



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

1.01 Enrolment Policy

Name	Enrolment Policy
Policy No.	3.18
Approved by Council	
Reviewed	2014
Next Review	2017

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 Mercedes 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 Registration of Interest for Enrolment 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 note the College Privacy Policy which is included in the Prospectus package.

