



CATHOLIC EDUCATION

Archdiocese of Canberra & Goulburn

ENROL ONLINE

We've made it easier than ever for you to apply to Catholic Education of Canberra & Goulburn online.

Start your application today and complete it at your own pace.



ENROLLING ONLINE

FREQUENTLY ASKED QUESTIONS

We thank you for considering a Catholic Education for your child and invite you to lodge your Application for Enrolment online.

To help you through this process, we have developed some Frequently Asked Questions (FAQs) to assist you as you complete your application online.

If your specific query is not addressed in the FAQs, please contact the school directly.

A. STARTING AN APPLICATION

1. How do I start my application?

The link to the online enrolment application is located in each school website. Please visit the school website and go to the 'Enrolment' section.

2. What do I do with the Access Code received?

Once you enter your name and email address, you will receive an access code to continue with a secure application. You can either simply click on the code or paste it on the 'application page' to continue with your application.

Please note the code has an expiry day. If your code expires, you are able to request for a new code. To do this, please click on the 'original code' received and it will take you to a page where you can request for the new code.

3. What information or documents do I need to have prior to completing the application?

You will need to have the below documents ready to be uploaded during the application process. The original documents will need to be presented at the time of interview.

- Birth certificate (not commemorative) or passport
- Certificate of Baptism (if applicable)
- Student's immunisation records (ELC and ACT Primary and NSW Schools) – a copy of the Medicare Immunisation History Statement is preferred.
- Family Law, Personal Protection Order or Other Relevant Court Orders (if applicable)
- Last report from previous school (not applicable for Kindergarten enrolments)
- Visa grant notice for permanent and temporary visa-holders - for both student and parent(s) / legal guardian(s), including passport copies of students and parents/legal guardian(s) (if applicable)
- Any medical reports and/or other assessment reports for students with additional learning needs (if applicable)
- Proof of residential address, such as rates notice, electricity, water or telephone bill (ELC and ACT Primary Schools only)

All other relevant information can be found in the school website. This includes the Enrolment Information Pack and Enrolment Policy.

4. Is there an application fee that I need to pay?

A non-refundable application fee applies to ACT Schools (ACT Primary: \$25 upon submission, ACT Secondary: \$50 upon acceptance, ELC: \$50 upon submission). Some NSW schools may charge a nominal application fee.

5. If I am applying for more than one child, do I need to complete multiple applications?

Yes, you need to complete an application per child. Also, if you are applying to an Early Learning Centre (ELC), please select the ELC form.

6. How do I retrieve the code, if I accidentally delete the email?

If you accidentally delete the original mail, you will need to go back to the school website and start a new application.

7. If I don't complete the application, how do I resume it at a later stage?

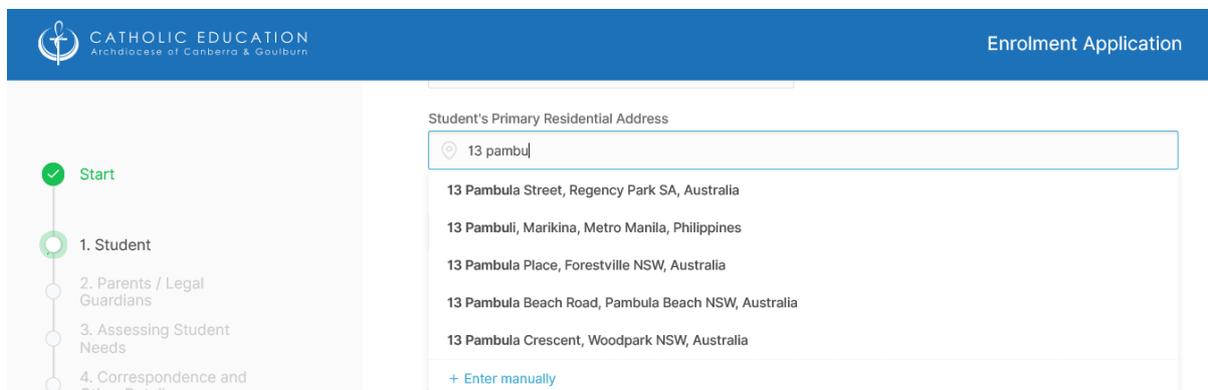
You can simply click on the access code received in the initial mail to resume the application.

In case the access code has expired, once you click on the 'original code' you will be taken to a page where you can request for a new code.

B. COMPLETING THE APPLICATION

8. When I type in my address details, why does the unit/house number drop off?

The address validation is based on a Google API and if you are in a new suburb where the Google maps are not up-to-date, this may happen. In this instance, you have the option of entering your address manually.



The screenshot shows the 'Enrolment Application' interface for Catholic Education. On the left, a progress bar indicates the current step is '1. Student'. The main form area is titled 'Student's Primary Residential Address'. A search input field contains '13 pambul'. Below the input, a list of suggestions is displayed: '13 Pambula Street, Regency Park SA, Australia', '13 Pambuli, Marikina, Metro Manila, Philippines', '13 Pambula Place, Forestville NSW, Australia', '13 Pambula Beach Road, Pambula Beach NSW, Australia', and '13 Pambula Crescent, Woodpark NSW, Australia'. At the bottom of the list is a '+ Enter manually' link.

9. Even if I am not a Catholic, do I need to enter the baptism details?

No, although these fields appear in the form, they are not mandatory. It is mandatory for Catholic students.

10. What do I do if my current school is not getting populated?

The tool has a list of existing schools and early learning centres in Australia. In the case where your school or ELC is not listed, then choose the option to enter manually.

Current School

Name of School

abcsadsds

No results found

[+ Add manually](#)

11. In the Parent/Guardian section, when you select 'Relationship to Student', what does 'Other Partner / Carer' mean?

This option refer to separated families where a parent/legal guardian lives with another partner or if the student is living with a carer other than the parent or legal guardian. If this option is selected, please ensure valid parent/legal guardian information is entered.

C. AFTER SUBMISSION

12. Once I submit an application, what do I need to do?

Once the application has been submitted, you will receive an email with a pdf version of the completed application. Please ensure this document is signed accordingly (all relevant legal guardians and parents) and submitted to the school at the time of interview.

13. How will the enrolment applications be prioritised?

Any enrolment application to a Catholic School within the Archdiocese of Canberra and Goulburn, follow the priority levels specified in the Enrolment Policy. Applications received will be prioritised based on this.

For details on the Enrolment Policy, please visit the Catholic Education website <https://cg.catholic.edu.au/parents/enrolment/>

14. Once I submit an application, can I change any details?

No. Once you have submitted you will not be able to make any changes online. If you need to make any changes, please contact the school and they will be able to do the relevant changes.