ENROLMENT PROCESS

Thank you for choosing A.B. Paterson College for your child’s education.

This is an explanation of the process for enrolling a student at A.B. Paterson College. If you have any questions about this process, please contact our Enrolments Registrar on telephone (07) 5561 4140.

Step 1

Complete the College’s official Application for Enrolment form available either from the College Prospectus or the College website, and return it to us with the following documents:

• A copy of your son/daughter’s latest school reports (if applicable)
• A copy of birth certificate/passport page
• Record of immunisation (Prep)
• Payment of the application fee ($85.00). This fee is non-refundable, regardless of the outcome of the application for enrolment.

The application fee helps us to pay for the administration of the enrolment process at the College.

Payment can be made by cheque drawn to the school, by credit card/EFTPOS, or cash.

Step 2

On receipt of these documents, the Registrar will contact you to inform you about place availability in the nominated year level of entry and year of entry. It is also possible that all places for the year of entry will have been filled. Where places are unavailable, it may be necessary to place your child on a waitlist. If this is the case, we will give you as much notice as we reasonably can.

The enrolment will still depend on a final interview with you and the student, as well as review of current information about the student at the time of entry.

Step 3

About six months before the year of entry, subject to place availability, we will contact you to arrange an interview. You will need to provide at the interview:

• The student’s academic history including details of achievements or any special education support provided;
• English as a Second Language Report;
• Any other material relevant to the student’s past and future academic performance; and
• Any medical information/documentation relating to health issues that may require special consideration, as per the Enrolment Contract.

Following the interview, the Principal or delegate will notify applicants whether their application has been successful or not.

Where your application is successful, we will require payment of a confirmation fee of $200.00 (non-refundable). A Family Levy of $800.00 is also payable on confirmation when a new family enters the College. This Family Levy is refunded at the conclusion of the family’s last student’s enrolment at A.B. Paterson College.

Step 4

When we inform you that your application has been successful, we will send or hand to you an enrolment contract for you to sign and return to us. We, in turn, will sign the contract and send a copy of the signed contract to you for your records.