



# MCC Enrolment Enquiry Form

Please use block letters in completing this form

## PARENT DETAILS

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Primary Language of Parents: \_\_\_\_\_ of Children: \_\_\_\_\_

Christian Church Affiliation: \_\_\_\_\_ OR Other Religious Affiliation: \_\_\_\_\_

Church Name (if applicable): \_\_\_\_\_

## CHILDREN DETAILS

Country of Birth:

Australia  Aboriginal or Torres Strait Islander

Other, please specify: \_\_\_\_\_ Visa Sub Class Number: \_\_\_\_\_

Current School: \_\_\_\_\_

Child's Name	Gender	Date of Birth	MCC Entry Year Level	Commencement Year
<i>e.g</i> John Smith	Male	1/4/2014	prep	2019
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____

Reason for your interest in Melton Christian College:

\_\_\_\_\_  
\_\_\_\_\_

How did you hear about Melton Christian College:

Family  Friend  Website  Other, please specify \_\_\_\_\_

## **Application for Enrolment: The Process**

- Step 1: Completed Enrolment Enquiry Form is submitted to the College office.
- Step 2: All enquiries are carefully considered by the Principal and their team.
- Step 3: Selected submissions are then invited to make a formal Application for Enrolment.
- Step 4: Those applying for enrolment must read the College Handbook, which is published on the College website. They should then enquire directly with administration staff regarding any matter on which they are uncertain.
- Step 5: The formal Application for Enrolment, other relevant forms, children's current reports, and the non-refundable application fee are then submitted to the College office.
- Step 6: Receipt of Application for Enrolment will be acknowledged in writing by the College Registrar.
- Step 7: An enrolment interview with the Principal or Head of School is then scheduled, parents and prospective students attend. The outcome of the enrolment interview will determine whether a place in the College will be offered. Availability of places is a determining factor therefore, some applicants may be allocated to a waiting list.
- Step 8: Notification regarding the outcome of the enrolment interview will be provided in writing; where places are available successful applicants will receive a Letter of Acceptance.
- Step 9: The Acceptance Form is then completed, signed and returned to the College office with a \$500 deposit, within 14 days. It should be understood that this is a contractual agreement.
- Step 10: All newly enrolled students are accepted on a one term probationary basis.

## **What the College expects of Parents of enrolled children:**

By accepting a place for their children College parents agree to pay the school fees in a timely way following their selected fee-payment option. They also agree to abide by, support and endorse our shared-values:

- **Christ-centeredness**
- **Community**
- **Excellence**
- **Passion for Teaching and Learning**
- **Respect**

## **What the College expects of enrolled students:**

By accepting a place in the College, and wearing the College uniform students agree to abide by, support and endorse our shared-values. These shared values are set out above.

PLEASE NOTE: MCC Enrolment Enquiry Forms are valid for 6 months from the date submitted. If you have not been contacted by the College in that time you may re-submit the following year.