



APPLICATION FOR ADMISSION

STUDENT INFORMATION

Surname _____

Given names _____

Preferred Name _____

Date of birth _____

Gender _____

Country of birth _____

Year of entry (eg 2013) _____

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 CCB & CCR)

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
_____	_____	_____	_____
_____	_____	_____	_____

ACCOUNTS TO BE ADDRESSED TO (Addressed to both parents unless otherwise indicated)

NAME: _____

ADDRESS: _____ P/CODE _____

CONDITIONS OF ENROLMENT *(See page 4)*

I/We _____ and _____
being the parent(s) / guardian (s) of the child referred to above, have read and understood the Conditions of Enrolment which are printed on page 4 of this form, and agree to be bound by them.

Signed _____ and _____

Date _____ Date _____

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

- \$200 application fee (non refundable)
- Proof of identification eg birth certificate or passport
- Immunisation Record or Conscientious Objection form
- Most recent school report
- NAPLAN report (year 3 and above)

FOR OFFICE USE ONLY

1. Enrolment Fee Received	
2. Student Code	
3. Acknowledged	
4. Uploaded to DOCMAN	
5. Interview held	
6. Letter of Acceptance	
7. Capital Works Loan	

FAMILY INFORMATION

PARENT / GUARDIAN

Title_____

Surname_____

Given Names_____

Preferred Name_____

Relationship to Student_____

Date of Birth_____

Customer Reference Number _____
(Issued by Centrelink and required to claim CCB & CCR)

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 / GUARDIAN

Title_____

Surname_____

Given Names_____

Preferred Name_____

Relationship to Student_____

Date of Birth_____

Customer Reference Number _____
(Issued by Centrelink and required to claim CCB & CCR)

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)

BROTHERS & SISTERS*

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 NOT AVAILABLE _____

RELATIONSHIP _____ DAYTIME TELEPHONE _____

ADDRESS _____

DOCTOR'S NAME: _____ TELEPHONE: _____

DATA COLLECTION

Please note: Scotch Oakburn College is obliged by the Federal Government to request this data and provide it to them. We undertake to treat this data confidentially and in accordance with our published Privacy Policy.

1 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No
Yes, Aboriginal
Yes, Torres Strait Islander

2 Does the student or their guardian/s speak a language other than English at home?

No, English only Student Mother/Guardian Father/Guardian

Yes, other - please specify.....

3 What is the highest year of primary or secondary school the parents/guardians have completed? (tick one box only)

(For persons who have never attended school, mark 'Year 9 or equivalent or below' box)

	Mother/Guardian	Father/Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

4 What is the level of the highest qualification the parents/guardians have completed? (tick one box only)

	Mother/Guardian	Father/Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (incl trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

5 What is the paid occupation group of the mother/guardian? Refer to list below

6 What is the paid occupation group of the father/guardian? Refer to list below

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.

If the person is not currently in paid work, but has worked in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' in the box above.

CAPITAL WORKS LOAN

A Capital Works Loan Scheme operates in the College to help the College fund its capital works (building & refurbishment) program. ONE LOAN APPLIES TO EACH FAMILY.

Deposit of the loan is a pre-requisite of acceptance of the enrolment of your child; it is payable prior to your child entering the College.

The amount of the loan is set out in the current Schedule of Fees and no loan is required when the eldest child enters the Early Learning Centre. As an alternative to making a loan, a non-refundable tax deductible donation of the same amount may be made to the College Building Fund.

The terms and conditions of the loan are set out in the Loan Certificate which is issued at the time of making the loan.

CONDITIONS OF ENROLMENT

1. Parents and guardians agree:
 - (a) to accept the authority of the Board of Governance 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 all:
 - i. Fees, charges, Capital Works Loans 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 fee 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, Capital Works Loans or accounts in relation to the enrolment or tuition of such student remain outstanding.
7. The liability of the signatories to this Application for Admission Form is joint and several.
8. Should debt collection action be necessary to recover outstanding fees, charges, Capital Works Loans 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. 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.

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.