Dear Parent / Carer,

Thank you for your enquiry regarding enrolment at St Augustine’s College. The process of selecting a suitable school for your son/daughter’s education is a very significant one. We will endeavour to provide comprehensive information and opportunities for you so that you can make an informed decision about St Augustine’s College.

The enclosed package of materials includes:
- Enrolment Policy
- Schedule of Fees and Levies
- An Enrolment Form

NB: Further information is available on the College website: www.stac.qld.edu.au

There are two main entry points for enrolment at St Augustine’s – Preparatory Year or Prep and Year 7. Enrolments are welcome for other year levels but are dependant on availability. There is a more limited intake for other year levels. The same process applies for all enrolments.

The enrolment process is summarized in the table below:

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>PROCESS OUTLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Enquiry</td>
<td>Information Package sent to or given to family making enquiry. Further information on College website. <a href="http://www.stac.qld.edu.au">www.stac.qld.edu.au</a></td>
</tr>
<tr>
<td>Twilight Information Session</td>
<td>75 minute tour of College and presentation. These dates are listed on the next page.</td>
</tr>
</tbody>
</table>
| Enrolment Information lodged with College | Parents wishing to apply for enrolment for their children need to send in the following items:  
  ✓ Completed enrolment form, including any supporting references or statements (see enrolment policy  
  ✓ $50.00 Application Processing Fee per student (Non refundable)  
  ✓ Birth Certificate  
  ✓ Baptism Certificate (if applicable)  
  ✓ Most recent School Report  
  ✓ Relevant documentation from medical or educational specialists who may be working with student (if applicable)  
  ✓ Recent photograph |
| Enrolment Session            | Sessions involving 6-10 families are provided for parents and their children / young people. Booking in for an Enrolment Session is required after enrolment has been lodged and accepted. |
Confirmation of Enrolment

If a place is to be offered, that offer will be made in writing following the Enrolment Session or earlier if the application is for an immediate start. **Enrolment will not commence unless the completed Authority & Consent Form returned together with required Bond prior to student start date as indicated in the Letter of Offer.**

Orientation Sessions

Orientation Sessions are scheduled for **early November.** Both students and parents are invited to these sessions which include the opportunity to meet staff, organise uniforms, books and stationery, and visit facilities. Such sessions **prepare students for a good start** to their education at St Augustine’s College. Students who commence mid year will be given an orientation when they commence school.

The dates for Public Information Tours are set out below:

<table>
<thead>
<tr>
<th>Semester 1 &amp; 2 2017</th>
<th>Time and Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Twilight Information Sessions will be on</td>
<td>5.00pm -6.15pm</td>
</tr>
<tr>
<td><strong>To be advised – please refer to College Website when dates will be published</strong>  <a href="http://www.stac.qld.edu.au">www.stac.qld.edu.au</a></td>
<td>Tour of School And Presentation</td>
</tr>
<tr>
<td><strong>Gather at Administration Office near Car Park</strong></td>
<td></td>
</tr>
</tbody>
</table>

If you wish to make application, we look forward to receiving your enrolment form and other documentation. As you will discover, we are very keen to learn as much as we can about prospective students so that we can make their commencement at St Augustine’s College as smooth and supportive as possible. High priority is placed on meeting the needs of individuals and establishing a strong partnership with families. After all, we will have a long association with your family should your son/daughter be enrolled at the College.

Yours sincerely,

Leon Capra
Principal

Terry Finan
Head of School
Senior Years

Helen Farrelly
Head of School
Middle Years

Libby Lee
Head of School
Early & Junior Years