



Dear Parents/Guardians,

Thank you for choosing John Paul College for your child's Secondary Education. To facilitate ease of enrolment, please follow the enrolment procedures outlined below.

On receipt of the Application for Enrolment Form, copies of Birth and Baptism certificates to the Principal's Secretary, and payment of the non-refundable \$30.00 application fee, Parents/Guardians will be given an Enrolment Package.

### **PROCEDURE FOR ENROLMENT**

- A. Please complete all forms enclosed in the enrolment package, and return to the Principal's Secretary, with required documentation as set out below, before your interview.
1. Passport size colour photograph of student attached to completed Enrolment Form
  2. Copy of most recent NAPLAN Test Results
  3. Copy of most recent school report
  4. Copy of Immunisation Records and any medical records/reports pursuant to a disability and/or learning difficulty
  5. Signed Enrolment Agreement for Students
  6. Signed Enrolment Expectations for Parents, Parent Agreement & Privacy Policy
  7. Parent Involvement Survey
  8. ICT Acceptable Use Policy signed by parents & student
  9. Music Enrolment Form if applicable
  10. If student not Australian born, original Passport/Visa documentation of both parents and student for photocopying and citing. Enrolment for non-Australian citizens is dependent upon a suitable Australian visa being held
  11. If both parents not born in Australia, original Passports/Documentation for photocopying and citing
- B. On receipt of the above documentation, you will be contacted by the Principal's Secretary for an interview time.
- C. The Principal/Vice Principal will interview applicants. Enrolment interviews will normally be scheduled between 8.00am and 4.00pm, but alternative times may be negotiated.

Parents with queries are asked to contact the College during office hours and speak to the Principal's Secretary.

Parents of applicants will be contacted by the College and notified if they have or have not been successful in securing a place at John Paul College for their child.

A student's enrolment is confirmed when the offer of enrolment letter is signed and returned to the College with all requisite documents and an acceptance fee of \$150 is paid. This fee will be credited off the fees in the student's first year at the College.

We thank you for your interest in John Paul College and hope that the outcome of your enrolment application will be mutually beneficial.

Yours sincerely

Mr Bradley Hall  
**PRINCIPAL**