



Dear Parents,

### Application for Enrolment

*From the Registrar*

Thank you for your enquiry with regard to the enrolment of your daughter at Monte Sant' Angelo Mercy College. Please find enclosed a Prospectus that includes an enrolment application form, a payment methods form and additional information about the College. As places at Monte are offered in chronological order, early enrolment is recommended. The application form should be completed and returned as soon as possible together with:

- The non-refundable **application fee of \$220 per student** (includes GST)
  - A copy of your daughter's Baptism Certificate
  - 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.

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 application form and the above documents, your daughter's name will be placed on the waiting 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 approximately one month in which to accept this offer by paying the non-refundable Acceptance Fee of \$500 and returning a signed acceptance form. 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 waiting 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 located on our website.

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](http://www.monte.nsw.edu.au)

Monte's Open Day is held in Term 1 each year and College tours are conducted in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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](mailto:registrar@monte.nsw.edu.au) if I can be of further assistance.

Yours sincerely,

Louise Stephenson  
**Registrar**