish Primary schools. Other Catholic organisations may be considered by the Principal. Families may also approach the College directly requesting consideration for financial assistance.

ENROLMENT PROCESS

In order to accept special entry applications at Year 7, the procedures outlined below should be followed:

1. Receipt of referrals for students seeking Special Entry Enrolment must occur by 1 July. The number of available places will be determined by the College and may change annually.
2. An Application for Enrolment form for St Columba's College must be lodged by the enrolment date (usually mid-August), during the student's Grade 5 year. A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Baptismal Certificate (where appropriate), Birth Certificate and visa documents (where applicable). A Family Financial Status form will be sent for completion, which needs to be submitted to the College together with copies of documents specified on the form.
3. An interview with the Principal, or delegate, will be scheduled to determine the level of support offered by the College. It is important that families understand that they will be required to make some contribution to the Annual Tuition Fees. This will be determined by the College in negotiation with the family. Families may be asked to provide supporting documentation as per Point Two above.

4. Upon approval, the offer of enrolment will be made. Acceptance of Enrolment and completed documents are to be submitted to the College by the family along with payment of 50% of the enrolment fee by the specified date.
5. A letter of Confirmation of Enrolment and a Support Agreement will be sent to the family, outlining the agreed conditions of enrolment and support provided to the student. The Support Agreement is to be signed and returned to the College.

For any queries about enrolment, please contact the College Registrar on 9331 9128.