

Enrolment Process

Below is our simple 7-step process for how to enrol your child at Mernda Hills Christian College. The application process is contactless, with an online form through which you can submit scanned or photographed copies of the required documents, and the enrolment acceptance paperwork is sent to you digitally.

1. Tour	Tours and Public Information Nights are a great way to learn about our college and to see it in action! Tours run regularly during school hours, and are the ideal way to see school in action. Public Information Nights run once a term in the evening and provide more detailed information about our programs. They also include a tour.
2. Apply	Complete an online enrolment application, including the required documents. A \$200 non-refundable application fee completes this process.
3. Wait	You will receive confirmation of receipt of your application and further advice depending on your situation: whether it is time to proceed to interview for you and your child, or if the application will be put on file until the appropriate time, in which case we will also notify you of when to expect to hear from us.
4. Interview	<p>Depending on the year of entry, your child's placement on the waitlist and availability of a place, you will be contacted to arrange an interview with yourself and your child. If it has been some time since completing the application form, you will be asked to again provide the two most recent reports, NAPLAN results or any other relevant reports.</p> <p>Please note that for Year 7 entry we do not interview students below Year 5 and for Prep, we interview in the year before school entry.</p> <p><i>Note: all students applying for Foundation attend a readiness day to assess their social and emotional readiness to start school. Students applying for Years 4-10 will sit the Acer General Ability Test - (AGAT). This helps to gauge student strengths and areas for growth and does not affect their chance of acceptance.</i></p>
5. Offer	All enrolment forms, reports and testing/readiness information are submitted to the Enrolment Committee. Following this, the school may offer a place to your child. At this stage we will ask for your acceptance of confirmation, the return of completed paperwork, and payment of \$1000 commitment fee per child, which is due within 2 weeks of the offer being made. This will be credited against fees for the second term following commencement.
6. Confirm	Once your paperwork has been returned, and the fee has been received, our enrolment team will let you know that your child's enrolment has been confirmed. Congratulations!
7. Welcome	We will send details of everything you need to know about joining our college community with plenty of time before your child begins at Mernda Hills Christian College. You will also be placed on our email list so you can receive the school's newsletter and stay up to date with what is happening at Mernda Hills.

Throughout the entire process our Enrolment team is here to help, so please do not hesitate to contact the enrolment officer at any time if you have any questions or concerns.