



We welcome all enrolment enquiries for Kindergarten through to Year 12 at Carey Baptist College.

Our Enrolments Officer would love the opportunity to meet with you in person to provide you with a College Information Pack and information on how you can apply to join our waitlist.

Families are encouraged to attend one of our tour events throughout the year. If you are unable to attend one of these events, please enquire with our Enrolments Officer about alternate dates.

## Step 1: Apply Online

We encourage families to complete the Application Form early to increase the likelihood of securing a place at the College. Complete the secure Online Application Form. You will receive an automatic reply from the College confirming receipt of your application and your children will have successfully joined our waitlist. A \$50 non-refundable fee is charged.

Students that are on the campus waitlist will automatically roll to the following years waitlist until either the College is able to place the student or you request that the waitlist application is withdrawn.

## Step 2: Interview

Once a position becomes available for an interview, our Enrolments Officer will contact you to request important documents. We contact families from our waitlist based on their original date of application, with siblings of existing students having priority. If there is the possibility that a place may become available in the near future, a waitlist interview may be offered.

For our Kindergarten intake, we start contacting families 18 months prior to the year in which the student will commence Kindergarten. Interviews take place when the student has turned three years old.

For our Year 7 intake, we start contacting families when the student is in Year 5.

If you have not yet heard from us for an interview, this generally means that we are not able to offer an interview at this point in time. We do welcome families to enquire with us from time to time to see how they are progressing on the waitlist.

## Step 3: Offer

Following a successful interview with the Principal, an offer of an enrolment place is made. Families have the timeframe advised within the letter of offer to accept the place.

## Step 4: Confirmed Enrolment

Enrolment at Carey Baptist College is confirmed once all completed enrolments forms and a non-refundable confirmation fee has been returned to the College.

The amount of the Confirmation Fee is \$500 for the first child and \$250 for the second child attending concurrently. There is no Confirmation Fee payable for third and subsequent children attending the College. The Confirmation Fee is not offset against your tuition account.

*Please note that a credit reference check may be required prior to entering the College. All school fees are paid by direct debit at Carey Baptist College. Read more via the College Fee Schedule.*