

Application for Enrolment Form

APPLICANT SUMMARY

INTENDED ENROLMENT YEAR:

TERM:

YEAR LEVEL:

Student Surname:

Student Given Name(s):

We welcome your application to attend St Columba College.

A summary of the application process is as follows:

- Complete this form and return to our Enrolment Officer
- Pay an Enrolment Application Fee of \$50 per child (*Note: This fee is non-refundable*)
- As your application progresses, the Enrolment Officer will contact you to arrange an Enrolment Meeting
- Should your child be offered a placement at St Columba College, you will be required to complete an Acceptance of Enrolment Form. You will also need to pay an Enrolment Guarantee Fee of \$100 per child to secure the placement (*Note: This fee is non-refundable*).

This form should be completed and returned with the following documents:

- A certified copy of your child's birth certificate
- Latest school report and/or reference from previous schools
- Latest NAPLAN results
- Documentation relating to additional learning needs
- Any other information regarding the special requirements of your child
- Any Court Order or related information regarding custody of your child.

If your child was NOT born in Australia, please also submit and attach the following documents:

- Visa
- Citizenship Papers
- Immigration Card (IMMI Card)
- Passport

Student Personal Details

Student Surname:

Student Given Name(s):

Preferred Name:

Date of Birth:

Gender:

Religion:

Place of Worship:

Country of Birth:

Nationality:

Is the student an Australian Citizen?

Yes No

Is the student of Aboriginal or Torres Strait Islander descent?

No Aboriginal Torres Strait Islander

Main language spoken at home:

If the student was not born in Australia, please complete this section:

Visa Type:

Visa Number:

Visa Class:

Visa Sub-Class:

Date Granted:

Visa Expiry:

Date of Arrival:

Student Residential Details

Student Address:

Parent / Guardian the Child resides with (the majority of the time):

Parent/Guardian (1)

Parent/Guardian (2)

Other

The parents are: Married

De Facto

Separated

Divorced

Single

Is a Court Order currently in place? *If yes, a copy of the order MUST be supplied to the College*

Yes

No

Is the student under the Guardianship of the Minister? *If yes, please details below:*

Yes

No

Caseworker Name:

Contact Number:

Sibling Details *(If under the age of 18 years. Space is provided at the end of this document for more siblings)*

Sibling - Surname:

Given Name(s):

Date of Birth:

Gender:

Is this sibling currently attending St Columba College ?

No

Yes, current Year Level:

Sibling on the College waiting list

Sibling is a past student of the College

Sibling - Surname:

Given Name(s):

Date of Birth:

Gender:

Is this sibling currently attending St Columba College ?

No

Yes, current Year Level:

Sibling on the College waiting list

Sibling is a past student of the College

Sibling - Surname:

Given Name(s):

Date of Birth:

Gender:

Is this sibling currently attending St Columba College ?

No

Yes, current Year Level:

Sibling on the College waiting list

Sibling is a past student of the College

Education History

Please list the childcare centres, kindergartens or schools the student has attended up to the present time:

<i>Name</i>	<i>Date Started</i>	<i>Date Finished</i>	<i>Year Level</i>
1.			
2.			
3.			
4.			
5.			

Please list any year levels repeated:

Additional Needs & Considerations

I/We consent to St Columba College obtaining information about our child, where necessary, from previous schools, agencies or professionals

Yes No

Does your child have any specific achievements or talents?

Yes No

Does your child have any learning needs?

Yes No

Does your child require any 'English as an Additional Language' (EAL) support?

Yes No

Has your child attended any specialised agencies, special schools, units or centres?

Yes No

Has your child been assessed by a specialist service?

- Speech Pathologist Yes No
- Occupational Therapist Yes No
- Psychiatrist Yes No
- Psychologist Yes No
- Audiologist Yes No
- Optometrist Yes No
- Other Specialist Clinic or Service Yes No

Does your child have any specific needs or considerations?
(e.g. disabilities, allergies, restrictions on physical activity)

Yes No

Does your child require any specific provisions to be made by the College?
(e.g. medication, disabled access etc.)

Yes No

Does your child have any infectious diseases?

Yes No

Is there any other information we should be aware of in order to meet your child's educational needs?

Yes No

If you answered 'Yes' to any questions above, please provide details below and attach a copy of reports/assessments:

Parent / Guardian 1

Personal Details

Title: Mrs Ms Miss Mr Dr Rev Relationship to Child:

Surname:

Given Name(s):

Date of Birth:

Country of Birth:

Nationality:

Main language spoken at home:

Religion:

Contact Details

Telephone: (H)

(M)

Email: *(This MUST be supplied)*

Residential Address:

Postal Address:

Employment Details

Occupation:

Work Phone:

Employer:

If not employed, do you receive a government benefit?

Yes

No

Are you employed by the Australian Defence Force?

Yes

No

Do you have any outstanding school fees with another school? *If yes, please provide details:*

Yes

No

Visa Details (If Applicable)

Visa Type:

Visa Number:

Visa Class:

Visa Sub-Class:

Date Granted:

Visa Expiry:

Date of Arrival:

Are you an Australian Citizen?

Yes

No

The following is required by the Australian Government for assessment and reporting purposes and MUST be completed:

What is the highest level of schooling you have completed?

Year 12

Year 11

Year 10

Year 9 (or below)

What is the highest level of qualification you have completed?

Bachelor Degree (or above)

Advanced Diploma/Diploma

Certificate I to IV (Including a Trade Certificate)

No non-school qualification

From the list below, which group best describes your current occupation? (Or most recent, in the previous 12 months?)

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

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

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators

Group 8: Not currently employed or retired.

Parent / Guardian 2

Personal Details

Title: Mrs Ms Miss Mr Dr Rev Relationship to Child:

Surname:

Given Name(s):

Date of Birth:

Country of Birth:

Nationality:

Main language spoken at home:

Religion:

Contact Details

Telephone: (H)

(M)

Email: *(This MUST be supplied)*

Residential Address:

Postal Address:

Employment Details

Occupation:

Work Phone:

Employer:

If not employed, do you receive a government benefit?

Yes

No

Are you employed by the Australian Defence Force?

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Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

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

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators

Group 8: Not currently employed or retired.

Terms & Conditions

PLEASE READ CAREFULLY

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 Statement 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.

Terms & Conditions (continued)

DECLARATION:

I/We jointly and severally accept:

1. That, in applying to enrol my child at St Columba College, they will be educated in the Anglican and 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.

Parent / Guardian Declaration

Must be signed to complete application

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.

Parent / Guardian 1 Signature: _____

Date: _____

Parent / Guardian 2 Signature: _____

Date: _____

Application Fee Payment

Card Number: _____

Card Holder's Name: _____

Expiry Date: _____

CVV: _____

Amount: _____

Signature: _____

NOTE: This \$50 (per child) fee is non-refundable. Cash can only be received if paying in person at the College

Sibling Details (Continued from Page 2 – if more space is required)

Sibling - Surname:

Given Name(s):

Date of Birth:

Gender:

Is this sibling currently attending St Columba College ?

No Yes, current Year Level:

Sibling on the College waiting list

Sibling is a past student of the College

Sibling - Surname:

Given Name(s):

Date of Birth:

Gender:

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Given Name(s):

Date of Birth:

Gender:

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Sibling is a past student of the College

How did you hear about us?

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

Newspaper Advertising

Recommendation

Past Student/Family

Online Digital Advertising

Open Day

Mail Drop

Shopping Centre Advertisement

College Tour

Sibling already enrolled

Facebook

Internet Search

Local Primary School

Church/Parish

Live in the area

Local Signage

Website

Other (please specify):

Notes



St Columba College
A joint Anglican and Catholic College

President Avenue, Andrews Farm, South Australia 5114

T | 08 8254 0600 E | admin@stcolumba.sa.edu.au | www.stcolumba.sa.edu.au

Aug 2022