



# Lodging an Enrolment Application

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Enrolment Applications can be downloaded from our website at [www.lavalla.vic.edu.au](http://www.lavalla.vic.edu.au).

We highly recommend that you complete your Enrolment Application using the fillable PDF which is available on our website. **Please be aware there are drop down boxes that have critical information which will be missed if not completed online.**

Once completed please print, sign and return along with other required documents as outlined on the application form.

**Applications for Year 7 2018 close May 31st 2017.** To avoid disappointment, please submit your application early as it may mean the difference between acceptance and being placed on a waiting list. Applications received after this date will automatically be placed on a waiting list.

## **Enrolment Applications must include:**

- A copy of the child's birth certificate, passport or document attesting to Australian residency;
- Copies of your child's most recent school report and Grade 5 NAPLAN;
- A \$100 non-refundable Administration fee (Applications received after 31st May will attract a non-refundable fee of \$200.00).

## **Submitting Enrolment Applications:**

- Applications may be brought to the Twilight Open Campus.

Please ensure that your Application is fully completed; incomplete Applications cannot be processed and will be returned. Enrolment Staff will be available to assist you with completing forms and to receive and record your application.

**OR**

- Please post or deliver Application to:

Mrs Allison Langmaid  
Enrolments Registrar  
Lavalla Catholic College  
PO Box 1080, Traralgon VIC 3844

We look forward to meeting with you at the Twilight Open Campus on **TUESDAY 2nd May 2017.**