Student Enrolment Procedure for the Narre Warren South campus

Step 1 – Enquire
Read the College Handbook carefully. Enquiries regarding availability of places should be directed to the Admissions Officer (Narre Warren South campus), Mrs Elizabeth Arcangel, via email to enrolnws@wcc.vic.edu.au or by calling 8765 7725.

Step 2 – Apply
Submit the application form, which must be signed by both parents/guardians (unless only one person is legally responsible), 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 College will telephone to arrange an interview with senior members 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 email 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 Waiting 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, it is offered to the parents and, if accepted, an interview with the appropriate senior member of staff is arranged. The student is then invited to enter the College.

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