



Monte Sant' Angelo Mercy College

From the Registrar

128 Miller Street, North Sydney, NSW 2060

P.O. Box 1064, North Sydney, NSW 2059

Dear Parents,

Application for Enrolment into Year 7

Thank you for your enquiry with regard to the enrolment of your daughter at Monte Sant' Angelo Mercy College.

The Year 7 entry online enrolment application form can be completed on the College website admissions page at <http://www.monte.nsw.edu.au/admissions/how-enrol/>.

In order to complete the online application form you will need:

- A copy of your daughter's Birth Certificate.
- A copy of your daughter's Baptism Certificate, if she has been baptised Catholic).
- A copy of a written reference pertaining to the family. *The family reference can be obtained from the Parish Priest, a close friend, a work colleague of long standing, or a family member. The reference should make mention of the parents' morals and values and their desire to educate their daughter/s in a Catholic environment.
- A non-refundable Enrolment Application Fee of \$250 payable by credit card.
- A copy of Family Court Orders and/ or custody orders and/ or parenting plans (if applicable).
- A copy of the student's citizenship/ residency documents: if your daughter was born overseas OR if both parents were born overseas OR a copy of the Visa Grant Notice if this applies.

Please note, the application form must be signed by BOTH PARENTS, or in the case of a single parent family, by the person responsible for the payment of fees.

On receipt of the online application form and the above documents, your daughter's name will be placed on the wait list for her year of entry.

If there is a vacancy in your daughter's year of entry and your daughter has been baptised Catholic, she will be offered a place on a confirmed class list. If you accept this offer by the deadline advised, you will secure a place at Monte for your daughter. When an enrolment offer is made, you will have one month in which to accept the offer and pay the non-refundable Acceptance Fee of \$500 online. There will be no further payment required until two years prior to your daughter's commencement at Monte. At this time, the non-refundable Confirmation of Enrolment Fee (currently \$2,200) will be required.

If your daughter is not a baptised Catholic, her name will be placed on the wait list until we begin the final enrolment process two years prior to her entering Year 7. At this time, she may be offered a place. For more details please read our **Enrolment Policy** that is available upon request.

Monte Sant' Angelo Mercy College offers scholarships for students commencing in Year 7. Scholarships cover part tuition fees for Years 7 to 12 and prospective students can apply for a scholarship in Term 4 of Year 5 for commencement in Year 7. Scholarship information is available on the Monte website www.monte.nsw.edu.au

Monte's Open Day is held in Term 1 each year and College tours are conducted in 2nd, 3rd and 4th Terms. Please refer to our website for tour bookings and information about Open Day.

Please do not hesitate to contact me on 9409 6245 or via email at registrar@monte.nsw.edu.au if I can be of further assistance.

Yours sincerely,

Louise Stephenson
Registrar