



HILLCREST CHRISTIAN COLLEGE ENROLMENT GUIDE

OUR COLLEGE COMMUNITIES

Thank you for considering Hillcrest Christian College for your child's education. This document outlines our enrolment process in six simple steps, to guide you through each stage of your child's application for Hillcrest Christian College.

Hillcrest has four smaller communities within our College along with our International students including:

EARLY LEARNING COMMUNITY (PRE-KINDY – KINDY)

To be eligible for Pre-Kindy, your child must turn 3 years of age, before their date of commencement. To be eligible for Kindy, your child must turn 4 by 30 June, within their year of enrolment.

JUNIOR LEARNING COMMUNITY (PREP – YEAR 4)

To be eligible for Prep, your child must turn 5 by 30 June, within the year they start.

Please note: Prep applications close late January, in the year prior to your child starting Prep. If you miss this cut-off date, please speak to the College Registrar regarding second round offers and waiting lists.

This booklet provides families with a guide to the Hillcrest Christian College enrolment process. Please note that applicants are not automatically guaranteed enrolment at Hillcrest upon the completion of these steps, and parents/caregivers will be advised of the outcome of the application, once assessment has been completed.

MIDDLE LEARNING COMMUNITY (YEARS 5 – 8)

Year 5-8 provides a dedicated Middle Learning Community providing the required focus during this critical period when young people experience substantial emotional and physical change.

SENIOR LEARNING COMMUNITY (YEARS 9 – 12)

Year 9 is the first year of our Senior Learning Community. Years 10 – 12 are known as the senior phase of learning, incorporating the final three years focusing on student pathways before graduation.

INTERNATIONAL COMMUNITY (PREP – YEAR 12)

Hillcrest accepts applications for international students from Prep – Year 12. Our Homestay Program is only available to students who are in Year 7 or above. There is a different process for international applicants.



TAKE AN EXECUTIVE COLLEGE TOUR

To gain a real insight into Hillcrest's classroom environment, experience our College culture, and have an opportunity to meet our Executive Head of College, we encourage families to take an Executive College Tour.

Our Executive College Tours occur most Tuesday mornings at 9.00am during term time. Tours take approximately an hour and a half, and provide the perfect opportunity to see our College facilities firsthand and to ask any questions you have about Hillcrest.

If you would like to attend a guided Tour with a member of our Executive Team, bookings are required, so please email registrar@hillcrest.qld.edu.au, or call Hillcrest's Main Reception on 07 5593 4226.



COLLATE YOUR APPLICATION DOCUMENTS

Prior to starting our online application form, you will need to have a number of important documents ready to submit with your application.

Application documents may include:

- A copy of your child's birth certificate
- A copy of your visa or permanent residency documents, and your child's passport (if they do not have an Australian birth certificate)
- A copy of your child's immunisation records (Pre-Kindy and Kindy only)
- Copies of any Law Court Orders, if applicable
- Copies of most recent school reports
- NAPLAN or test results, if applicable
- Other relevant medical or psychological documentation.



SUBMIT AN APPLICATION FORM

An online application form may be submitted up to two years prior to the year you intend to commence at Hillcrest.

To begin the enrolment process, please complete an online application form via our website, and pay the \$75.00 enrolment fee. You will be asked to verify your email address, to be able to log in and out of the form for up to 21 days, until it is completed.

There are three types of application forms which are available at www.hillcrest.qld.edu.au/enrolment, including:

1. Pre-Kindy – Kindy
2. Prep – Year 12
3. International

You must complete a new application form for Prep, even if your child was previously enrolled in the Hillcrest Kindy Program.



WAIT FOR APPLICATION TO BE ASSESSED

Once your completed application form and application fee is received, your application will be reviewed.

You will receive an email confirmation that your Hillcrest application has been successfully submitted. Your application will be reviewed and assessed in accordance with the Hillcrest Christian College enrolment policies and procedures. In some year levels, we have reached enrolment capacity, and if this is the case for your child, you will automatically be placed on our waiting list.



MEET FOR AN ENROLMENT INTERVIEW

If there is a place available, or due to come available for your child in their required year level, the Registrar's Office will contact you to schedule an enrolment interview. The interview is a meeting between the parent/s or carer/s, the applicant, and our Executive Head of College or Executive team member.

The enrolment interview will include:

- A discussion about your child's education and achievements to date, including previous grades, if applicable.
- A discussion about Hillcrest's ethos and expectations, and your child's ability to adhere to these.
- An opportunity for your family to ask any questions about Hillcrest.

Enrolment Interviews take approximately 45 minutes and are held in Hillcrest's Main Administration building, unless advised otherwise.



RECEIVE ENROLMENT OUTCOME

After careful consideration of your application, and based on the availability in your child's year level, we will send you confirmation of your enrolment outcome.




In some cases, you will receive an Offer of Enrolment immediately following interview, and other times it can take longer. The email you receive from us will confirm if you have received an enrolment placement, or been added to our waiting list for the next available placement.

ENROLMENT FEES:

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| First Child | \$600 |
| Second Child | \$400 |
| Third and subsequent children (per child) | \$100 |

To accept an enrolment offer, a single non-refundable enrolment fee must be paid to our Accounts Office within 14 days. If the enrolment fee is not received within this time, your placement will be cancelled. Once your enrolment fee has been paid, the Registrar's Office will confirm your child's commencement date and provide you with our important procedures to help get you started.

If you have further questions about the enrolment process, please contact our College Registrar:

-  07 5595 0931
-  registrar@hillcrest.qld.edu.au
-  www.hillcrest.qld.edu.au