Enrolment Checklist

To register your **expression of interest** to enrol your child at Mackay Christian College you will need to submit the following documents to the College Enrolment Officer:

- **Enrolment Contract** - for each child (12 pages completed & signed)
- **Direct Debit Request Form** - for payment of College School Fees
- **Birth Certificate** - A copy of each child’s birth certificate
- **Visa Details** - A copy of each child’s visa, permanent residency or Australian Citizenship (when born outside Australia)
- **Parenting Plan / Court Orders** - A copy of all Court Orders or other legal issues pertaining to the child must be supplied (if applicable)
- **Current School Report** - A copy of each child’s most recent school report (Prep to Year 12). A letter of recommendation from a Child Care Centre or Kindergarten may be used for Prep entry.
- **Learning Support** - If your child currently receives Learning Support, a copy of any Learning Support documents available
- **Network User Agreement Form** - for Internet use (one for each child in Prep to Year 12) signed by both the parent and for Year 3 to Year 12 the student
- **Subject Choice Form** - completed and signed by parent (one for each child in Year 7 to 12 only)
- **Creative Academy Application Form** - As an expression of interest in our Instrumental Music Program (one for each child). The Creative Academy will contact you upon enrolment.

**MCC Office can make copies of documents for you**