



ENROLMENT POLICY and GUIDELINES

Preamble

Rosebank College is a Benedictine, Catholic, co-educational, school of Good Samaritan, catering for young men and women Years 7 – 12, with future expansion to Year 5 in 2027 and Years 5 and 6 in 2028. The College promotes an inclusive, welcoming environment for children and provides transparent, accountable, risk-managed approaches to ensure child safeguarding.

Following the example of the Good Samaritan and in the spirit of the Rule of St. Benedict, we encourage a love of Christ, stewardship, hospitality, compassion and service to each other and the wider community.

We acknowledge the primary role of our families and welcome opportunities to work in partnership with them. As a Catholic community in a multicultural environment, we give strong witness to our role as advocates of justice.

Co-education has been available in the senior years (Years 11- 12) for over 30 years. In 2009, this was extended from Year 7 to Year 10. We will be offering education from Year 5 2027, moving to Year 6 in 2028. Our Catholic co-educational College has received an overwhelming response from the local and wider community, placing us in the enviable position of receiving applications in excess of our possible acceptances. The following guidelines and procedures have been developed to provide a fair and equitable enrolment process.

Conditions of enrolment include:

- Parents/guardians and students must support the Catholic, Good Samaritan and Benedictine values of the College and its Mission, articulated in the College Mission Statement.
- Students are expected to maintain a high standard of behaviour and to treat others with courtesy and respect.
- Parents/guardians are expected to reinforce these expectations and to ensure that students wear the prescribed uniform according to the College's Uniform and Grooming Code.

- Students who are in serious breach of the College rules may be asked to leave the College temporarily or permanently at the discretion of the Principal.
- Parents/guardians authorise the College to publish their child's photo in the College Yearbook, Newsletter and on the website, including other publications and media outlets for promotional purposes.
- Parents/guardians accept the responsibility to read all communication from the College, including the fortnightly Newsletter.
- Parents/guardians will attend all Learning Progress Meetings (LPMs) / Parent Teacher meetings.
- Parents/guardians agree to inform the College immediately via the Parent Portal or in writing of any changes of address, contact details and other family information stated in the Application for Enrolment form.
- Parents/guardians agree to pay annual College school fees either up front by the end of February each year or, enter into a 10-monthly instalment plan with the College which pays the annual fees charged in full by November of each year.
- Parents/guardians agree to be bound by any alteration to the conditions of enrolment issued by the College Board.
- Parents/guardians agree to abide by the Rosebank Parental Code of Conduct included in the terms and conditions in the online application form.
- A full term or 10 weeks' notice (whichever is the shortest) is required in writing to the Principal before the withdrawal of a student; a full term's fees will be charged. This does not include term 4.
- Parents/guardians agree to be bound by the College mobile phone policy, which states that mobiles need to be in lockers for the duration of the College Day.

The Conditions of Enrolment are enclosed with the Application for Enrolment, which must be signed as per the enrolment agreement.

Guidelines

- I. At Rosebank College, there are two stages in the enrolment process:
 - a) **Application for Student Enrolment:** Prospective families submit an application form and \$275 non-refundable application fee. Applications must include copies of Birth Certificate/Passport/Visa/Certificate of Citizenship, latest full school report and latest NAPLAN results (if applicable). Applications are accepted on the condition that student behaviour, attendance and commitment to schoolwork are of a high standard prior to enrolment and ongoing through to commencement of their studies at Rosebank. It is also conditional on all required documentation being supplied. The College reserves the right not to accept an application.

Submission of an Application for Enrolment form does not constitute that an enrolment contract has been entered into.

- b) **Interview and Confirmation of Enrolment:** All eligible applicants are considered as per our priority order (see below) and placed on a waiting list. The College reserves the right to interview applicants in an order that reflects a range of perspectives (e.g. gender balance). Selected families (including the student) will be interviewed by the College Principal, Assistant Principal, member of the College Executive team or person delegated by the principal. If the interview is successful, families receive an enrolment offer in writing. Families complete the acceptance offer via email and pay a \$1,500.00 non-refundable acceptance fee online. It is important for your child's transition that you disclose all learning requirements specific to your child. Failure to do so may nullify the enrolment. When the student is enrolled at Rosebank College, they are included in the Orientation and Induction Program.

The same process applies to the Year 5 intake. During the middle of the year, when a child is in Year 3, the Registrar will email an Expression of Interest to families on the waiting list according to the priority order. It is important to note that if a family is offered a position for the Year 5 intake but chooses to decline or change their mind, a position in Year 7 cannot be guaranteed.

2. **Priority Order:** Applications for Enrolment are accepted from birth. Placement on the waiting list for interviews occurs in the following priority order:
- a) Current families
 - b) Children of Alumni (graduated past students)
 - c) Catholic families
 - d) Other families

The College has a relationship with IBS and applications received according to the memorandum of understanding.

The College will endeavour to maintain a balanced gender composition and reserves the right to accept a specific number of students within each category of the priority order. The final allocation of these positions remains at the discretion of the Principal to ensure a diverse and representative student body.

It is important to note that priority interview positions for current families cannot be held indefinitely. Therefore, priority order can only be maintained for students up to

April of Year 4. After this time, applications will be added to the second waiting list and will be reviewed by the Enrolment Panel pending positions available.

3. **Inclusive Community:** Rosebank College is a Good Samaritan, Benedictine, Catholic co-educational school. While Catholic families are given preference, students from other Christian and non-Christian backgrounds will be accepted, pending an agreement that the student and family support the Catholic and Benedictine ethos of the school and that the student will participate in Religious Education classes, prayer and all liturgies.
4. **Number of Places:** The number of places available in each year group is limited. This number may vary according to the number of current families and at the discretion of the College Principal. If the current waitlist has closed for the future Year 7 cohort, families can apply on our second waitlist and a non-refundable application fee of \$100 applies. Families on our second waitlist are only reviewed if we experience movement on our current waitlist after positions have been offered.

Families applying for the current Years 7-11 are also placed on the second waitlist and a non-refundable application fee of \$100 applies. A Cover Letter must be provided to the registrar after submitting the enrolment application, including the reason you are applying and moving your child from their current school. This process is different for future students. Supporting documents must be uploaded when applying online.

5. **Payment of Fees:** All annual school fees are payable upfront by the end of February of each year, or by 10 monthly instalments, with all fees paid in full by November of each year.

If a family does not pay school fees upfront or has not agreed to enter a 10-monthly instalment plan, or does not honour that agreement, the child of that family cannot continue enrolment at the College until the matter is finalised.

Failure to make a payment of fees or abide by a financial arrangement made with the College may initiate legal action to recover the debt. Failure to pay fees may result in the student being asked to leave the College.

The signatories of the enrolment contract are jointly and separately responsible for payment of that student's fees. This is a contractual obligation. Billings will not be apportioned or split between the signatories of the enrolment contract.

6. **Withdrawal of Applications:** The College's withdrawal policy is applicable once the enrolment fee has been paid and enrolment has been secured.

If the student withdraws from the College prior to commencement of school, the entire application and enrolment fee is forfeited (i.e. not refundable).

Once students are enrolled, significant commitments of resources and staffing are made. If circumstances change for a family and a decision is made to withdraw a student, notification will need to be made in writing to the Principal, advising of the student's withdrawal and giving 10 calendar weeks' notice preceding their departure. If notice is not received, a further 25% of the annual tuition fee will be charged.

7. **Scholarships:** Rosebank College offers full and half academic scholarships for students entering Year 7. Scholarships are awarded on the basis of the Australian Council for Educational Research (ACER) examination and an interview. The College uses the ACER Cooperative Scholarship Testing Program, an Australian-wide annual program of academic ability tests used by independent schools.
8. **Bursaries:** Rosebank College offers academic bursaries for new students entering Year 11. Bursaries are awarded on the basis of a means test, Years 8-10 academic results and an interview.
9. **Overseas Students:** Although a small proportion of the College population, Rosebank welcomes overseas students for long-term study programs.

Non-permanent Resident students who hold a temporary visa of any class, must either personally or through their parent/guardian ensure that the College is always in possession of a copy of each student's current visa. The student and/or their parent/guardian must advise the College immediately if their visa status changes and/or if the student is granted a Bridging visa at any time during the student's enrolment. The holding of a Bridging visa may alter the student's enrolment, resulting in, amongst other consequences, a significant change in school fees payable.

Applications are made online with the enrolment protocols for overseas students. Overseas students with a visa 500 will be assessed on their English writing and reading competence. College tuition fees differ for overseas students with a visa 500.

Students who do not meet a minimum level of competence in English are initially enrolled in a school preparation program taught at an Intensive Language Centre. Students may be required to attend the centre for either 10, 20 or 30 weeks, depending on their language proficiency. On exiting the centre, students will be

allocated to their appropriate age level thus not missing any substantial schooling while at the centre.

Overseas students enrolled at Rosebank College are required to stay with parents or with a family approved by the school (Homestay).

10. **These Guidelines:** The College may vary from these guidelines in special circumstances.

These may include:

- a) Time of enrolment
- b) Transfers from interstate and overseas and from other Good Samaritan schools
- c) Compassionate or other grounds

Procedures:

1. **Placement on the waiting list:**

Placement on the waiting list is secured once applicants:

- a) Submit a completed Enrolment Application
- b) Submit all relevant documentation, including NAPLAN results and full school reports, and disclose all learning requirements that are specific to the student
- c) Pay the \$275 non-refundable application fee

Provision of the above documents and the payment of the application fee do not bind the College to enter a contract for enrolment. A place on the waiting list does not guarantee enrolment.

2. **Securing an enrolment place:** On a number of occasions prior to beginning in Year 7 and (Year 5 2027), applicants receive a letter reminding them to supply the College with their updated sacrament certificates (if available), latest full school reports, latest Year NAPLAN results, and to disclose all learning requirements that are specific to the student. Failure to do so may nullify the enrolment.
3. If chosen, shortlisted applicants are invited for an interview with the College Principal, Assistant Principal or a member of the College Executive team or a person delegated by the principal. Successful applicants will be offered an enrolment place via email soon after the interview. Successful applicants have two weeks to accept their enrolment offer via email and secure their place with a \$1,500.00 non-refundable acceptance fee.
4. **Induction and Orientation:** In August of the year prior to commencement, students and their parents are invited to the first of the Orientation/Induction

experiences. The second orientation experience is held in November and is a full-day experience conducted for students only. Students enrolling in other years are also invited to attend on this day.

In the year prior to commencement in Years 9,10 or 11, successful new enrolling students and parents will be contacted by the Dean of Learning to participate in the subject selection process. The process followed by all current Rosebank students is used for new families unless enrolment occurs later in the year, in which case an abridged process is provided for individual families.

Policy Reviewed On	16/03/2026
Date of next formal review	March 2027