

APPLICATION FOR ENROLMENT PROCESS

1. An Application for Enrolment form is to be completed for each child in the family. It is necessary to include all information and reports as requested. Applications where significant reports and assessments are included/involved usually take longer to process.
2. This is to be returned to the College Registrar with a copy of your child's:
 - Birth certificate
 - Latest school report
 - Year 3, 5, 7 & 9 benchmark test results (where applicable)
 - Court Orders (where applicable)

Please include any other necessary documents or reports along with the enrolment fee of \$55 per family and the signed Confession of Faith Synopsis.

Note: The enrolment process cannot proceed until all required documents are received.

WHAT WILL HAPPEN NEXT?

1. Your application will be acknowledged by telephone or letter.
2. Further information may be sought, if required, or if the application is incomplete. If your child requires additional support (eg learning support), then further information may be requested. In this case the application process may involve an interview with our Learning Support Team.
3. We will invite you, along with your child/ren to attend an Interview.
4. Interviews will be conducted by the Principal or their delegate. An interview does not mean that a place will be offered. Children from new and existing CCC families are required to attend an interview and do an assessment.
5. If a place is not available, your child's name will be held on the waiting list unless you notify us otherwise.
6. If your application for enrolment is unsuccessful, you will be notified with a telephone call from the Principal or delegate.
7. Offers of places will be forwarded by post as soon after the interview as practicable.
8. Acceptance of the offer is confirmed by signing an Enrolment Contract with the College that sets out the conditions and expectations of the parties.
A Student Agreement is also signed by Secondary Students.

