

Application for Enrolment Form

There are two key points of intake at St Columba College: Reception and Year 8. Student entry at other year levels are subject to vacancies and a waiting list process. Students will usually be placed on a waiting list and will be contacted should a vacancy arise. The demand for enrolment at St Columba generally exceeds the number of places available, so it is recommended that applications are submitted as early as possible.

Entry Year: 20 Term: Year Level:

Surname _____
 Name(s) _____
 D.O.B ____ / ____ / ____ VISA NO (if applicable) _____
 Nominated Pre-School (if applicable) _____
 Current School _____

Office Use Only

Student ID _____
 Application Fee Paid
 Receipt No. _____
 Date ____ / ____ / ____
 Staff Name _____

The Application for Enrolment is to be completed and returned to the College Registrar together with the following:

- A non-refundable Enrolment Application Fee of \$50. This fee is payable on a per-child basis. It may be paid via cash, personal/bank cheque, money order, EFTPOS or credit card
- A certified copy of the child's birth certificate**
- Latest School Report and/or reference from previous schools**
- Residency / Citizenship Visa Documentation**
- Documentation relating to Special Needs
- Any other information regarding the special requirements of your child
- Baptismal Certificate
- Reconciliation / First Eucharist Confirmation Certificate
- Any Court Order or related information regarding custody of child

Payment*

*Note: Cash can only be received if paying in person at the College.

Attached is my Cheque Money Order or charge my Credit Card
 Please charge my Visa Master Card Expiry Date □□/□□
 Card Holder's Name _____ Signature _____
 Card Number □□□□ □□□□ □□□□ □□□□
 Amount \$

Introduction

Should a vacancy arise at any stage you may be contacted to arrange an interview. Please note, however, that lodgment of an Enrolment Application does not guarantee an interview or a placement; nor does an interview request guarantee the offer of a placement. If you are requested to attend an Enrolment Interview, you will need to bring along a copy of your child's latest school report and any documentation that may be relevant to your child's enrolment, such as medical records or skills assessments.

Should your child be offered a placement at St Columba, you will be required to complete a Confirmation of Enrolment Form and complete any additional documentation as required for the Australian Government. You will also need to pay a non-refundable Enrolment Guarantee Fee of \$100 per child to secure the placement. Upon confirmation of your child at St Columba you will be notified in regard to Orientation Days, Book Collection and other procedural information.

Student Details

Surname _____

If born overseas, Arrival Date ____ / ____ / ____ _____

Given Name(s) _____

Is English the Child's Primary Language? Yes No

M F Preferred Name _____

Primary Language spoken at home _____

Date of Birth ____ / ____ / ____

Other Languages spoken _____

Country of Birth _____

Is the child of Aboriginal or Torres Strait Islander descent?

Nationality _____

No Aboriginal Torres Strait Islander

Schooling

Intended Entry: In Year 20____ Term _____ Year Level _____

Current School your child is attending _____ Current Year Level _____

Previous Schools _____

Special Needs & Considerations

Does your child have any physical or intellectual disabilities / special needs? Yes No

If yes, please list _____

Does your child have any particular learning needs? Yes No

If yes, please list _____

Has your child attended any specialised agencies, schools, units or centres for Yes No

additional physical / educational support?

If yes, where _____

Does your child require any additional support or special provisions for any of the conditions? Yes No

If yes, please list _____

Does your child have special educational achievements or talents? Yes No

If yes, please list _____

Does your child have any health conditions or infectious diseases? Yes No

If yes, please list _____

Does your child require any English as an Additional Language (EAL) support? Yes No

Parent / Guardian 1

Relationship to Child _____

Title: Mrs Ms Miss Mr Dr Rev

Surname _____

Given Name(s) _____

Telephone H _____ W _____

M _____

Email Address _____

Residential Address _____

_____ p/c _____

Postal Address _____

_____ p/c _____

Primary Language spoken at home _____

Employment

Occupation _____

Employer _____

Is the Parent / Guardian employed FULL TIME
by the Australian Defence Force? Yes No

Parent / Guardian 2

Relationship to Child _____

Title: Mrs Ms Miss Mr Dr Rev

Surname _____

Given Name(s) _____

Telephone H _____ W _____

M _____

Email Address _____

Residential Address _____

_____ p/c _____

Postal Address _____

_____ p/c _____

Primary Language spoken at home _____

Employment

Occupation _____

Employer _____

Is the Parent / Guardian employed FULL TIME
by the Australian Defence Force? Yes No

Custody Details (if applicable)

Child resides with (majority of the time):

Parent / Guardian (1) Parent / Guardian (2) Other _____

Is a Court Order currently in place? Yes No (please provide a copy of the Order to the school)

Are parents: Married De Facto Separated Divorced Single

Sibling Details (if under the age of 18 years)

Given Name(s) _____ M F

Status: Currently Attending On Waiting List Past Student

Date of Birth ___/___/___

Given Name(s) _____ M F

Status: Currently Attending On Waiting List Past Student

Date of Birth ___/___/___

Given Name(s) _____ M F

Status: Currently Attending On Waiting List Past Student

Date of Birth ___/___/___

Church & Worship

Religion _____ Church / Parish of Worship _____

Sacraments & Dates (if applicable)

Baptism Date ___/___/___

Confirmation Date ___/___/___

Reconciliation Date ___/___/___

Communion / Eucharist Date ___/___/___

How did you hear about us?

Which of the following factors prompted or influenced your decision to enrol your child at St Columba College?

- | | | |
|--|---|---|
| <input type="checkbox"/> Newspaper Advertising | <input type="checkbox"/> Recommendation | <input type="checkbox"/> Local Government Referral |
| <input type="checkbox"/> Online Digital Advertising | <input type="checkbox"/> Open Day | <input type="checkbox"/> Mail Drop |
| <input type="checkbox"/> Shopping Centre Advertisement | <input type="checkbox"/> College Tour | <input type="checkbox"/> Sibling already enrolled |
| <input type="checkbox"/> Local Signage | <input type="checkbox"/> Website | <input type="checkbox"/> Other (please specify below) |
-

Terms & Conditions

1. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the College. The primary purpose for collecting this information is to enable the College to provide schooling for your child. The College's Privacy Policy is available on the College website. **2.** Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. **3.** In situations where parents are separated, it is the policy of the College to release student reports to both the mother and father of the student upon request. It is also our policy to allow both the mother and father to attend parent/teacher interviews upon request. However, the College will abide by any Court Orders which prevent the release of such information. **4.** Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The College may ask you to provide medical information or medical reports about your child from time to time. **5.** The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other Catholic schools, government departments, the South Australian Commission for Catholic Schools, Catholic Education Office, local parishes, medical practitioners and people providing services to the College including specialist visiting consultants and advisors from the Catholic Education Offices, sports coaches and volunteers. **6.** In the event of a default of payment of fees, the College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs. The College's Fee Policy is available on the College website. **7.** I/We agree to charge any real estate in favour of the College to secure any money at any time owing by me/us to the College and I/we authorise the College to lodge a caveat over any real estate owned by us in

order to secure the payment of any money owed us/me to the College. **8.** If the College does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of your child. **9.** Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievement, student activities and other news is published in the College newsletter, year book and on our website. **10.** Parents or guardians may seek access to personal information collected about them and their child, by contacting the College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. **11.** The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent. **12.** If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access the information if they wish and that the College does not usually disclose the information to third parties.

DECLARATION: I/We jointly and severally accept...

1. That, in applying to enrol my child at St Columba College, s/he will be educated in the Anglican / Catholic traditions, within a Christian educational environment. **2.** That support of the College staff and cooperation concerning College activities is essential. **3.** That we will abide by College policies as amended from time to time. **4.** That participation in camps is compulsory at certain year levels. **5.** That the College reserves the right to suspend or cancel the enrolment of a student for serious or continued breaches of College rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the College. **6.** The standards the College sets regarding grooming, uniform and personal presentation.

7. Responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the College (except where exemptions remissions have been sought and granted). I/We acknowledge that the College can take action to recover payment of tuition or other fees against either or both of the parents or guardians where they have entered into this enrolment agreement jointly and severally. **8.** Give consent for the College to contact any other school which my child has previously attended for the purpose of ascertaining information relevant to my child's education. **9.** That the College does not accept liability for damage or loss of any personal possessions of students, and that insurance for students' personal possessions is my/our responsibility. **10.** In the event of illness or injury to the student, necessitating urgent hospital and/or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, I/We authorise the Principal, or in his or her absence, a responsible member of the College staff, to give the necessary authority for such treatment without the College or such person incurring any legal liability to the parent or guardian for any injury, sickness, loss or damage that may result from any negligent act or omission of the College, or such person.

I/We acknowledge and accept all of the above terms and conditions. I/We also declare that all of the information provided in this application is, to the best of my/our knowledge, true.

Mother / Guardian

Signature _____

Date ____ / ____ / ____

Father / Guardian

Signature _____

Date ____ / ____ / ____