Registration of Interest for Enrolment
YEARS OF ENTRY:  
- Junior School: Reception
- 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 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 Privacy Policy which is included as part of the Prospectus package.

Please retain this page for your information
REGISTRATION OF INTEREST FOR ENROLMENT

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 __________ 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 □
### Office Use Only

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<th>Service</th>
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<td>Acknowledgement sent</td>
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Please debit my [ ] Mastercard [ ] Visa

Card No ___________________________ Expiry Date ________

Name of Cardholder ___________________________ Amount ________

Signature of Cardholder ___________________________