



St Eugene College

Dare to grow in faith, hope and love

Enrolment Policy

Rationale

St Eugene College is a community that invites families and students to **“Enter to LEARN, dare to GROW and leave to SERVE”**. We welcome students and families who demonstrate our shared values of **Dignity, Community, Excellence, Hope and Service**.

Our college mission is that “Each student is welcome into our Prep to Year 12 family as they journey through an engaging environment of deep learning, authentic continuity of curriculum, Christian values, and Oblate charism from early childhood to young adulthood.

Commitment

St Eugene College is committed to providing high quality, contemporary education that is lived in a Christian context. We believe that the education of all young people is a sacred partnership where all involved work together and support each other. We work in partnership to cultivate active and informed citizens who will contribute to our school community along with the wider community. Through nurturing the development of the key attributes of creativity, effective communication, collaborative skills, and critical thinking, we empower our students to become engaged and responsible individuals.

Enrolment Decisions

Enrolment decisions are made by the Principal in consultation with Heads of Campus. Decisions consider the needs of each student, place, availability, and other exceptional circumstances. Priority enrolment is given to:

1. Siblings of current students *
2. Baptised Catholics of St Eugene Parish.
3. Baptised Catholics from other Catholic Schools and Parishes.
4. Baptised Students from other faith traditions who demonstrate a shared commitment to the values of Catholic Education.
5. Students of parents who demonstrate a shared commitment to the values of Catholic Education.

**this is if current fees are up to date or an approved payment plan in place approved by the College Principal.*

Enrolment Procedures

Parents or Caregivers wishing to enroll their child at St Eugene College will need to complete an online Enrolment Application Form (please click on this link) [Brisbane Catholic Education School Application for Enrolment \(bne.catholic.edu.au\)](https://bne.catholic.edu.au) and submit this with the following information.



St Eugene College

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- Fully completed Application for Enrolment form (full disclosure is required, without this enrolment application will not move forward and could result in termination of enrolment)
- **ORIGINAL BIRTH CERTIFICATE MUST BE SIGHTED.** This means, you will need to attend our office within 2 weeks of submitting your child's online application for enrolment and show our Administration Staff your child's original birth certificate. Without proof of original birth certificate being sighted, your child's application will not progress, and you may miss the opportunity to be considered for an enrolment interview.
- Photocopy of Visa Documentation and passport for citizens of New Zealand (if applicable)
- Photocopy of Baptismal Certificate
- Photocopy of two most recent school reports
- Copy of current NAPLAN report
- Copy of the following (if applicable):
 - Medical reports
 - Legal Documentation
 - Learning Support Document
- \$120.00 non-refundable enrolment application fee

Non-disclosure of any information relevant to the application for enrolment may result in discontinuation of the enrolment process or withdrawal of a student's enrolment.

An interview will not be offered until all supporting documentation is provided.

Please note, that an interview does not mean you will necessarily be offered a place.

Interview Process

Interviews are generally held during specific blocks of time during the school year.

Prep	Term 2
Year 7 intake	Term 1 and 2
All other year levels	Contact Jo Morris, Marketing and Enrolments Secretary

The interview process involves the student and at least one parent/carer. It gathers information regarding:

- Parent partnership and support of college values and ethos of catholic education
- Participation in church life, outside agencies or sporting groups
- Commitment to supporting the college through parent engagement
- Parent goals and expectations
- Student's learning strengths and areas of support
- Student's participation in school activities, sport, camps, extra curricula life of the college.
- Other relevant information



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Once an interview has taken place, an offer if available, would usually be made within 2-4 weeks. (Prep will take 6-8 weeks due to volume of enrolments). Should your application be successful an acceptance of enrolment form will be supplied to you. You are asked to complete this form considering the obligations regarding school fees and accepting school policies and supporting the school ethos. Please note your enrolment is not finished until this acceptance form is returned to the school office and a non-refundable confirmation of enrolment fee is paid.

\$250.00 Confirmation of Enrolment Fee payable within three (3) weeks of acceptance. This fee will be credited to your first school fee issued.

Conditions of Enrolment

In accepting an offer of enrolment, parents/caregivers agree to commit to working in partnership with the college. There is an expectation of ongoing support and for a commitment to:

- Our Catholic Christian Tradition and Oblate Charism which is evident through being a part of our traditions/practices and celebrations.
- Engagement in learning
- Community code of conduct and participating in positive relationships with all
- Meeting financial obligations towards fees and levies.*
- All college policies and procedures in relation to uniform and behaviour support.
- Full attendance and participation in school-based activities (camps, masses, excursions, retreats, carnivals etc.)

****For those families who are already a part of the Brisbane Catholic Education System by attending another BCE school, it is expected that any outstanding fees at that school/college will be paid in full before starting an enrolment at St Eugene College.***

Enrolment of a student who requires significant educational adjustments will follow guidelines set down by Brisbane Catholic Education. It is the responsibility of the parent/caregiver to disclose all relevant information regarding a child's special needs at the time of making an application for enrolment.

Due to high demand of enrolments at our college in many year levels, there may be an opportunity to be placed on a waiting list. If you proceed with this option you may apply for enrolment, send through the supporting documentation, and will be invited at the appropriate time for an interview. As this is only a waiting list, and enrolment is not guaranteed, the enrolment fee of \$120 will not be charged at this point.

Updated and endorsed by College Board 12 November 2024.
Next review: November 2025.