

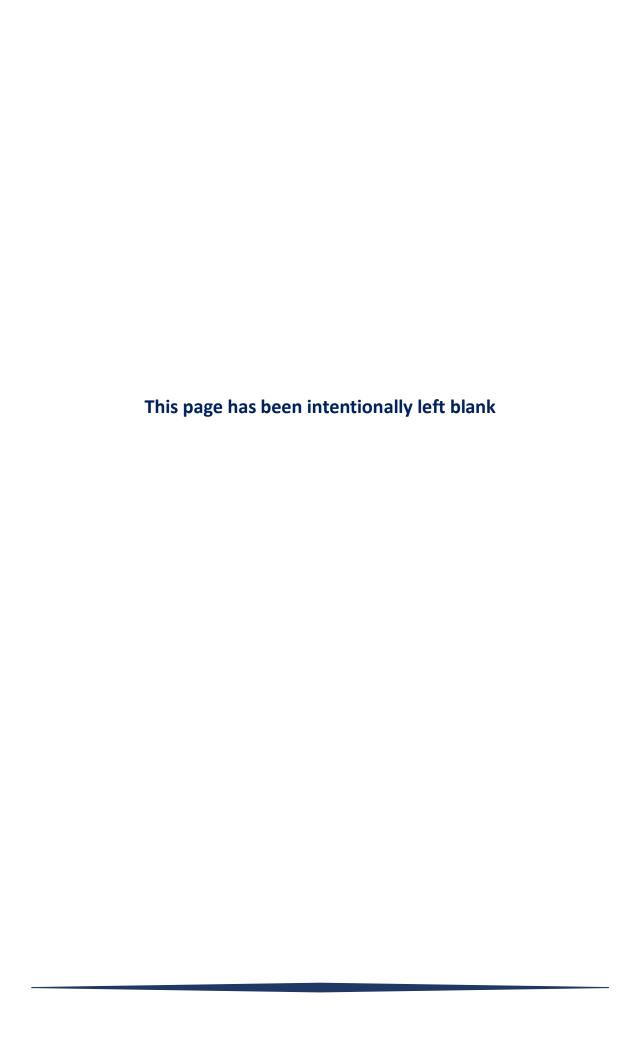


# Catholic Regional College Sydenham



Every Student Every Pathway

> 380 Sydenham Road, Sydenham VIC 3037 9361 0000 www.crcs.vic.edu.au





Welcome to Catholic Regional College Sydenham.

You will be known as the 'Class of 2027', graduating Year 12 at the end of that year.

Catholic Regional College Sydenham is the largest co-educational Senior Catholic school in Melbourne's North West, providing students the choice of over 40 VCE subjects and 25 internal VET courses. We also have 16 school-based enterprise businesses, allowing students to gain real life insights and experiences.

Our motto is 'Every Student, Every Pathway' and we strive to ensure opportunities are provided to all students, no matter their chosen career or pathway, whilst seeing the light of God in all they do.

This document will assist families through the process of enrolling online and we ask Parents and Carers to review carefully.

We look forward to welcoming both new and returning families to Catholic Regional College Sydenham in 2026.

# **Year 11 2026 Enrolment Timeline**

### **Applications Open:**

**Monday 18 November 2024** 

### **Applications close for Catholic Regional College Federation students:**

Friday, 14 February 2025

Letter of offer sent to families:

End of May 2025

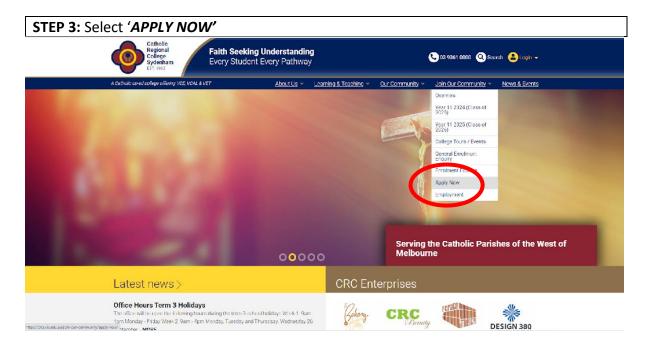


# **Online Enrolment Application Information**

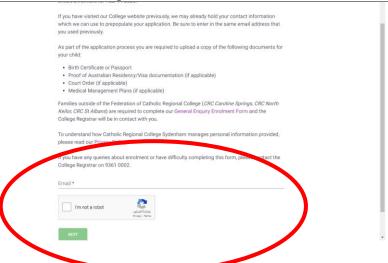
Please follow the below steps to complete an online enrolment application for Year 11 2026.

STEP 1: Visit the Catholic Regional College Sydenham website: www.crcs.vic.edu.au

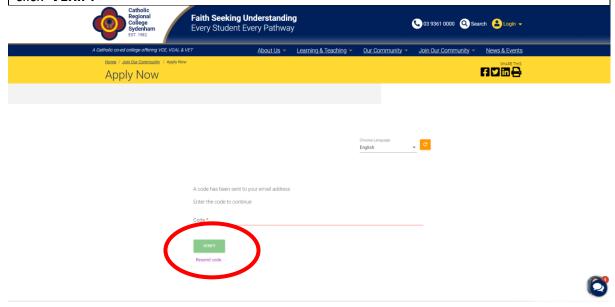




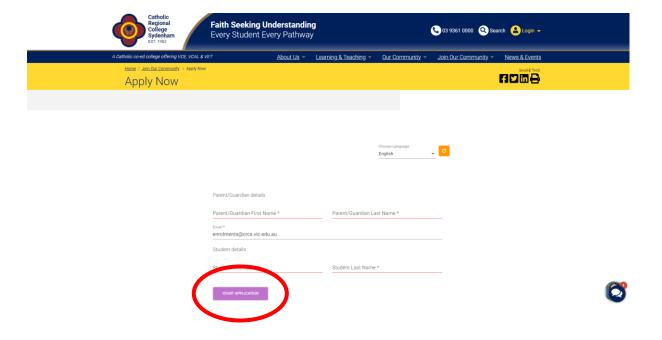
**STEP 4:** Please read the information and scroll to the bottom of the page then enter your email address and click *'NEXT'* to begin



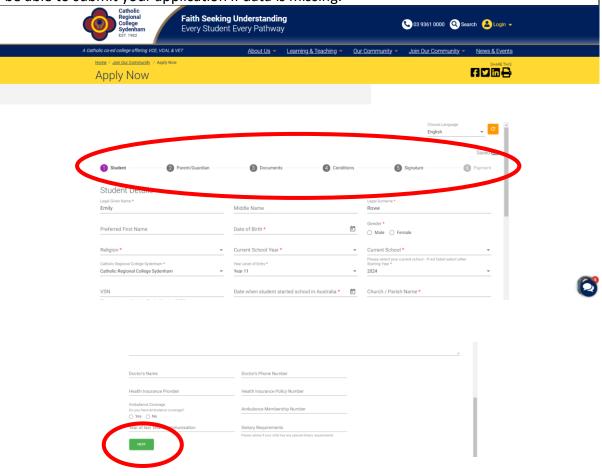
**STEP 5:** A security code will be sent to your nominated email address. Enter the code and click '*VERIFY*'



**STEP 6:** Enter Parent / Guardian details, the students full name and click 'START APPLICATION'



**STEP 7:** Begin the application. There are six steps and all fields must be completed. Click 'NEXT' to move through each section, ensuring you upload applicable documents at Step 3 (i.e. Birth Certificate/Passport). Any missed fields will show in red and you will not be able to submit your application if data is missing.



**NOTE:** If you exit out of the application by mistake or need to come back at a later stage, you can easily log back into the application by following **Steps 1, 2, 3, 4 and 5.** Select your child's name and click '**CONTINUE APPLICATION**'

**NOTE:** At Step 5 - 'SIGNATURE', please ensure all Parents / Guardians listed on the application sign digitally, not doing so will result in a delay of your application.

For families where parents are separated, please contact the College Registrar if you need assistance obtaining the second parent signature.

#### STEP 8: Please make payment of the Enrolment Application Fee

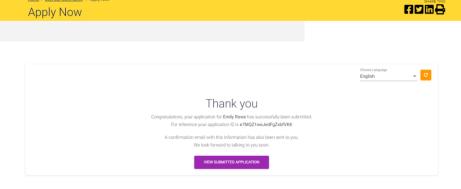
We are unable to process payments online. Please refer to the *Year 11 2026 Enrolment Application Fee Payment Form* included in your information pack and send to receivables@crcs.vic.edu.au.

Alternatively, you can call the College on 03 9361 0000 to make a card payment over the phone or come to the College in person (Monday - Friday 08:00am - 4:00pm).

**NOTE:** Payment for this application is due at the time of submission. The application will not be processed until payment is made.

#### STEP 9: Select the payment method you have used then click 'SUBMIT'

**STEP 10:** An on-screen message will appear and you will receive an email to confirm that your application has been submitted to the College. If you wish, you can review/print your application by clicking 'VIEW SUBMITTED APPLICATION'





## STUDENTS WITH MEDICAL CONDITIONS

A medical management/action plan for students with the following medical conditions must be uploaded with your application:

- Asthma
- Anaphylaxis
  - Diabetes
  - Epilepsy
  - Allergies

Medication for any of the above conditions will also need to be provided to the College prior to, or at the time of Orientation in December 2025.

# **STUDENTS ON A VISA**

For students who are on a Visa, a copy of the following documents must be uploaded with your application:

- International Passport
- Immi Card / Visa Grant Notification

If a student becomes an Australian Citizen after application stage, please provide the Australian Citizenship Certificate to the College via email: data@crcs.vic.edu.au

### **Contact Us**

If you have any questions regarding enrolment at Catholic Regional College Sydenham, or require assistance with your online enrolment application please contact the College Registrar:

CollegeRegistrar@crcs.vic.edu.au or 03 9361 0002.

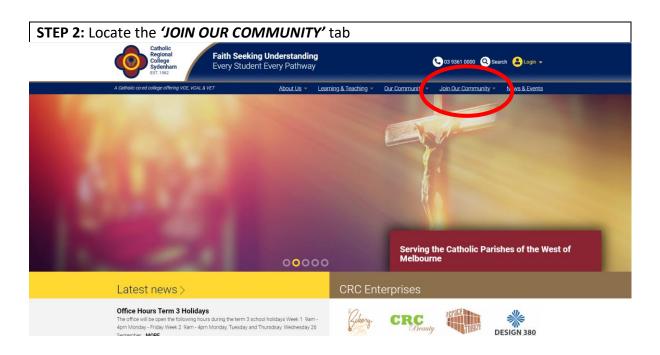
All finance related queries, including payment of the Enrolment Application Fee can be made to: receivables@crcs.vic.edu.au or 03 9361 0054.

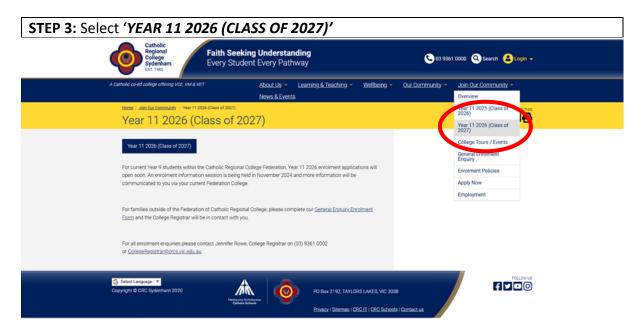
**REMINDER:** Enrolment applications will not be processed until payment and all relevant paperwork is received.

Should your contact details such as home address, phone number or email change after you've submitted an enrolment application, please email <a href="mailto:data@crcs.vic.edu.au">data@crcs.vic.edu.au</a> to ensure you do not miss any important correspondence from the College.

A dedicated **Year 11 2026 (Class of 2027)** page has been created on our website and enrolment information will be updated regularly. To access, please follow the below steps:

STEP 1: Visit the Catholic Regional College Sydenham website: www.crcs.vic.edu.au





# We look forward to welcoming you to Sydenham in 2026, the Senior Secondary Campus of Catholic Regional College







Every Student Every Pathway