

ENROLMENT APPLICATION FORM

STUDENT DETAILS

ENROLLING STUDENT INFORMATION				
Given Name/s		Surname		
Preferred First Name	Gender (please tick)		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Does the student have a Victorian Student Number (VSN)? (please tick)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Yes – but the VSN is unknown <input type="checkbox"/>		Please specify VSN:		
Home Address				
Suburb/Town		State		
Postcode		Nationality		
Birth Date		Country of Birth		
Language at home		Religion		
Current School/ Kindergarten		Current Year Level		
Proposed Start Date	Year	Term	Starting Year Level	
Please select which campus you wish your child to attend		Warragul <input type="checkbox"/>	Traralgon <input type="checkbox"/>	

Is the student: (please tick)	Yes	No
An Australian Citizen?		
A permanent resident of Australia? If yes, please provide supporting documentation		
A temporary resident of Australia? If yes, please indicate visa type and provide supporting documentation		
Indigenous/Torres Strait Islander?		
An International Student?		
Additional Information	Yes	No
With whom does the student reside?		
Family Court or other relevant Court Order? If yes, please enclose a copy		

SIBLING DETAILS

Please note: Siblings are not automatically enrolled. A separate enrolment form must be completed for each child.

SIBLING 1				
Surname			Given Name(s)	
Gender (please circle)	Male	Female	Birth Date	
Current School			Year Level	
SIBLING 2				
Surname			Given Name(s)	
Gender (please circle)	Male	Female	Birth Date	
Current School			Year Level	
SIBLING 3				
Surname			Given Name(s)	
Gender (please circle)	Male	Female	Birth Date	
Current School			Year Level	
SIBLING 4				
Surname			Given Name(s)	
Gender (please circle)	Male	Female	Birth Date	
Current School			Year Level	

STATEMENT REGARDING THE SCHOOL'S REASONS FOR COLLECTING DATA

The School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide education for your child. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period they are enrolled. The collection, use, disclosure, storage and destruction of personal information and health information is subject to the School's privacy policy and health records procedures. A copy of the privacy policy is available at stpaulsags.vic.edu.au. From time to time the School will contact you for fund raising or in marketing communications and you will be given the opportunity to opt out of those communications at the time. If you do not wish to receive marketing communication from the School you can advise us by contacting privacy@stpaulsags.vic.edu.au.

FAMILY DETAILS

Please note: The School must be provided with the details of all parents/guardians, even if they are not a part of the enrolment process. Please provide any comments below.

PARENT/GUARDIAN 1			
Title			
Surname			
Given Name(s)			
Preferred Name			
Relationship to student			
Residential Address			
Suburb/Town			
State		Postcode	
Postal Address			
Suburb/Town			
State		Postcode	
Home Phone			
Silent number?	(please circle)	Yes	No
Personal Mobile			
Preferred Email			
Past St Paul's student?	(please circle)	Yes	No
Occupation			
Employer's name			
Employment address			
Suburb/Town			
State		Postcode	
Business Phone			
Business Mobile			

PARENT/GUARDIAN 2			
Title			
Surname			
Given Name(s)			
Preferred Name			
Relationship to student			
Residential Address			
Suburb/Town			
State		Postcode	
Postal Address			
Suburb/Town			
State		Postcode	
Home Phone			
Silent number?	(please circle)	Yes	No
Personal Mobile			
Preferred Email			
Past St Paul's student?	(please circle)	Yes	No
Occupation			
Employer's name			
Employment address			
Suburb/Town			
State		Postcode	
Business Phone			
Business Mobile			

PARENT/GUARDIAN 3			
Title			
Surname			
Given Name(s)			
Preferred Name			
Relationship to student			
Residential Address			
Suburb/Town			
State		Postcode	
Postal Address			
Suburb/Town			
State		Postcode	
Home Phone			
Silent number?	(please circle)	Yes	No
Personal Mobile			
Preferred Email			
Past St Paul's student?	(please circle)	Yes	No
Occupation			
Employer's name			
Employment address			
Suburb/Town			
State		Postcode	
Business Phone			
Business Mobile			

PARENT/GUARDIAN 4			
Title			
Surname			
Given Name(s)			
Preferred Name			
Relationship to student			
Residential Address			
Suburb/Town			
State		Postcode	
Postal Address			
Suburb/Town			
State		Postcode	
Home Phone			
Silent number?	(please circle)	Yes	No
Personal Mobile			
Preferred Email			
Past St Paul's student?	(please circle)	Yes	No
Occupation			
Employer's name			
Employment address			
Suburb/Town			
State		Postcode	
Business Phone			
Business Mobile			

Comments:

ENROLMENT AGREEMENT

DEFINITIONS

“Parents and/or guardians”: the person/s legally responsible for the care, welfare and development of the student including, but is/are not limited to, a parent or guardian or foster parent.

“Student”: the student named in the enrolment application to whose enrolment this Agreement applies.

“Family Capital Contribution”: A non-refundable contribution to the School’s capital development program.

APPLICATION FOR ENROLMENT AND ADMISSION

The School will comply with the Enrolment Policy prior to and during enrolment.

- All applicants must submit the “Enrolment Application Form” fully signed and completed.
- While an application is a prerequisite to admission, it is not a guarantee of admission and the School reserves the right to offer a place to any applicant irrespective of date of application.
- Payment of the “Enrolment Fee” at the current rate must accompany each application.
- The “Enrolment Fee” is a non-refundable fee.
- Admission to the School is conditional upon the Principal (or nominated representative) being satisfied as to the suitability of the applicant.
- The offer of a place may be made only after the applicant has been interviewed and enrolment conditions have been met. Such conditions may include the provision of additional documentation such as specialist reports.
- Should a student, for whom a place at the School has been accepted and fees paid, subsequently be withdrawn from enrolment for a reason beyond the parents’ control, the matter of refund will be at the discretion of the Business Manager.
- Subject to the above, a student admitted to the School will remain enrolled as a student of the School until the completion of Term 4 of Year 12.
- In signing this Agreement parents/guardians agree to the School’s policies which may be changed during the period of enrolment at the discretion of the School. In particular, please refer to the School’s website for a copy of the Parent Code of Conduct.

DISCLOSURE

Parents and/or guardians acknowledge that the Enrolment Application Form has been completed honestly and correctly, and that parents and/or guardians have made full disclosure in response to the matters and questions raised in the Enrolment Application Form. The Application Form forms part of this Agreement, and failure to complete this form honestly and correctly, or to make full disclosure, may result in the immediate termination of this Agreement by the School and the forfeiture of any enrolment fees paid in advance.

The School requires parents and/or guardians to provide full details of any significant learning/behavioural needs during the application process, this includes special needs, learning requirements, medical conditions and advice as to whether the student speaks English as a second language. Disclosure of this information assists us in identifying any reasonable adjustments that could be provided to enable the student to participate in and derive benefit from the educational program, prepare for the student’s entry to the School, and discuss the steps that may need to be taken in relation to the prospective entry of the student.

The School reserves the right to obtain further information regarding the student including all academic information, school reports and all medical and other reports regarding the student, if applicable.

FAMILY CAPITAL CONTRIBUTION (Non-refundable)

- Each family is required to make a Family Capital Contribution at the current rate to the School following acceptance of enrolment of the first student of that family at the School. The Family Capital Contribution is non-refundable and is payable again if enrolment is not continuous (ie Should there be a period where a family does not have a child currently enrolled, upon the entry of a further child the Family Capital Contribution is again payable. Similarly, when a child is withdrawn from the School and then returns at a later date, when no siblings are currently at the School, the Contribution is again payable).
- In the instance where a family leaves the School, and a previous Family Loan is refunded, a new Family Capital Contribution is required should the family enrol another student at a later date.
- Payment of the Family Capital Contribution is designed to assist the School in funding its Capital Works Program.

DISCIPLINARY ACTION

- The School reserves the right to discipline any student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School. Disciplinary action may be implemented against a student (including and up to expulsion from the School) if in the opinion of the Principal the student is found to have breached the Student Code of Conduct, the School's rules or standing orders, or is found to have engaged in behaviour prejudicial to the welfare of the School, its staff or students.
- When the Principal suspends a student, the parents and/or guardians shall be notified to that effect and the period for which the suspension shall operate. A student who is suspended shall not enter upon any of the School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of his/her parents and/or guardians during such period. Suspension shall debar a student from any entitlement express or implied to sit for public or any other examinations conducted by or at the School.
- If, in the opinion of the Principal, it is in the interests of the School, its staff or students that a student should no longer remain enrolled, the student's name shall be removed from the School Roll, and the student shall be debarred from further attendance at the School for any purpose, and the Principal shall notify the parents and/or guardians to that effect. Any student so excluded shall not thereafter enter upon the School grounds or have any entitlement thereafter express or implied to sit for public or any other examinations conducted by or at the School.
- Parents and guardians are responsible for avoidable breakages and damage to School property by their children.
- Parents and/or guardians are expected to support the aims, objectives, ethos, rules and policies and discipline of the School. School expectations and requirements in regard to hours, out of school hours activities, student behaviour and parent conduct are contained in School policies. Disciplinary action may be implemented against a parent and/or guardian if in the opinion of the Principal a parent and/or guardian is found to have breached the Parent Code of Conduct or the School's Social Media Policy. Disciplinary action may include the cancellation of student enrolment.

HEALTH AND MEDICAL TREATMENT

- The School will notify parents/guardians of any injury or illness their child may suffer at School, which warrants staff intervention or a visit to the School Sick Bay.
- If, during the period of enrolment, the physical and/or mental health of the student changes at any time, the parents and/or guardians will notify the School and provide any relevant medical information or reports in a timely manner. The School reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require parents and/or guardians to provide the School with information as requested.
- In the event a student is involved in a medical emergency and the parents and/or guardians or nominated contact person cannot be reached, the School can take action and incur expenditure as it considers necessary in the best interests of the student.

- The student is permitted to access school specialists including the school nurse and school Chaplain. The parents and/or guardians consent to those services being provided to the student and understand there is confidentiality between the student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations).

PERSONAL POSSESSIONS

- It is the responsibility of the student and parents and/or guardians to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the School is not liable for any loss or damage to this property. Other than those items listed above, the student is not permitted to bring to the School environment any valuable items except for the minimum of jewellery permitted under the uniform policy.

ATTENDANCE

- The student must attend the School on the dates and between the hours advised by the School. In addition, the student, and the parents and/or guardians if required, must attend and participate in all co-curricular activities including sporting activities, camps, excursions and assemblies which may be held on the weekend or before or after normal school hours.
- It is expected that students returning to the School after holidays will join their classes on the dates fixed for resuming unless permission is obtained from their Head of School.
- Students are not permitted to leave School at the end of term until the published closing date unless permission is obtained from their Head of School.
- A student who fails to join his or her class by or leaves before the date stipulated unless such absence is approved in writing by the Principal (or a delegate) or due to illness notified according to the Handbook, may jeopardise entitlement to continued enrolment in the School. The parents and/or guardians will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further their education.

COMMUNICATION AND PRIVACY

- It is the School's expectation that students over the age of consent (over 14 years of age for health purposes) have the right to confidentiality in regard to their discussions with school counsellors, psychologists or chaplains. However, if a student's immediate safety is considered to be at risk, their parents or guardians (or DHS, if the parent/guardian is a threat to the student) may be notified, based on professional advice.
- Parents/guardians are required to provide copies of all existing court or parenting orders at the time of enrolment and during the course of the child's enrolment at the School.
- Upon enrolment, and at regular intervals thereafter, parents/guardians are required to complete a permissions form in regard to student transport and photo permissions. Parents are required to abide by the School's Photo/Video Policy in regard to photographing or videoing other people's children at school events and the use of such photos/videos.
- The School will not disclose any information in relation to the student to any party other than the parents and/or guardians, subject to the Privacy Policy and its other legislative obligations (ie. Disclosure may be required under the mandatory reporting requirements of the Children Youth and Families Act, and under the Crimes Act). In the event the parents and/or guardians are not the natural parents, copies of supporting documentation evidencing legal guardianship of a student must be supplied to the School on enrolment.
- The parents and/or guardians represent to the School that they are the sole legal guardians of the student and are authorised to enrol the student at the School. If this situation changes, the parents and/or guardians will immediately provide sufficient evidence detailing the change. The provision of misleading representation in relation to the guardianship of the student may result in the School refusing to enrol the student; or suspending or terminating the enrolment of the student.

- All information pertaining to the student and the School will be provided to the parents and/or guardians in accordance with the Privacy Policy which is available on the School's website.
- In order to ensure the ongoing health, wellbeing and enrolment of the student at the School, the parents and/or guardians agree to keep the School informed and maintain open communication in regard to all relevant information and issues relating to the student. The parents and/or guardians agree to the terms and conditions as set out in the Privacy Policy.

SCHOLARSHIPS

- The School offers scholarships annually, details of which may be obtained from our website. The School reserves the right to vary the number and type of scholarships offered.

ACCEPTANCE AND UNDERSTANDING OF CONTENTS OF THE ENROLMENT AGREEMENT

- Parents and/or guardians are requested to verify that they have both read, understood and accepted the conditions, terms and contents of this Enrolment Agreement by signing where indicated.

PARENT/GUARDIAN 1

PARENT/GUARDIAN 2

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Witness: _____ Witness: _____

PARENT/GUARDIAN 3

PARENT/GUARDIAN 4

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Witness: _____ Witness: _____

Please Note: A witness is required for each of the above signatures. It does not necessarily have to be the same witness; however, none of the signatories should witness the signature of any others.

TUITION FEES, CHARGES AND ACCOUNTS

- The School publishes its Annual Tuition Fees and Charges which are advised in advance (published on our website and sent to all families annually). The Annual Tuition Fees and Charges may be subject to revision during the year.
- Both parents and/or guardians shall be assumed to be the natural parents and equally responsible jointly and severally for the School fees and any other charges unless they advise the School otherwise in writing. All fees are due and payable in full on the date set out in the fee statement unless another arrangement has been pre-agreed in writing between the parents and/or guardians and the School. Parents and/or guardians are responsible for ensuring all fees and contributions relating to the student are paid to the School in a timely fashion.
- Parents/guardians are responsible for fees and charges supplied in relation to all excursions and camps, and all other applicable levies (for example laptop levy at secondary), during the enrolment period.
- No student will be permitted to enter a new term while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Business Manager.
- Students admitted to the School during a term will be charged tuition fees on a pro-rata basis.
- No refund of fees paid or waiver of any fees outstanding will be made if a student is withdrawn from the School during a term, or is absent for any reason.
- If a student is withdrawn at the insistence of the School, the parents and/or guardians are liable for all School fees and charges to the date of notification of the student's enrolment at the School being terminated.
- The Business Manager is authorised to take such action deemed necessary to recover unpaid fees or charges, including recovery costs. Any overdue accounts may result in late fees, suspension of a student's enrolment, the exclusion of students from certain activities, the permanent exclusion from the School and recovery via legal action which shall involve both payment of the unpaid fees and charges and costs of recovery being charged to the parents and/or guardians. Students who are absent from the School due to illness, extended vacation, withdrawal or truancy will not entitle the parents and/or guardians to any refund of any fees applicable to that billing period or term.
- Whilst it is acknowledged that changes in marital and family relationships can occur during the period of a child's enrolment, the School regards the acceptance of financial liability as legally binding and reserves the right to pursue either parties with regard to outstanding school fees.

WITHDRAWAL OF A STUDENT

- If a student is to be withdrawn, one full school term's notice is required. Failure to comply with the above will incur a fee equivalent to one quarter the annual tuition fees and charges.
- A term's notice, in writing to the Head of the activity, is required of the intended removal of a student from a co-curricular activity for which he or she has been enrolled.

FEE PAYMENT AGREEMENT

The person/s signing this form will be held jointly and severally responsible for payment of all fees and charges.

Where only one parent/guardian has signed the form they must satisfy the School that they are the sole parent or guardian and will be responsible for all fees and charges.

In signing this document, I/we agree to the terms and conditions as set out above.

ACCOUNT HOLDER 1

ACCOUNT HOLDER 2

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Witness: _____ Witness: _____

ACCOUNT HOLDER 3

ACCOUNT HOLDER 4

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Witness: _____ Witness: _____

Please Note: A witness is required for each of the above signatures. It does not necessarily have to be the same witness; however, none of the signatories should witness the signature of any others.

WARRAGUL CAMPUS
150 Bowen Street
Warragul, Victoria, 3820
Telephone: (03) 5623 5833

TRARALGON CAMPUS
46 Cross's Road
Traralgon, Victoria, 3844
Telephone: (03) 5175 0133

Email: enrolments@stpaulsags.vic.edu.au
Website: stpaulsags.vic.edu.au
ABN: 59 005 949 539
CRICOS: 00870J

FOR OFFICE USE ONLY	
Date Received	
Student Name	
Start Date	
Year Level	
Campus	
Family Number	
Receipt Number	
Confirmation Letter	
Entered on DocMan	