

# **ENROLMENT APPLICATION**

Non Refundable Application Fee Applies - \$165 per family

# STUDENT INFORMATION

Child's Surname						
Child's First Name .			. Preferred	Name		
Date of Birth	//		Gender	☐ Male	☐ Female	
Country of Birth			. Citizenshi <sub>l</sub>	o		
Desired Grade & Yea	r of Entry (e.g. Gro	ade 7 Year 20	012) Grade .		Year	
Child's position in the	family 1 2	3 4 5 6				
☐ This is a Sibling Ap	plication (No app	lication fee is	s payable for sik	olings, nor a	ny further re	ferences required)
This child is a sibling to	)				Year	
How did you hear ab	out St George Ch	ristian School	Ś			
Why do you want you	ur child/children e	ducated at S	St George Chris	tian School	?	
COLLOGUING						
SCHOOLING						
How is your child man	naging at school?					
Academically	☐ Very Good	Good	☐ Average	☐ Poorly	☐ Very P	oorly
Socially	☐ Very Good	☐ Good	☐ Average	☐ Poorly	☐ Very P	oorly
Current School					Grade	
Reason for Leaving						
Has your child ever be	een asked to leav	e a School o	r refused enroln	nent?	☐ Yes	☐ No
If your child has ever I	been suspended	or expelled fr	om any previou	us School, w	as this for	
Actual violence to ar	ny person?				☐ Yes	☐ No
Possession of weapon or any item used to cause harm or injury?				☐ Yes	□ No	
Threats of violence or intimidation of staff, students or others at the School?			School?	☐ Yes	□ No	
Illegal drugs?					☐ Yes	☐ No

# STUDENT PROFILE Is your child of Aboriginal or Torres Strait Islander origin? ☐ Yes □ No ☐ Aboriginal ☐ Torres Strait Islander Does your child speak a language other than English at home? ☐ Yes □ No What language? ..... Is English tuition required? ☐ Yes □ No Has your child received Special Education? ☐ Yes □ No Has your child received Specialist Services? ☐ Yes □ No Does your child have any Specialist reports: e.g. Psychometric, Speech, etc. (If yes, please include these reports with this application) ☐ Yes □ No Does your child have ADD or ADHD? ☐ Yes □ No 'Disabilities' e.g. Intellectual, physical, behaviour disorder, autism or 'Learning Difficulties' (Please provide details) ...... Special Gifts/Talents (Please provide details) Students with special needs - Is your child a young person with autism behaviour disorders an intellectual disability a hearing impairment a language disorder mental health issues a physical disability a vision impairment difficulties in the basic areas of learning other (please specify) acquired brain injury Best Education practice recognizes that 'accommodations' and/or 'learning adjustments' may be required for students with special needs. These are provided through alternative teaching, learning strategies and special provisions. What accommodations and/or learning adjustments may be required for your child at this School? none required ☐ Braille alternative teaching and learning strategies access to technology signing personal care support a reader or scribe other (please specify) modifications to equipment, furniture & learning spaces Is there anything that you do or modify at home that may help us at School to meet your child's special needs?

Citizenship Status: If both parents were born outside of Australia please provide one of the following:

- A. Visa Details copy of VEVO (Visa Entitlement Verification Online)
- B. Proof of Citizenship (copy of Australian Passports will suffice)

### **FAMILY INFORMATION** Child's Residential Address ..... (. Λ /.♥/.l..... Hoúsehóld Postal Address ...... Billing Name & Address ...... Name ..... Address (if different from child) ..... Country of Birth ...... Language (if other than English) Occupation Employer ..... Email ..... Fax ..... Marital Status Single Married Separated ☐ Divorced ☐ Widowed Do you attend a church? Tes No Name of Church ...... Pastor / Minister ..... ☐ Yr 12 or equivalent Highest level of schooling completed\* ☐ Yr 11 or equivalent ☐ Yr 10 or equivalent ☐ Yr 9 or below ☐ Advanced Diploma Highest level of qualification completed\* ☐ Bachelor Degree or Above ☐ Certificate I toV (including trade) ☐ No post school qualification Does Father speak a language other Occupation Group (see Page 5) ☐ Yes ... specify: ..... than English at home? ☐ No only English Mother / Guardian ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Rev Name ..... Address (if different from child) ...... Country of Birth ...... Language (if other than English) Occupation Employer ..... Marital Status ☐ Sinale ☐ Separated ☐ Divorced ☐ Widowed Do you attend a church? Yes No Name of Church ..... Pastor / Minister ..... Religion ..... Highest level of schooling completed\* ☐ Yr 12 or equivalent ☐ Yr 11 or equivalent ☐ Yr 10 or equivalent ☐ Yr 9 or below Highest level of qualification completed\* ☐ Bachelor Degree or Above ☐ Advanced Diploma ☐ Certificate I toV (including trade) ☐ No post school qualification Does Mother speak a language other Yes ... specify: ..... Occupation Group (see Page 5) than English at home? ☐ No only English Are the individuals above the natural parents of the child? Mother ☐ Yes No (If no what is relationship to child) ..... □ No (If no what is relationship to child) ..... Father ☐ Yes If your relationship structure involves shared custody of the child for whom this application is made, ...... Are there any custodial or legal arrangements of which the School should be aware?

# **DECLARATIONS**

Lam/We are prepared to support the uniform code of the School	☐ Yes	□ No
Lam/We are prepared to support my child undertaking regular homework	☐ Yes	□ No
I am/We are prepared to attend Parent/Teacher meetings	☐ Yes	□ No
I/We anticipate difficulty with paying the fees or capital levy and bond I/We understand that photos may be taken at School of my child/children and give permission for the photos to be used by the School for promotional/publication	□ No	☐ Yes
purposes	☐ Yes	□ No
I am/We are aware that the Application Fee paid is non refundable	☐ Yes	□ No
I/We understand that tuition fees are subject to review	☐ Yes	☐ No
I/We understand that I must give at least one term's written notice to the Principal of intention for my child to leave the School (or in the case of Year 6 children not continuing, two term's notice) otherwise one term's fees will be payable in lieu of notice	☐ Yes	□ No
I/We have read, understood and accept the Business Terms and Conditions and the Enrolment Procedures (Attachments 3 and 4)	☐ Yes	□ No
Signed		
Signed Date		
(Mother / Guardian)		
The School's Privacy Policy outlining how the School uses and manages personal inf be viewed on our website: www.sgcs.com.au NOTE: Any misleading or inaccurate information may render this applica		
CHECKLIST  Have you included all necessary documents? The Application is not complete with	nout the follo	wina:
\$165 Application Fee (per family) Cheque or Credit Card only, no cash accept Photocopy of Birth Certificate Immunisation History Statement Photocopy of two most recent School reports for each child you wish to enrol (Photocopy of Years 3, 5, 7 or 9 NAPLAN results (if applicable) Two References (Attachments 1 & 2) - one from your Minister or other church le Photocopies of Medical, Psychometric, OT or any other pertinent reports for each Evidence of visa status (VEVO) if both parents were born overseas or evidence Evidence of visa status (VEVO) for each child, if he/she was born overseas or evidence Copy of child's Australian Passport if applicable	except Kinde ader and on ach child of Australian	ergarten) e from a friend citizenship

St George Christian School - PO Box 144 Ramsgate NSW 2217

# **List of Parental Occupation Groups**

# GROUP 1: SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATION, GOVERNMENT ADMINISTRATION AND DEFENCE. AND QUALIFIED PROFESSIONALS

Senior Executive/Manager/Department Head in industry, commerce, media or other large organisation. Public Service Manager (Section Head or above), regional director, health/education/police/fire services administrator

**Other Administrator** [School Principal, Faculty Head/Dean, Library/Museum/Gallery Director, Research Facility Director]

**Defence Forces** Commissioned Office

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/Sea Transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### GROUP 2: OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Owner/Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business Specialist Manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial Services Manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail Sales/Services Manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/Media/Sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate Professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
Business/Administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer

#### GROUP 3: TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

## Skilled office, sales and service staff

- Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

# GROUP 4: MACHINE OPERATORS, HOSPITALITY STAFF, ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators. Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper] Office assistants, sales assistants and other assistants.

- Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker!
- **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

## **Labourers and Related Workers**

Defence Forces ranks below senior NCO not included above

**Agriculture**, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand] **Other Worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

### **GROUP 8: NO PAID WORK FOR MORE THAN 12 MONTHS**

Also list your previous occupation



# **ENROLMENT APPLICATION - REFERENCE**

Child's Surname .			
Child's First Name		Preferred Name	
Desired Grade & Ye	ear of Entry (e.g. Grade 7 Year 2012)	Grade Year	
Dear Referee			
information request	ted below and return to the applicant	nrolment of their child/ren. Kindly complete the tor forward it directly to the School if you prefer. eated as confidential. Thank you for your assistance	e.
What is the nature	and length of the family's association	with you?	
	does this family have in the life of the	church?	
	appropriate information regarding th	ne child pertinent to this application	
	hat may help the School to assess the	educational needs of the family	
Name			
Address			
Email		Phone	
Signed		Date	



# **ENROLMENT APPLICATION - REFERENCE**

Child's Surname .			
Child's First Name		Preferred Name	
Desired Grade & Ye	ear of Entry (e.g. Grade 7 Year 2012)	Grade Year	
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	does this family have in the life of the	church?	
	appropriate information regarding th	ne child pertinent to this application	
	hat may help the School to assess the	educational needs of the family	
Name			
Address			
Email		Phone	
Signed		Date	



# MEDICAL INFORMATION & CONSENT

	Gende	r 📙 Male 📙 Female	Year/Class	
Date of Birth/	Medica	Medicare Number		
Mother/Guardian Name	Father/	Guardian Name		
Address				
Home Phone M	other's Mobile	Mother's Wo	ork	
Fa	ather's Mobile	Father's Wo	rk	
Family Doctor	Phone			
Address				
Emergency contact if we are unable to c	ontact either parent/gua	ordian		
Name	Relation	ship to you		
Address	Phone			
Please tick if your child has been diagnos	sed with and/or experier	nced any of the followin	g:	
☐ ADD/ADHD ☐ Blood Pressure	☐ Fits/Blackouts	■ Nose bleeds		
☐ Allergies ☐ Diabetes	☐ Hay fever	☐ Reaction to drugs	3	
☐ Anaphylaxis ☐ Eczema	☐ Headaches	☐ Sight/hearing pro	blem	
Asthma Fainting	☐ Heart Condition	☐ Sunscreen sensitiv	rity	
Other				
If you have ticked any of the above, an I		-		
from the School office. Without an Emerg	_			
Are you aware of any physical or psycho	logical limitations for you	r child? Please give de	tails	
Please give details of anything else you w	vould like the School to k	now about your child		
		•		
AAEDIO ATIONI		•		
MEDICATION				
MEDICATION In accordance with the Medical Policy, p	parents MUST give written	permission and direction	ons for prescription	
MEDICATION	parents MUST give written chool hours or after hour	permission and directions of the control of the con	ons for prescription student is on	
MEDICATION In accordance with the Medical Policy, p medications to be administered during So	parents MUST give written chool hours or after hour e an Emergency and Trea	permission and direction of School activities. If a sattement Plan (available f	ons for prescription student is on from School office).	
MEDICATION In accordance with the Medical Policy, p medications to be administered during So permanent medication please complete	parents MUST give written chool hours or after hour e an Emergency and Trea on?	permission and direction of School activities. If a sattement Plan (available f	ons for prescription student is on from School office).	
MEDICATION In accordance with the Medical Policy, permanent medication please complete is the student taking long term medication	parents MUST give written chool hours or after hour e an Emergency and Trea on? k appropriate box)	permission and direction as School activities. If a sattement Plan (available f	ons for prescription student is on from School office).	
MEDICATION In accordance with the Medical Policy, permanent medication please complete is the student taking long term medication. I hereby consent for my child (please tick)	parents MUST give written chool hours or after hour e an Emergency and Trea on? k appropriate box) cursions arranged by the	permission and direction as School activities. If a sattement Plan (available f	ons for prescription student is on from School office).	
MEDICATION In accordance with the Medical Policy, permanent medication please complete is the student taking long term medication. I hereby consent for my child (please tick to attend all supervised activities and exceptions).	parents MUST give written chool hours or after hour e an Emergency and Treaton?  k appropriate box)  cursions arranged by the	permission and directions of sections of s	ons for prescription student is on From School office).	
MEDICATION In accordance with the Medical Policy, permanent medication please complete is the student taking long term medication. I hereby consent for my child (please tick to attend all supervised activities and excito to be given paracetamol for relief of pair	parents MUST give written chool hours or after hour e an Emergency and Treaton?  k appropriate box)  cursions arranged by the n  ions, splinters & other First be taken by car or ambu	permission and direction is School activities. If a statement Plan (available for school Yes Yes Aid needs Yes Ilance to	ons for prescription student is on From School office).  No	
MEDICATION In accordance with the Medical Policy, predications to be administered during Supermanent medication please complete. Is the student taking long term medication. I hereby consent for my child (please tick To attend all supervised activities and except To be given paracetamol for relief of pairs. To receive attention to minor cuts, abrasis. In the case of a medical emergency, to be	parents MUST give written chool hours or after hour e an Emergency and Treaton?  k appropriate box) cursions arranged by the n ions, splinters & other First be taken by car or ambuspital for professional treaton	permission and direction is School activities. If a statement Plan (available for school Yes Yes Aid needs Yes Ilance to	ons for prescription student is on from School office).  No No No	
MEDICATION In accordance with the Medical Policy, permanent medication please complete is the student taking long term medication. I hereby consent for my child (please tick to attend all supervised activities and excito to be given paracetamol for relief of pair to receive attention to minor cuts, abrasi in the case of a medical emergency, to be a medical surgery, medical centre or hose	parents MUST give written chool hours or after hour e an Emergency and Treaton?  k appropriate box) cursions arranged by the n ions, splinters & other First be taken by car or ambuspital for professional treatarises	permission and direction is School activities. If a statement Plan (available for school Yes Yes Aid needs Yes ulance to the to Yes Yes	ons for prescription student is on From School office).  No No No No	



# **ENROLMENT APPLICATION FEE**

CREDIT CARD PAYMENTS
Student's Name
Application Fee \$165.00
Debit Amount
Credit Card Number
Name on Card Expiry
Signature Date
CHEQUE PAYMENTS
Cheques payable to
St George Christian School
PO Box 144
Ramsgate NSW 2217
SURVEY
We would appreciate you taking the time to complete this short survey, thank you.
How did you hear about SGCS?
☐ Friend ☐ Internet ☐ Advertisement ☐ Parenting Course ☐ Other
If from the Internet, was it from
☐ Google ☐ Yellow Pages ☐ Yahoo ☐ Other
Would you like the Registrar to contact you to arrange a tour of the school?
Name
Phone

#### ST GEORGE CHRISTIAN SCHOOL

# **BUSINESS TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS**

The terms and conditions set out in the Prospectus and on the Application Form, and all associated papers or information sheets, may be amended from time to time, and the provisions subject to any amendments shall continue to apply during the whole period that a student continues to attend the School.

#### **FAMILY REBATE**

In cases where two or more children of the same family are attending, rebates apply. Refer to Fee Schedule. These rebates only apply to the tuition fees.

#### **APPOINTMENTS WITH THE PRINCIPAL**

The Principal is available for interviews with parents and appointments may be made by contacting the Principal's Personal Assistant.

#### **LEAVE DURING TERM**

Term dates are published a year in advance. It is expected that only in the most exceptional circumstances, would a student be absent on vacation or travel at times other than in official vacation periods. Should such leave be required, it is a requirement of the Department of Education and Training that an application for Exemption from Attendance be made to the Principal on the appropriate forms. Exemption cannot be granted retrospectively.

#### **INSURANCE**

It is the responsibility of the parent or guardian of each student to provide appropriate insurance cover should a student be injured or taken ill at School. Insurance of personal property is the responsibility of the parent or guardian. The School does not accept responsibility for personal property introduced to the School by any member of the School community.

#### **ILLNESS OR INJURY**

The School provides a sick bay where students who are taken ill or injured at School are accommodated while contact is made with parents or guardians as quickly as possible. When a student is absent because of illness, immediate notice should be given by telephone to the School office and the reason for the absence confirmed in writing by the parent or guardian upon the first day of the student's return to School.

#### **SCHOLARSHIPS AND BURSARIES**

Scholarships are awarded on the basis of testing for academic excellence for entry into Years 7 and 11 only. Music scholarships are also offered at these entry points.

Bursaries may be awarded to students only after a confidential needs-based assessment of the family's situation. Generally, a student has to be enrolled for at least one School year before applying for a bursary. Further information may be obtained from the School's Bursar.

#### **DISCIPLINE OF STUDENTS**

The continued enrolment of students is dependent on their behaviour being in accord with the School rules and regulations, as amended from time to time. Parents shall withdraw a child upon request of the Principal. The School applies a positive approach to discipline of students. Further details are available in the School's Family Handbook.

## **GENERAL**

Students shall attend School functions as and when required.

Students are expected to fulfil sports training commitments as required and to play in teams or competitions for which they are chosen.

All students are required to attend the School camps, unless excused by the Principal for medical reasons.

A note signed by the parent or guardian is required to excuse a student for not completing set work.

A note signed by the parent or guardian is required to excuse a student for being late or absent.

## ST GEORGE CHRISTIAN SCHOOL

# **ENROLMENT PROCEDURES**

#### THE CONDITIONS OF APPLICATION, ENROLMENT AND ADMISSION ARE AS FOLLOWS:

- 1. Applications can only be made on the official form and must be duly signed.
- 2. Applications will be processed after the payment of a non-refundable Application Fee for each family. (See Fee Schedule)
- 3. Acceptance is for the year stated and any alteration to that would depend on a vacancy being available. The School reserves the right at any stage to refuse a student who, at the absolute discretion of the School, is unable to meet the course or general requirements of the School.
- 4. Acceptance of a student will be followed by a Letter of Offer. Return of the duly signed copy of Conditions of Enrolment, along with payment of the Capital Levy and Enrolment Bond within 21 days of offer, will confirm the intention to proceed with the student's entry. This payment secures the student's position at the School for the year of entry.
- 5. If a student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid are forfeited.
- 6. One term's written notice must be made to the Principal, of any students withdrawing from the School. For students in Year 6 who are not continuing to Year 7 at St George Christian School, two terms' written notice to the Principal is required. Failure to give the required notice will result in a charge of one term's fees.
- 7. The School reserves the right to terminate the enrolment of any student whose conduct or behaviour is, at the absolute discretion of the School, unsatisfactory. In such a situation, no refund of fees will be granted.
- 8. The rules and regulations of the School shall be duly observed by students and their parent/s or guardian/s.
- 9. In the event of an injury to or illness of the student necessitating urgent hospital and/or medical treatment, including injections, blood transfusions and the like, if the parent or guardian is not readily available to authorise such treatment, a responsible person on the School staff is hereby empowered to give the necessary authority for the treatment without the School or such a person incurring any legal liability to the parent/s, guardian/s or student, in so doing.
- 10. All fees and charges are due and payable by the first Friday of each term. Accounts are normally rendered prior to the commencement of each School term. If payment is not received by the due date a late fee will be charged. A further charge may continue to accrue until the account has been settled.
- 11. If an account remains unpaid for 6 weeks after the account fee is due, and the School decides to place the unpaid account in the hands of a debt collection agency, Solicitor or third party, the parent/guardian/s will bear all costs pertaining to the recovery of the outstanding account, including but not limited to court, legal and other costs and these costs will be added to and become part of their debt due to the School.
- 12. The parent/s will actively support the goals of the School whenever and wherever possible.
- 13. Full Fee Paying Overseas Students have conditions beyond this document and enquiries should be directed to the Registrar.

## PROCEDURES FOR ENROLMENT:

- 1. Complete and duly sign the Application Form, obtain TWO written references on the School's form, attach a copy of the applicant/s birth certificate/s and where applicable, attach the TWO latest school reports. Photocopies of pertinent medical reports and evidence of Australian citizenship or resident status if the child was born overseas must also be provided. Forward these together with the Application Fee.
- 2. When the possibility of a placement arises, an interview will be scheduled with the Principal.
- 3. Upon satisfactory outcome of this process, an offer of enrolment will be made.
- 4. Acceptance of the offer will be by returning the signed copy of the Conditions of Enrolment and payment of the Capital Levy and the Enrolment Bond within twenty one days of the date of the offer. Non payment of this fee within twenty one days may result in the position being offered to another applicant. Refer to the School Fee Schedule.
- 5. Any notice of withdrawal must be made in writing to the Principal, and in accordance with the terms of the Conditions above.

The School reserves the right to amend the conditions and procedures at any time. Notification of changes will appear on the School's website and in the School's newsletter. Copies of the revised conditions and procedures will also be available from the School's Reception.

IT IS ESSENTIAL THAT THE SCHOOL BE NOTIFIED OF ANY CHANGE OF ADDRESS.