

# GUIDE TO ENROLMENT

Thank you for your interest in Mater Christi College.



MaterChristi

Excellence in all-girls education

## Beginning the Journey

### Enrolment Enquiry and College Tour

- For **Year 7 Placement**, we suggest families commence the inquiry stage by **Year 4**.
- Our Registrar is available to guide parents/carers with all inquiries.
- Register online for a **College Tour** in Term 1, 2, or 3 (bookings open in December for the following year and fill quickly).
- Contact the Registrar to discuss **Personal Tours** for interest in **other Year Levels**.
- Download our **College Prospectus** and explore our website.

## Application Period

- Applications for Year 7 placement are welcome at any time.
- Applications for Year 7 submitted **after 31 July of Year 5** are considered late and will be **waitlisted** and only considered if places become available.
- Due to **high demand and limited places**, we strongly encourage **Year 7** applications by **Term 1 of Year 5**.
- Applications for **other year levels** are waitlisted and considered when places become available.

## STEPS for Applying for Placement

### STEP 1 APPLICATION

#### Includes \$120 non refundable application fee

- Complete the **online application** via our website and pay \$120 fee.
- Submitting an application **does not** guarantee an offer of enrolment.
- Review our **Enrolment Policy** for detailed information.

### STEP 2 ENROLMENT INTERVIEW

#### An Interview is a requirement for student and parents/carers

- **Interview** bookings offered in **Term 1, 2 and 3 of Year 5**, for Year 7 placement.
- A booking link will be emailed to students not waitlisted.
- Failure to book or attend is an indication that placement is no longer desired.
- Decisions are made in accordance with our Enrolment Policy.

### STEP 3 LETTER OF OFFER

#### Emailed directly to parents/carers

- Successful applicants receive a digital **Letter of Offer**.
- The Letter of Offers **expires** after **fourteen (14)** days.
- Letters are issued from **September of Year 5** and continue throughout **Year 6**.
- Applicants remain on the **waitlist** until a position becomes available.

### STEP 4 ACCEPTANCE OF OFFER

#### \$400 non refundable enrolment administration fee

- All parties must sign the digital **Acceptance of Offer** within the fourteen (14) day offer period and pay the \$400 fee.
- This agreement becomes **contractual** once signed.

### STEP 5 STUDENT TRANSITION PROGRAM

#### Information provided in the year prior to commencement

- A Transition Questionnaire is emailed to the current school.
- Families receive communications and invitations by email.
- Transition activities in Term 4 of Year 6 include:
  - Information Evening for families
  - AGAT testing
  - Orientation Day
- Additional forms will be emailed with completion deadlines.
- It is important to provide accurate and updated information throughout the enrolment period.
- The College reserves the right to cancel the offer of enrolment for false or misleading information provided.

### STEP 6 COMMENCEMENT

Your child begins their educational journey at Mater Christi College.

FOR FURTHER INFORMATION, PLEASE CONTACT THE REGISTRAR ON 9757 0810.