MAZENOD
COLLEGE

# Enrolment Procedures

1. An official application for enrolment form should be completed online and lodged with the College by the due date.
   **Please note enrolments for Year 7 2028 are now closed.**
2. A copy of the Baptism Certificate should be provided with applications from Catholic children.
3. Applicants are to pay a $50 non-refundable application fee upon submitting their application to the college. The purpose of this fee is to cover the administrative costs associated with processing the application. It is important to note that this fee is non-refundable, meaning that it will not be returned to the applicant regardless of the outcome of their application. Payment of this fee is necessary upon the completion of all enrolment applications.
4. Applications for Enrolment are processed according to the criteria determined by Melbourne Archdiocese Catholic Schools.
5. All applicants will be emailed informing them of the outcome of their application.
6. If an application for enrolment is not successful, this application may be placed on a Waiting List.

# Conditions

1. Enrolment at the college is contingent upon the Principal's satisfaction regarding whether the applicant meets the college's requirements for admission.
2. A condition of entry to the College is that parents/guardians agree to abide by the regulations and policies of the College. Parents/guardians are required to actively support the Catholic ethos of the College. This applies especially to the compulsory Religious Education program from Year 7 to Year 12.
3. The Principal reserves the right to dismiss or suspend any student from the College according to the provisions of the College Behaviour Management Policies.

4. Fees, levies and charges (as set out in the current Business Statement Fees & Charges) are subject to alteration by the College.
5. By paying an enrolment fee of $350 by the specified due date mentioned in the letter of offer, the student's place at the college is reserved, effectively confirming their acceptance of the enrolment offer. This fee acts as a tangible commitment to attending the college, ensuring that the student's spot is held for them.
6. College accounts are sent out at the beginning of the year in late January / early February and paid in full within one month unless family elect to pay the Account by instalments.
7. The College would appreciate any student withdrawing from the College to notify the Mazenod College Admissions Manager ONE TERM prior to the anticipated finish date. Failure to provide four (4) weeks' notice prior to the anticipated finish date will incur a $900 administration fee.

## Enrolment Procedure Download