

# ST MARY'S COPTIC ORTHODOX COLLEGE

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Director: Fr Tadros Sharobeam

## ENROLMENT APPLICATION

**VSN Details**

VSN NO:

UNKNOWN

NEW

**School Student No**



***Please read the Enrolment Procedure  
and fill in the required information.  
When completed, please return this form to the school office  
or mail to the address shown above together with  
copies of all requested documents.  
Thank You***

# ENROLMENT PROCEDURE

Thank you for your interest in applying for enrolment at St. Mary's Coptic Orthodox College. Listed below is information on enrolment, please read this carefully to ensure all requirements are met.

## Day of Enrolment:

**Primary** enrolments are processed on a **Friday afternoon of each week, between the hours of 1.30pm and 2.30pm**. Enrolments will not be taken at any other time.

**Secondary school enrolments are by appointment only with the Year Level Co-Ordinator.**

To enrol you must bring the following with you:

- A completed enrolment form.
- Copy of your child's birth certificate.
- Copy of your child's Baptism certificate.
- The reference from your local priest – see Page 4
- Copy of your child's most recent school report (if enrolling in classes, other than prep).
- Immunization certificate from your local council (primary students only).
- Copy of your passport showing date of entry into Australia & type of Visa.

Applications for enrolment for the following year close on **1<sup>st</sup> September** each year. Parents will be notified in writing after this date as to whether your child has been accepted for the following year.

## Enrolment Deposit:

A non refundable administration fee of \$100 per child is payable on acceptance of place. This fee is separate from school fees.

## Entry Exams:

All students who are applying for enrolment from **Grade 3 upwards** must sit an entrance exam. Please allow approximately one hour for your child to sit the exam.

**Primary school** entrance exams will only take place on Friday afternoons, between the hours of 1.30pm and 2.30pm.

**Secondary school** entrance exams are by appointment only.

## Prep Enrolment:

All children who are being enrolled for prep must turn 5 by 30<sup>th</sup> April of their prep year.

**Children who turn 5 after 30<sup>th</sup> April will not be accepted.**

**No assessment or testing will be undertaken with children who are younger than the specified cut off date.**

Letters for early entry into Kindergarten will not be given.

All prep enrolments must also follow the enrolment requirements as set out above.

Parents will be notified by mail whether their child has been accepted for enrolment.

**The school reserves the right to refuse enrolment to any student.**

**Enrolments for the following year close September 1<sup>st</sup>.**

**All applicants for the following year will be notified in writing after this date.**

If you have any queries, please contact the school office Tel: 9302 2788.

# ADMISSION FORM

(PLEASE USE BLOCK LETTERS)

Surname:  First Name:

Address:

Suburb:  Post Code:

Date of Birth: (dd/mm/yyyy)  /  /  Male  Female

Country of Birth Child:  Father:  Mother:

Religion:  Church / Parish regularly attended:

Father's name:  Mother's Name:

Phone: Home no:  Father's work no.:  Mother's work no.:

Mobile: Father  Mother  Email: Father/mother

Languages spoken at home:

School/Kindergarten last attended:  Year/Level:

What Year Level are you applying to enter:

Are there any brothers or sisters also applying to enter St. Mary's College Yes  No

If so, please provide name/s and year level/s:

Are there any brothers or sisters currently attending St. Mary's College? Yes  No

If so, please provide name/s and year level/s:

Does your Child have a medical condition that requires ongoing medical treatment?

Yes  No

If Yes give specific details

Do you require your Child/Children to use the School Bus. Yes  No   
( there is a separate charge for this service)

Acceptance of school rules and policies:

Admission and re-enrolment at St. Mary's Coptic Orthodox College is conditional upon parents and students signing this form. A signature represents an agreement to abide by all school rules and policies. These documents are available from the school and should be read carefully and understood.

- Signature of Parent / Guardian
- Signature of Student
- Date: (dd/mm/yyyy)

**PLEASE HAVE THE NEXT SECTION FILLED OUT  
AND SIGNED BY YOUR PARISH PRIEST**

<b>Parish Priest Reference</b>	
I, <input type="text"/>	Parish Priest
of <input type="text"/>	
Located at <input type="text"/>	
Have known the applicant for the last <input type="text"/>	years
The applicant and his family are members of the <input type="text"/>	Church congregation.
He/She is baptized in accordance to <input type="text"/>	.Rites.
I recommend the applicant to be enrolled at St Mary's Coptic Orthodox College	
Parish Priest Signature <input type="text"/>	
Date (dd/mm/yyyy) <input type="text" value="/ /"/>	