Student Enrolment Procedure

Step 1 – Enquire
Read the College Handbook carefully. Enquiries regarding availability of places should be directed to the Admissions Registrar, Mrs Linda Hutchison, via email: enrol@wcc.vic.edu.au or on 9871 8604.

Step 2 – Apply
Submit the application form, which must be signed by the parent(s)/guardian(s), with the following attached to the application form:

- Pastoral Letter of Recommendation from a leader in the family’s church confirming that at least one parent is a practising Christian and that the parent(s) and children attend church on a regular basis
- Photocopy of the student’s Birth Certificate
- Evidence of Permanent Residency (unless either parent was born in Australia) e.g. passport and visa, or Australian Citizenship document
- Photocopy of the student’s most recent school report (if applicable)

A separate application form needs to be completed for each child in the family.

Step 3 – Offer of an Interview
If the College is likely to be able to offer the required place, the Admissions Registrar will telephone to arrange an interview with the Principal or another senior member of staff, parent(s)/guardian(s) and the student(s). This includes a guided tour of the College.

Step 4 – Offer of a Place
Following the interview, the College will notify the parent(s)/guardian(s) by a Letter of Offer, or otherwise, of the student’s admission into the College. This is accompanied by an Acceptance of Enrolment form to be signed by the parent(s)/guardian(s) and returned to the College with the non-refundable Enrolment Fee to confirm the child’s place in the College.

Acceptance of Enrolment Fee (payable only when a place has been offered):

1st child in the family $100
2nd child in the family $80
3rd child in the family $70
4th and subsequent children $50

Waiting List
If the College cannot offer a required place, the parents are advised by mail and the student’s name is placed on the Waiting List.

Students are placed on the Waiting List according to the date on which the completed application is received. Their name stays on the list until a place is found for them, or until we are advised by the parents that a place is no longer required.

If the required place becomes available during the school year, it is offered to the parents and, if accepted, an interview with the Principal is arranged. The student is then invited to enter the College as soon as is practicable.

Families with children already attending the College receive priority on the Waiting List.