



## **Enrolment Policy**

### **Policy statement**

1. Sydney Science College (the School) is a co-educational, non-denominational, specialist STEM senior school for Years 11 to 12, and enrolls a diverse range of students.

### **Terminology**

2. "Parents" means the Student's parents; or, where the Student has only one parent, that parent. "Parents" also includes the Student's legal guardian(s).
3. "Principal" means the principal or acting principal of the School, by whatever title they are known, and/or their nominee.

### **Conditions of Entry and Continuing Enrolment**

4. This document is to be read in conjunction with the Conditions of Entry and Continuing Enrolment which is included in the Application for Enrolment form.
5. The School may refuse an application for enrolment or discontinue an existing enrolment if the Conditions of Entry and Continuing Enrolment are not met, including the requirement that students and Parents continue to support the ethos and expectations of the School.

### **Enrolment applications**

6. An Application for Enrolment must include:
  - A copy of the student's birth certificate, or current passport if the student was born overseas.
  - A copy of permanent residency/citizenship papers if student or both parents were born overseas, or copy of New Zealand citizenship papers with the Special Category visa to be provided to the School after arrival in Australia.
  - A copy of student's latest 2 school reports, and NAPLAN results if relevant to age, e.g. Years 7, 9.
  - The signatures of both parents/guardians on the Conditions of Entry and Continuing Enrolment. Where only one parent signs, that person must satisfy the School that he/she is the sole parent or guardian and will be responsible for all fees and charges;
  - Any specific needs that may impact on the student's education and/or participation in programs and co-curricular activities provided by the School. Parents are required to submit any further updates both before and after the student is enrolled; and
  - Court Order or Parenting Plan, if any, relevant to the student. Parents are required to submit any further updates both before and after the student is enrolled.

### **Factors determining offers of places**

7. The offer of a place is at the sole discretion of the School. Some factors involved in exercising that discretion include but are not limited to:
  - Availability of an appropriate place for the student;
  - The student's interest in science and ability to benefit from the School's program of preparing students for STEM related university degrees; and
  - The result of an entrance test and interview for Year 11.

### **Entry points**

8. Year 11 new students gain entry based on their school reports, performance in an entrance test (held regularly at the School from the beginning of the applicant's Year 9 studies), and an interview. Students may sit the entrance test once only unless there are extenuating circumstances.

9. Unplanned enrolment opportunities may be offered as they arise in intake or non-intake years.

### **Scholarships**

10. The School offers a limited number of academic and needs-based partial scholarships.
11. Year 11 scholarships are open to new students.
12. All scholarship applications are subject to an assessment process.
13. Information on eligibility and the application process for scholarships and bursaries can be obtained from the Registrar upon request.

### **Enrolment Fee**

14. A non-refundable Enrolment Fee is required to confirm acceptance if the School offers a place. This payment finalises the enrolment process for a student and secures their place in the specific school years and calendar years offered. This Enrolment Fee is not credited towards the Annual Fees.
15. Additionally, regardless of whether the student is an Australian citizen/resident or a New Zealand citizen holding a Special Category Visa, if their parents/guardians reside overseas they must pay an amount equivalent to the first Term's Annual Fees at least six months before commencement. This advance payment will be credited to the parents'/guardians' account, but will not be refunded if parents withdraw the student in the six months before commencement.

### **Withdrawal of Current Students**

16. One term's notice must be given to the Principal in writing before the withdrawal of a student or one term's fees will be payable in lieu of notice (e.g. for a student intending to leave at the end of Term 4, notice must be provided by the end of Term 3).

### **Change of Contact Details**

17. Parents must advise the School in writing of any change of address or contact details as soon as known. Applications and enrolments may be cancelled if the School loses contact with parents or has mail returned to it.

### **Adjusting or amending this Policy**

18. The School may in its absolute discretion, adjust or exclude a section of this Policy either generally or on a case by case basis. The terms of this Policy and of the Conditions of Enrolment may be amended by the School from time to time. The School may change these documents from time to time as it may consider necessary to reflect the changing needs of the School and community.

### **Related documentation and References**

The following related documents are available on the School's website ([www.sydneysciencecollege.nsw.edu.au](http://www.sydneysciencecollege.nsw.edu.au)):

- Sydney Science College Conditions of Entry and Continuing Enrolment (included in the Enrolment Application Form)
- Sydney Science College Fee Schedule
- Sydney Science College Privacy Policy