Registration of Interest for Enrolment
Years of Entry:

There are three main years of entry to Mercedes College: Reception, Year 6 and Year 8 with limited vacancies in the Junior School (Years 1, 2 and 3) and in the Senior School (Years 10, 11 and 12).

Where vacancies occur at non entry year levels, positions will be offered to families with children on the registration list according to our Enrolment Policy Criteria.

For immediate enrolments please contact the Registrar to discuss your requirements.

Enrolment Policy:

The following criteria approved by the Mercedes College Council is 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. The Registration of Interest for Enrolment should be completed and returned to the College with a non-refundable Registration Fee of $33 (incl GST). An official acknowledgement will be forwarded to you to confirm receipt.
2. Upon lodgement of the completed Registration of Interest the child's name will be placed on a Wait List for the year of entry.
3. Approximately two years to eighteen (18) months prior to the anticipated date of commencement of the student, an Application for Enrolment will be forwarded to you for completion a position becomes available. A copy of the following documents will be requested: the most recent academic reports (Years 1 – 12), any relevant assessments, a Parish Priest or family reference, and the child's Birth Certificate.
4. On receipt of the Application for Enrolment, and other documents as requested, a position may be offered. The written Offer of Position will request that the Acceptance of Enrolment be signed and returned to us along with a Confirmation Fee of $1000.00 for the first child in the family and $800.00 for subsequent children. $500.00 of this Confirmation Fee will be credited to your first fee account with the balance of the Confirmation Fee being a non-refundable administration charge. Should the child's enrolment be cancelled prior to commencement the full Confirmation Fee payment is non-refundable.
5. An interview with the Principal or Head of School will then be scheduled for your family, as an introduction to the College.

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/Caregivers who enrol their children at Mercedes College have a responsibility to meet the financial obligations associated with the education of their child/children 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.

Contact Details

Rita Micale
Mercedes College Registrar
8372 3252 | rmicale@mercedes.catholic.edu.au

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 ______

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:

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 ☐ Word of Mouth ☐ Old Scholar ☐ Other ___________________________

Family with children currently enrolled or intended Registration at the College ☐
Please debit my □ Mastercard □ Visa
Card No __________________________________________ Expiry Date __________
Name of Cardholder ___________________________________ Amount __________
Signature of Cardholder __________________________________

Office Use Only

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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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