



OUR LADY OF MT CARMEL MULLEWA

ENROLMENT PROCEDURES

ENROLMENT DOCUMENTATION REQUIRED

All documentation available in hard copy form at the school office or can be emailed if requested.

Mandatory Documents

- Child's Birth Certificate
- Child's Australian Immunisation Register (AIR) Status Report

Not Born in Australia

Any child, parent or carer not born in Australia must provide a copy of their passport or Australian Citizenship Certificate

Not an Australian Citizen

Any child, parent or carer who is not an Australian citizen must also provide a copy of their visa

Catholic Families

Where applicable, provide Baptism, Reconciliation, First Communion or Confirmation certificates, and Parish Reference

Where Applicable

- Concession Card
- Custodial order
- Two latest school reports

ENROLMENT PROCESS AND SCHOOL FEES

ENROLMENT PRIORITIES

1. Catholic students from the parish with a Parish Priest reference.
2. Catholic students from outside the parish with a Parish Priest reference.
3. Other Catholic students.
4. Siblings of non-Catholic students.
5. Non-Catholic students from other Christian denominations.
6. Other non-Catholic students.

A principal may seek the written consent of the Executive Director for a variation to the enrolment priorities to meet particular circumstances.

If a parent(s) or guardian(s) has knowingly withheld material information relevant to the enrolment application process then the principal reserves the right to refuse or terminate enrolment on that ground.

Enrolment Application

- Complete enrolment application form and provide relevant documents

ENROLMENT PRIORITIES

A principal must accept all application forms for enrolment.

To process an application CEWA schools will need to request a copy of the candidate's

- Baptism certificate;
- immunisation statement issued by the Australian Immunisation Register.

Schools must inform parents of the provision of the concession card scheme which provides automatic discount relief.

The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

Before an offer of a place is made, prospective students and their parent(s) or guardian(s) must be interviewed by the principal or a member of the school leadership team.

Enrolments must comply with government entry age requirements.

Enrolments must comply with West Australian Government immunisation requirements.

Enrolment may take place at any year level, K–6. A parent of a child eligible for kindergarten may, in consultation with the principal, defer the taking up of an offer of enrolment into the school until the commencement of pre-primary.

Enrolment Procedure (compliance with Disability Standards in Education 2005):

- The Application for Enrolment Form should be free of disability details.
- The Application for Enrolment Form should be free of financial details and employment status.
- If the parent is offered an interview, then a Student Information form will be completed during the interview and submitted along with other supporting documentation.
- The Student Information Form detailing any of the child's additional needs may be discussed at the interview.
- The identification of additional support needs will not affect the enrolment decision; however a full discussion is encouraged to enhance the school's ability to plan and support their child.

- A decision is made by the principal regarding enrolment.

The family must be informed of the enrolment decision and the reasons for the decision should an enrolment not be offered by the school.

SCHOOL FEES

FEES, CHARGES AND COLLECTION PROCEDURE

Fee Acknowledgment

Parents and/or guardians acknowledge and accept the school's fee collection procedures as part of the enrolment application agreement. Caregivers who lodge the enrolment application share responsibility for full payment of school fees.

Family Discounts

- Second sibling at the school: 20% discount on tuition fees
- Third sibling at the school: 40% discount on tuition fees
- Fourth and subsequent siblings at the school: 100% discount on tuition fees

Please note: Sibling discounts do not apply to Pre-Kindy session pricing.

Additional Charges

A building levy is charged per family. Additional charges may also apply, such as amenities, technology, camps and other year-specific items.

Financial Assistance

A discount on fees is available for eligible Concession Card holders. If you are experiencing financial hardship, we encourage you to make an appointment with the school to discuss the support options available. Please contact our Finance Officer for further information.

Payment Options and Methods

Each year, families are required to elect one of the following payment plans. All accounts must be finalised by the end of Term 3.

- Option 1: One instalment
- Option 2: Three instalments
- Option 3: Fortnightly instalments

Payments can be made by direct debit, BPAY, or debit/credit card via EFTPOS.

Withdrawal of Students

A full term's notice is required for withdrawal. Failure to provide the required notice will result in a charge equivalent to one term's fees.

Late Payments and Fee Collection

The school actively follows up on all overdue accounts. We may engage a debt collection agency or solicitor to recover outstanding fees and any associated costs.

Contact Us

For any questions about school fees, payment options, or concessions, please contact our Finance Officer at finance@olmc.wa.edu.au