INTRODUCTION
This guide has been developed to inform all prospective families of the Enrolment Policy and procedures at Marist-Sion College.

COLLEGE POLICY
The College Policy indicates that:

Access to this school for Year 7 shall be according to the following priority when offers are made in July of the preceding year.

1. Catholic students who attend Parish Primary Schools;

2. Catholic students who attend other schools;

3. Students of other faith backgrounds who already have one or more siblings at the College;

4. Students of other faith backgrounds who are attending Parish Primary Schools;

5. Students of other faith backgrounds not enrolled in Parish Primary Schools;

Offers will be made to applicants in accordance with the policy until the enrolment cap is reached. If the number of applications exceeds the available numbers of enrolments, then a waiting list will be developed. For Catholic families, Baptismal certificates are required and families from non-Catholic primary schools are to provide report details for their child.

COLLEGE ETHOS
It is important for prospective families to appreciate the principles and values we hold at the College.

You will find information in the enclosed Prospectus which details the mission and faith development objectives of Marist-Sion.

Some important points to note are:

- Marist-Sion places priority on supporting the faith development of your child through adolescence and into early adulthood;

- The Pastoral Care programme at the College ensures that every student is very much valued as an individual;

- The College encourages each individual to develop their God-given talents and to aspire to personal excellence;

- We have a varied and challenging curriculum with a caring and dedicated staff.
ENROLMENT PROCEDURES
The following procedure has been established for the Year 7, 2016 Enrolment process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Prospective families can obtain Enrolment Application Packages from the College. <em>(Catholic Primary Schools Packages are sent to families.)</em></td>
<td>February 27, 2015</td>
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<tr>
<td>2016 Year 7 Information Event to be held in College from 4.15pm for Registration and tours.</td>
<td>March 4, 2015</td>
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<tr>
<td>Applications for Year 7, 2016 Enrolments Open</td>
<td>March 5, 2015</td>
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<tr>
<td>Prospective Families complete Enrolment Application <em>(Green)</em> and submit to College. <em>A $100.00 enrolment administration fee must accompany the application form.</em></td>
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<td>Enrolment Applications close</td>
<td>March 25, 2015</td>
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<td>Enrolment offers are made in writing to applicant families in accordance with Policy. If applications exceed available positions, then families not provided with an offer will be informed of waiting list status. A waiting list will be maintained and parents will be contacted if a position becomes available.</td>
<td>By April 20, 2015</td>
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<td>Families with an enrolment offer are required to submit all forms as an acceptance of offer and also the deposit of $600.00 which will be offset against the first term fees in 2016. In cases of financial hardship, this fee may be changed or waived, so please contact the office for clarification.</td>
<td>By May 18, 2015</td>
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<td>New families to the College will be invited to attend an interview with a member of the Leadership Team.</td>
<td>By September 30, 2015</td>
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<td>Information relating to Year 7 2016 school year is posted to enrolling families.</td>
<td>By November 9, 2015</td>
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Please note that the College is open to any enquiries, inspections of the College facilities, interviews with staff or general assistance. Please contact the Principal’s Secretary, Mrs Kaye Hanley at the College on (03)5623 5944 or enrolments@mscw.vic.edu.au

Details in respect of fees, uniform and transport options will be forwarded in Term 4 to those families who are offered a position. However, some general details regarding these matters are enclosed for your information.

We trust the enclosed details will be of assistance in considering Marist-Sion as the College for your son or daughter.