



# Bishop Druitt College

## Enrolment Procedure

Step	Stage	Form to Complete	Fee to Pay	Action	Outcome
1	Enquiry	Nil	Nil	Parent makes enquiry	College mails out Information Pack. Contained within this Information Pack is an Application Form. Parent telephones Principal's Secretary if they have any queries.
2	Application	Application Form	\$150 for first child. \$300 maximum per family	Parent completes Application Form and sends to College. All associated documentation is required with this form.	College acknowledges receipt of Application Form by letter. Parent is advised in letter to contact the College to arrange an interview no earlier than 2 years before proposed year of entry. Parents are strongly encouraged to have their Enrolment Interview well before 31 March in the year prior to entry (When First Round Offers are made). An Interview is a compulsory part of the Application for Entry Process and any application without an Interview will not be processed.
3	Enrolment interview reminder	Nil	Nil	If parent has not made contact with the College within the period of 18 months before proposed year of entry, a reminder letter is sent.	Principal's Secretary posts letter of reminder of parental responsibility to make arrangements for an Enrolment Interview.
4	Enrolment interview	Nil	Nil	Parents and Students attend Interview	College makes decision as to the appropriateness of the student's application for enrolment. If the application is not accepted, a letter to that end is sent to parents. If the application is accepted, a letter of confirmation of a place in the Application for Entry Pool (AEP) is sent to parents.
5	Selection of students from the AEP	Nil	Nil	Based on criteria set by the College Council, students in the AEP are placed in order for offer of places. Criteria include: Siblings already at College; Date of Interview; Children of Staff Members; Commitment to the Ethos of the College	Date of this Selection is 31 March of the year preceding entry.
6a	First round offer of places in College made	Nil	Nil	Letter of Offer of Place in College is made to parents in writing.	Parents receive letter of Offer of Place in College with Acceptance of Offer Form. As part of this offer they are required to pay a non-refundable fee of \$500 that will be credited to their first account upon successful entry into the College in the following year. This deposit is not refundable or transferable if the student does not begin in the following year.

<b>6b</b>	Offer of place in AEP extended, but no offer of place in College at this stage	Nil	Nil	Letter confirming that College cannot, at this stage, offer a place. Extension of position in AEP made.	Students who remain in AEP (ie have not received a first round offer) are advised that the College will make second round offers later in the year as the opportunity arises.
<b>7</b>	Parents accept offer	Acceptance of Offer Form	\$500	Parents return Acceptance of Offer Form to College with cheque for the non-refundable, non-transferable Enrolment Deposit. This must be returned by 15 April or offer lapses and will be offered to another student.	Place in College for student confirmed.
<b>8a</b>	Second round offer of place in College	Acceptance of Offer Form	\$500	Parents return Acceptance of Offer Form to College with cheque for the non-refundable, non-transferable Enrolment Deposit. This must be returned by no later than 2 weeks after date of offer or place will lapse and be offered to another student.	Place in College for student confirmed.
<b>8b</b>	Offer of place in AEP extended, but no offer of place in College at this stage	Nil	Nil	Letter confirming that College cannot, at this stage, offer a place. Extension of position in AEP made.	Students who remain in AEP (ie have not received a second round offer) are advised that the College is unable to make an offer at this stage, but if a place should arise, parents will be contacted.
<b>9</b>	Orientation	Nil	Nil	College sends booklist information, uniform information and an invitation to Orientation Day.	Student commences at Bishop Druitt College in the following year. Tuition Fees and extras are due on a term basis.