



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

Registration of Interest for Enrolment



CIS WE ARE AN ACCREDITED SCHOOL

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

Office use only	
Sibling	
Old Scholar	

Name

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: 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 _____

Entered

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

	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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