



St Thomas of Villanova  
Parish School

## 4 STEPS TO ENROLMENT

Enrolment enquiries and applications are welcome at any time.

**Step 1:**            **Submit a Confidential Application for Enrolment Form** and other forms as listed on the Parent Checklist ie Birth Certificate and Baptismal Certificate if applicable for each child.

For Year 1 -7 Enrolments include a copy of the most recent school report.  
All new Families to St Thomas's Parish School are required to pay a non-refundable Application Fee of \$33.00.

**Step 2:**            **The School responds**

The School will acknowledge receipt of your application and advise you of anything else required to assist in considering the application.

**Step 3:**            **An interview is arranged**

All enrolments to St Thomas's Parish School must have an enrolment interview with the Principal or the Principal's nominee. An Application for Enrolment form must be completed by the parents or the legal guardians and all other forms as required to be submitted prior to the interview.

**Step 4:**            **Accepting a place**

If your application is successful, the Principal will make you a written offer of enrolment.

You complete your acceptance of the offer by completing a **Confirmation of Enrolment Form**.

All new Families will be required to pay \$100.00 Enrolment deposit per child within four weeks of date of acceptance letter. This will ensure that we hold a place for your child/children for the following year. This Enrolment deposit is then deducted from your first term fees.

Enrolments for the next year are normally finalised by September. For any further information contact the Secretary at our school by phone or email, at the contact details below.

*Walk in the light*

63 Constance Street, Mareeba, QLD 4880 Tel: (07) 40921570 Fax: (07) 40922935  
Email: [secretary.mareeba@cns.catholic.edu.au](mailto:secretary.mareeba@cns.catholic.edu.au)  
Web: [www.stthomasmareeba.qld.edu.au](http://www.stthomasmareeba.qld.edu.au)