



# ENROLMENT AGREEMENT

## Application for Admission

### STUDENT INFORMATION

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender \_\_\_\_\_ Country of Birth \_\_\_\_\_

Year of Entry (eg 2019) \_\_\_\_\_ Year Level Applied for (eg Year 5) \_\_\_\_\_

Current School \_\_\_\_\_ Current Year Level \_\_\_\_\_

Day or Boarding Student \_\_\_\_\_ Customer Reference Number \_\_\_\_\_  
(Issued by Centrelink and required to claim CCS)

Religious Affiliation \_\_\_\_\_

Please indicate if there are any personal, religious, medical, physical or other factors of which the College should be aware:

\_\_\_\_\_

\_\_\_\_\_

Is the child the brother or sister of a student or past student of the College? *(If yes, please complete details below)*

Name	House	Current Year Level or Year Level Left	Date Left
_____	_____	_____	_____
_____	_____	_____	_____

## Conditions of Enrolment

I/We \_\_\_\_\_ and \_\_\_\_\_  
being the parent(s) / guardian(s) of the child referred to above, have read and understood the Conditions of Enrolment and agree to be bound by them.

Signed \_\_\_\_\_ and \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

- \$200 enrolment deposit (deposit applied to first College account)
- Proof of identification eg birth certificate or passport
- Immunisation Record or Conscientious Objection form
- Most recent school report
- NAPLAN report (year 3 and above)

OFFICE USE ONLY	
1. Enrolment Deposit Received	
2. Student Code	
3. Acknowledged	
4. Uploaded to DOCMAN	
5. Interview Held	
6. Letter of Acceptance	

Enrolment deposit can be paid by cash, cheque or credit card at Reception on Elphin or Penquite Campus.

Credit Card – Please call Reception to make a payment by phone - 03 6336 3300

Direct Deposit – BSB - 017 042, Account Number - 2275171, Account Name – Scotch Oakburn College, Reference – (student name)

# Family Information

## PARENT 1/ GUARDIAN 1

Title \_\_\_\_\_

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Customer Reference Number \_\_\_\_\_  
(Issued by Centrelink and required to claim CCS)

Address \_\_\_\_\_  
\_\_\_\_\_

Email Home \_\_\_\_\_

Telephone Home \_\_\_\_\_ Silent Y / N

Telephone Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email Work \_\_\_\_\_

Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Collegian Y / N    Date Left \_\_\_\_\_

Surname at College \_\_\_\_\_ House \_\_\_\_\_

## PARENT 2/ GUARDIAN 2

Title \_\_\_\_\_

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Date of Birth \_\_\_\_\_

Customer Reference Number \_\_\_\_\_  
(Issued by Centrelink and required to claim CCS)

Address \_\_\_\_\_  
\_\_\_\_\_

Email Home \_\_\_\_\_

Telephone Home \_\_\_\_\_ Silent Y / N

Telephone Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email Work \_\_\_\_\_

Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Collegian Y / N    Date Left \_\_\_\_\_

Surname at College \_\_\_\_\_ House \_\_\_\_\_

## GUARDIAN/SPECIAL INSTRUCTIONS:

If parents are separated or divorced, state with whom the student lives and provide copies of Court Orders or advise of special instructions that should be known to the College (use separate sheet if required).

\_\_\_\_\_  
\_\_\_\_\_

## SIBLINGS:\*

NAME	DATE OF BIRTH	CURRENT SCHOOL	CURRENT YEAR LEVEL
------	---------------	----------------	--------------------

_____	_____	_____	_____
_____	_____	_____	_____

\*Please note: Listing siblings' names here does not automatically guarantee a place in the College. Please complete a separate 'Application for Admission' for each child in the family.

## EMERGENCY DETAILS:

Person to contact if parent/s unavailable \_\_\_\_\_

Relationship to student \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Address \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Telephone \_\_\_\_\_



## Liability for Payment of Fees and Charges

I/We \_\_\_\_\_ and \_\_\_\_\_

being the ..... (*insert relationship*) of the child referred to above, understand and accept my/our responsibility to the College for payment of all fees and other costs and charges incurred by the student named above for the duration of his/her education at the College. If the person(s) nominated above as being liable for fees and charges subsequently changes after execution of the Application for Admission, the student may be unenrolled by the College unless the Business Manager is contacted and a new person(s) accepts responsibility to the College for all fees and other costs and charges and completes a Change of Financial Responsibility form within thirty (30) days.

Unless otherwise arranged in writing with the Business Manager, the person(s) who sign below become jointly and severally liable to pay 100% of the fees and other costs and charges incurred by the student at the College.

\_\_\_\_\_  
Person 1

\_\_\_\_\_  
Person 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

---



---

### Accounts to be Addressed to: (addressed to both persons unless otherwise indicated)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

---



---

### College Correspondence and Reports to be sent to: (please circle)

General College Correspondence	Person 1	Person 2	Both	Third Party (please specify below)
Reports	Person 1	Person 2	Both	Third Party (please specify below)

Note all parent(s) / guardian(s) are entitled to receive Reports unless the College is in receipt of a Family Court Order specifying otherwise

### Third Party Details

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

# Data Collection Form

## Information required for assessment and reporting purposes

1. Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)	
No	[ ]
Yes, Aboriginal	[ ]
Yes, Torres Strait Islander	[ ]

2. Does the student or their parent1/guardian1 or their parent2/guardian2 speak a language other than English at home?			
Language	Student	Parent1/ Guardian1	Parent2/ Guardian2
No, English only	[ ]	[ ]	[ ]
Yes, Other – please specify			

3. What is the <u>highest</u> year of primary or secondary school the parents/guardians/carers have completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below'.) Mark one box only in each column.		
	Parent1/Guardian1	Parent2/Guardian2
Year 12 or equivalent	[ ]	[ ]
Year 11 or equivalent	[ ]	[ ]
Year 10 or equivalent	[ ]	[ ]
Year 9 or equivalent or below	[ ]	[ ]

4. What is the level of the <u>highest</u> qualification the parents/guardians have completed? Mark one box only in each column.		
	Parent1/Guardian1	Parent2/ Guardian2
Bachelor degree or above	[ ]	[ ]
Advanced diploma/Diploma	[ ]	[ ]
Certificate I to IV (including trade certificate)	[ ]	[ ]
No non-school qualification	[ ]	[ ]

5. What is the occupation group of Parent1/Guardian1?	
6. What is the occupation group of Parent2/Guardian2?	
Please select the appropriate parental occupation group from the list below (1, 2, 3 or 4).	
<input type="checkbox"/> If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.	
<input type="checkbox"/> If the person has not been in paid work in the last 12 months, enter '8' in the space above.	

### List of Parental Occupation Groups

**Group 1** – Senior management in large business organization, government administration and defence, and qualified professionals.

**Group 2** – Other business managers, arts/media/sportspersons and associate professionals

**Group 3** – Tradespeople, clerks and skilled office, sales and service staff

**Group 4** – Machine operators, hospitality staff, assistants, labourers and related workers.

## Conditions of Enrolment

1. Signatories to this Enrolment Agreement agree:
  - (a) to accept the authority of the Board of Directors and of the Principal to run the College and for that purpose from time to time to impose, modify, rescind and apply in their unfettered discretion rules, policies and regulations hereinafter referred to as "the Rules";
  - (b) to be bound by and observe the Rules;
  - (c) to pay by the due date (in the case of signatories to 'liability for payment of fees and charges') all:
    - i. fees, charges and any accounts in relation to the enrolment or tuition of any student they are financially responsible for;
    - ii. interest on any unpaid accounts from the fee due date until the account is paid in full;
    - iii. any other charges referred to in Clause (8) that may become due.
2. The enrolment deposit accompanying this application is non-refundable.
3. All fees and levies will be charged on 1st February each year and required to be paid by 10 equal instalments commencing on 1st February, unless some other arrangement has been agreed to in writing by the Business Manager.
4. Any account rendered by or on behalf of the College shall be subject to the addition of compound interest, at the current rate of interest charged by the bankers for the College on overdrawn accounts plus 2%, if not paid within twenty-eight days of the due date.
5. Ten weeks' notice in writing, or the payment of ten weeks in lieu thereof (tuition and/or boarding) is required before a student leaves the College or before a boarder becomes a day student.
6. The College may, at its discretion, refuse to retain a place for a student if any fees, charges or accounts in relation to the enrolment or tuition of such student remain outstanding.
7. The liability of the signatories regarding liability for payment of fees and charges is joint and several.
8. Should debt collection action be necessary to recover outstanding fees, charges or any accounts in relation to the enrolment or tuition of any student, all costs arising from or associated with such debt collection action will be borne by the person(s) who has accepted responsibility for payment of the said fees, charges, loans or accounts.
9. The College reserves the right in its complete discretion and for any reason to suspend or to dismiss any student from the College and without limiting the generality of such discretion, such suspension or dismissal may be upon the grounds of unsatisfactory conduct or performance on the part of such student and/or upon a failure of the student or his or her parent or guardian to obey or comply with the Rules or these Conditions of Enrolment.
10. Insurances
  - (a) Parents are responsible for ensuring that students' personal possessions brought to the school are adequately insured against loss or damage. The College is not responsible for, and does not accept liability for, damage to or loss of any personal possessions of students whilst at school or whilst travelling to/from the College.
  - (b) Parents are advised that the College's insurance policies do not generally cover personal injury to students – eg. injuries incurred in the College grounds, or whilst playing sport. It is advised that parents check their own insurance policies and health cover to ensure that they are adequate.

## Collection of Personal Information

1. The College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for students.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask parents to provide relevant medical information about sons/daughters 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 to other schools, government departments, medical practitioners and people providing services to the College, including visiting specialist teachers and sports coaches.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of the student.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in College publications such as newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include when 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.
9. The College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to parents. Information may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose personal information to third parties for their own marketing purposes without parental consent.
10. If parents provide the College with the personal information of others, such as doctors or emergency contacts, we encourage parents to inform those people that they are disclosing that information to the College.