



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

Registration of Interest for Enrolment



YEARS OF ENTRY:	Junior School	Reception, Year 1, Year 2
	Middle School	Year 6 Year 8

All other year levels where vacancies occur

ENROLMENT POLICY:

The following criteria approved by the Mercedes College Council are a guide to the selection procedure. As Mercedes College is a Catholic school, it is the expectation that all families will be supportive of the ethos and philosophy it upholds. Priority will be given to:

1. Children of families with a child already attending the College
2. Children of Old Scholars
3. Children of Catholic families (those who have attended a regional parish school have some priority)
4. For entry at Year 8, children of denominations other than Catholic, who have attended a regional parish school
5. Children of families of other denominations, where vacancies occur.

It should be noted, that in some cases, the College is unable to accept all students who have completed a Registration of Interest for Enrolment. Completion of this Registration of Interest for Enrolment does not guarantee your child a position within the College.

PROCESS OF ENROLMENT:

1. Registration of Interest for Enrolment should be made on the attached form and returned as soon as possible. A non-refundable Registration Fee of \$33.00 (includes \$3.00 GST) must accompany this form. An official acknowledgement will be forwarded to you.
2. Approximately eighteen (18) months prior to the anticipated date of commencement of the student, an Application for Enrolment will be forwarded to you for completion as positions become available. Most recent academic reports (Years 1 – 12), a Parish Priest or family reference, and a copy of the child's Baptismal Certificate will be requested.
3. On receipt of the Application for Enrolment, an interview with the Principal or Head of School will be scheduled before a position may be offered. Upon an offer being made and accepted, a non-refundable administration fee of \$500.00 is payable for the first child and \$300.00 for subsequent children.
4. In the event that a position is offered by Mercedes College and accepted by you, the terms detailed in the Application for Enrolment will form part of the Contract of Enrolment.

CONDITIONS OF ENROLMENT:

- Students are to participate in school activities when requested and consistently uphold the rules and regulations of the College as outlined in College publications.
- The Principal and Heads of School will exercise appropriate duty of care to ensure the proper functioning of the school and safety of all students. Failure to respond to the reasonable expectations of behaviour, as outlined in the Personal Responsibility Policy, may result in appropriate disciplinary measures being taken.
- Parents/Guardians/Care Givers who enrol their children at Mercedes College have a responsibility to meet the financial obligations associated with the education of their child at the College.
- Please take note of the College Collection Notice which is included as part of the Prospectus package and the Privacy Policy available on our website www.mercedes.catholic.edu.au.

Please retain this page for your information

REGISTRATION OF INTEREST FOR ENROLMENT

Office use only

Sibling

Old Scholar

PARTICULARS OF STUDENT

Family Name _____ Given Names _____

Preferred Name *(if different from Given Name)* _____ Gender _____ Date of Birth _____ Present Age _____

Address _____ Postcode _____

Telephone (h) _____ Religion _____ Parish _____

Year of Entry 20 _____ Year Level _____ Current or intended School/Pre School _____ Present Year Level _____

Siblings currently at Mercedes College Name _____ Year Level _____

Name _____ Year Level _____

Siblings on Waiting List (including accompanying registrations) Name _____ Year Level _____ Year of Entry _____

Name _____ Year Level _____ Year of Entry _____

Siblings previously at Mercedes College Name(s) _____

Sacraments Received: Date Parish

Baptism _____

Communion _____

Confirmation _____

PARTICULARS OF PARENTS

Father

Title _____ (Mr, Dr, etc)

Family Name _____

Given Names _____

Preferred Name _____

Address _____

Postcode _____

Telephone (h) _____ (w) _____

(Mobile) _____

Email _____

Occupation _____

Business Name & Address _____

Religious Denomination _____

Mercedes College Old Scholar Yes No

Years Attended _____ to _____

House at Mercedes College _____

Signature of Father _____

Date _____

Mother

Title _____ (Mrs, Ms, Miss, Dr, etc)

Family Name _____

Maiden Name _____

Given Names _____

Preferred Name _____

Address _____

Postcode _____

Telephone (h) _____ (w) _____

(Mobile) _____

Email _____

Occupation _____

Business Name & Address _____

Religious Denomination _____

Mercedes College Old Scholar Yes No

Years Attended _____ to _____

House at Mercedes College _____

Signature of Mother _____

Date _____

Thank you for choosing to register your child for Enrolment at Mercedes College. Please take a moment to complete the following Marketing Survey

How did you become aware of Mercedes College? *(please tick one or more options as applicable)*

Website Advertising ie Messenger The Advertiser SA Life Southern Cross Other *(please circle appropriate publication)*

Family with children currently enrolled or intended Registration at the College Other _____

Please debit my Mastercard Visa

Card No _____ Expiry Date _____

Name of Cardholder _____ Amount _____

Signature of Cardholder _____

Office Use Only

	Date	Receipt No / Signature
Registration Fee received		
Acknowledgement sent		



MERCEDES COLLEGE

Mercedes College is a co-educational, Reception to Year 12 Catholic school in the Mercy tradition, providing a caring and supportive learning environment.

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