



APPLICATION FOR ENROLMENT

Student Name: _____ Year Level Entry: _____ Year of Entry: _____

THIS APPLICATION COMPRISES THE FOLLOWING SECTIONS

SECTION 1: Enrolment Process	SECTION 2: Fees and Business Regulations
SECTION 3: Student Profile and Parent/Carer Information	SECTION 4: Required Government Policy
SECTION 5: Privacy Policy	

- We understand that Ormiston College operates for Christian students and that enrolment preference will be given to applications made on behalf of Christian students. As a parent/guardian, we agree to support our child's Christian development in the school. We understand that all students and parents/guardians are to attend an interview with the Headmaster or his representative prior to commencement. We understand that acceptance of our child is at the discretion of the Headmaster.
- We have read and accept the content of the College's Code of Behaviour, Mission Statement, Uniform and Presentation Policy. We and our child accept that his/her ongoing enrolment with the College is subject to our and our child's compliance with the requirements set out in those statements, rules and policies.
- We undertake to keep the College informed, at all times, of any change in postal address, contact telephone numbers, email address and medical information.
- We understand that the College will communicate to parents via a range of media eg. formal letters, email, Parent Zone, College App, College newsletter etc.
- We accept that, unless agreed in writing by the Headmaster, both parents/guardians are jointly liable for payment of all fees and the charges levied by the College.
- We understand that fees are payable in advance unless written arrangements are made with the Headmaster. We understand that if the College fees or up-front fees are in arrears, our child's enrolment at the College may be suspended or terminated at the discretion of the Headmaster and additional fees may apply.
- We understand that payment for student involvement in co-curricular trips and tours may not be accepted until tuitions fees are paid in full.
- We understand that during any period in which our child is absent from the College, we will continue to be liable for fees payable.
- We understand that written notice is required to the Headmaster no later than the first day of the school term at the end of which it is intended he/she should leave; or if it is intended he/she should leave during a school term, not later than the first day of the immediate preceding term. If this notice is not given, it is College policy that you will be charged for the subsequent school term's fees. Such a policy is necessary to allow the College to adequately replace those students who may leave without giving notice.
- We understand that a non-refundable Confirmation Fee per student is payable after a position has been offered. Confirmation Fees are required within 30 days of receipt of offer.
- We have read, understand and accept the Fees and Business regulations set out in Section 2 of this Application for Enrolment.
- We understand throughout the year, Ormiston College compiles a range of photographs from classroom, co-curricular and outdoor activities. These photographs are used in publications such as the College Newsletter, the annual Yearbook and the Oracle magazine. Photographs are sometimes used for promotional use in communication sent to prospective parents, Old Collegians and the wider community. On occasion photography can be used as part of the marketing collateral for the College including but not limited to: the College website, social media, brochures, print advertising, College App and Parent Zone.
 We give do not give permission for the College to use any photograph picturing our child.

Signature Parent/Guardian 1

Signature Parent/Guardian 2

CHECK LIST

Please ensure you have attached the following documentation (if applicable) with this Application (please tick):

Application Fees	Yes
Copy of Birth Certificate, Australian Visa (if your child was born overseas)	Yes
Passport sized photo of your child	Yes
Copies of Semester 1 and Semester 2 School Reports for the past three (3) years (if applicable)	Yes
Year 3, 5, 7 and 9 NAPLAN Test results (if applicable)	Yes
Medical Reports (if applicable) (Refer Section 3)	Yes
Specialist Reports (if applicable) (Refer Section 3)	Yes

OFFICE USE ONLY

Date of Tour		Please attach a recent photograph here.
Offered		
Student Code		
Application Receipt No	Date	

SECTION 1: ENROLMENT PROCESS

The following is the procedure to enrol a student at Ormiston College:

1.1 COMPLETION OF APPLICATION FOR ENROLMENT FORM

Enrolments are considered only when the completed official Application for Enrolment Form and payment of the Application Fee are received together with the documentation detailed in the Checklist (refer front page). Enrolment is then considered as vacancies become available. Places may become available a short time before the date for which enrolment was requested, occasionally as late as January in the year a student commences.

Applications on waiting lists are carried over to all proceeding years. Alterations to the preferred date of entry on the original Application for Enrolment Form must be placed in writing.

On receipt of this form, the College will either reserve a place on the enrolment register for the year requested or allocate a place on the appropriate waiting list.

INTERVIEW AND OFFER OF A PLACE

Positions are offered in the following priority order:

- Children of current Ormiston College Staff
- Siblings of students currently attending Ormiston College
- Children attending Ormiston College Early Learning Centre at the time offers are made for Prep
- Children of Old Collegians
- Date of Application

Where particular circumstances apply, the Headmaster may exercise discretion in determining enrolment preferences.

1.1.1 STUDENTS APPLYING FOR ENTRY IN PREP

First round offers are made two years prior to commencement. These offers are subject to the readiness of the child and readiness meetings are conducted six months prior to commencement. First round offers are accepted by payment of the Confirmation Fee. Final offers are made following the readiness meetings and are accepted by payment of the Building Fund Contribution.

A guide to assist in choosing the correct year of entry for Prep follows:

BIRTH DATE	ENTRY YEAR OF PREP
Child born: 1/7/2009 – 30/6/2010	2015
Child born: 1/7/2010 – 30/6/2011	2016
Child born: 1/7/2011 – 30/6/2012	2017
Child born: 1/7/2012 – 30/6/2013	2018
Child born: 1/7/2013 – 30/6/2014	2019
Child born: 1/7/2014 – 30/6/2015	2020

1.1.2 STUDENTS APPLYING FOR ENTRY IN YEAR 5 AND YEAR 7

Offers are made subject to a review of school reports, NAPLAN test results, other relevant reports and a successful interview. Interviews are conducted two years prior to commencement and accepted by payment of the Confirmation Fee and Building Fund Contribution. At the interview, the College's expectations of parents and students are discussed. Should an offer of a place result, this will be communicated in writing.

1.1.3 STUDENTS APPLYING FOR ENTRY IN OTHER YEAR LEVELS

Students applying for entry in other year levels are placed on waiting lists. Enrolment is then considered as vacancies become available.

1.2 ACCEPTANCE OF OFFER

Offers of enrolment are valid for one month and are accepted by the parent through payment of the Confirmation Fee and Building Fund Contribution (refer to Schedule of Fees and Conditions), and return of a signed copy of the Conditions of Entry Contract. The enrolment process is completed with the pre-payment of the term's tuition fees prior to commencement (refer to Schedule of Fees and Conditions). A Fee Statement will be emailed to facilitate this payment.

SECTION 2: FEES AND BUSINESS REGULATIONS

2.1 APPLICATION FEE

An Application Fee (refer to Schedule of Fees and Conditions) is payable at the time of submitting a formal Application for Enrolment to the College. This fee is non-refundable and covers the administration costs associated with prospective enrolments and interviews.

2.2 CONFIRMATION FEE AND BUILDING FUND CONTRIBUTION

To secure the student's enrolment at Ormiston College, a Confirmation Fee and Building Fund Contribution (refer to Schedule of Fees and Conditions) is payable up to two years prior to the student's entry to the College (except for Prep entry refer section 1.1.1).

Payment of this fee is compulsory for all parents wishing to confirm the student's enrolment. It is non-refundable and not deducted from tuition fees.

The College's Conditions of Entry Contract will be forwarded to you at this time.

2.3 PAYMENT OF FEES

Fees are payable in advance two weeks prior to the commencement of the term.

Both parents/guardians are jointly liable for payment of all fees and charges levied by the College unless agree in writing by the Headmaster. Should any fees or charges not be paid by the due date, then the Headmaster may suspend or terminate enrolment at his sole discretion.

2.4 DISCOUNTS AND CONCESSIONS

If three or more siblings attend the College at the same time, a concessional discount of tuition fees of 15% for the third child and 40% for the fourth child is provided.

2.5 ABSENCE/WITHDRAWAL FROM THE COLLEGE

Fees are payable during any period in which a student is absent from the College.

Written notice is required to the Headmaster no later than the first day of the school term at the end of which it is intended he/she should leave; or if it is intended he/she should leave during a school term, not later than the first day of the immediately preceding term. If this notice is not given, it is College policy that you will be charged for the subsequent school term's fees. Such a policy is necessary to allow the College to adequately replace those students who may leave without giving notice.

2.6 INCREASE OF FEES

Ormiston College together with the Board of Directors' set fees on an annual basis. Parents are advised to factor in yearly increases in fees.

SECTION 3: STUDENT PROFILE AND PARENT/CARER INFORMATION

3.1 STUDENT DETAILS

Surname: _____

Given Name: _____ Preferred Given Name: _____

Date of Birth: _____ Proposed Year of Entry: _____ Year Level: _____

Religion: Practicing Christian Non-practicing Christian Other (Please specify) None

Citizenship: _____ Language Spoken at Home: _____

Residential Address: _____

P/Code: _____

Postal Address: _____

P/Code: _____

3.2 NATIONALITY

Australian Non-Australian

If Non-Australian, please provide:

Country of Birth: _____

Type of Visa: _____ Date of issue: _____ Date of expiry: _____

Date of Arrival in Australia: _____

3.3 HISTORY OF SCHOOL ATTENDANCE

YEARS OF ATTENDANCE	YEAR LEVELS	NAME OF SCHOOL
e.g. 1998 - 2005	P - 7	Ormiston College

Where applicable, please provide copies of the last three years' school reports.

These are required for consideration of this application if applying for entry within the next two years.

3.4 PARENT/GUARDIAN INFORMATION

FATHER/GUARDIAN

Title: _____ Given Name: _____ Surname: _____

Occupation: _____ Current Employer: _____

Employer Address: _____

Religion: Practicing Christian Non-practicing Christian Other (Please specify) None

(Please Circle)

Residential Address: _____

_____ P/Code: _____

Postal Address: _____

_____ P/Code: _____

Home Phone No: _____ Work Phone No: _____

Mobile Phone No: _____ Email Address: _____

MOTHER/GUARDIAN

Title: _____ Given Name: _____ Surname: _____

Occupation: _____ Current Employer: _____

Employer Address: _____

Religion: Practicing Christian Non-practicing Christian Other (Please specify) None

(Please Circle)

Residential Address: _____

_____ P/Code: _____

Postal Address: _____

_____ P/Code: _____

Home Phone No: _____ Work Phone No: _____

Mobile Phone No: _____ Email Address: _____

OTHER DETAILS

If parents are Separated/Divorced who does your child reside with?	Mother	Father
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Are there any Court Orders in place?	YES	NO
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Please note, it is essential to provide the College with a current copy of the Court Order.

3.6 EMERGENCY CONTACT (OTHER THAN PARENTS)

Name: _____

Relationship to Student: _____

Home Phone No: _____ Work Phone No: _____ Mobile No: _____

3.7 FAMILY OR RELATIVE(S) WHO HAVE ATTENDED ORMISTON COLLEGE

SURNAME	GIVEN NAME	FINAL YEAR	HOUSE

3.8 MEDICAL HISTORY AND SPECIAL NEEDS

Prior to enrolment, it is important that as Parents you inform the College if your child has any particular special needs such as medical, physical, learning or social/emotional, which require specialised and professional attention (above and beyond the level of individual attention already afforded to students at Ormiston College). Please disclose these special needs in the space below and attach further documentation if required.

If this section is not completed, the College will assume that the student has no special needs and any offer of enrolment will be made on the basis of this assumption being correct.

If your child has a special need, please tick.

ADD/ADHD: YES NO Autism/Asperger's: YES NO

Vision: YES NO Hearing: YES NO

Social/Emotional: YES NO Learning Difficulty: YES NO

Non-verbal Learning Disorders: YES NO Other: YES NO

Has your child ever repeated a grade? YES NO If so, which year level: _____

Has your child ever received Learning Support Assistance? YES NO

Has your child ever been 'Verified' in any of the following impairment areas?

(Verification is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel.)

Physical: YES NO Intellectual: YES NO

Autism Spectrum Disorder: YES NO Special Emotional Disorder: YES NO

Speech Language: YES NO Vision: YES NO

Hearing: YES NO Other: YES NO

If Yes, what is the level of impairment? _____

Please attach the appropriate specialist report(s).

Has your child ever been appraised at a previous school? YES NO

If so, what learning areas were affected or difficulty detected? _____

Has an Individual Education Plan (IEP) been written for your child? YES NO

Has an Education Adjustment Plan (EAP) been completed for your child? YES NO

Has your child ever been assessed for a learning difficulty/disability? YES NO

If Yes, please provide details? _____

Has another school or teacher ever suggested that your child may suffer from a learning difficulty/disability? YES NO

If Yes, please provide details? _____

Has your child ever been referred to a Speech Pathologist, Occupational Therapist or had a developmental assessment? YES NO

If Yes, please provide details? _____

Does your child exhibit developmental delays in any area? YES NO

If Yes, please provide details? _____

Has your child ever been accelerated ie skipped a Year level? YES NO

Has your child participated in a Learning Enrichment Program? YES NO

ENGLISH AS A SECOND LANGUAGE

Is a language other than English your child's primary language? YES NO

If Yes, please state which language spoken? _____

MEDICATION

Does your child take medication on a regular basis? YES NO

If Yes, what type of medication and how often is it taken? _____

Does your child have any social difficulties with other children? YES NO

If Yes, please specify:

Has behaviour management ever been an issue with your child in a school setting? YES NO

If Yes, please specify:

If your child has one of the above special needs, how does this impact on them as a learner?

Has your child ever been assessed or treated by an educational or child psychologist? YES NO

If Yes, please provide details:

Has your child ever suffered any serious trauma, or been diagnosed by, or had consultations with a Counsellor? YES NO

If Yes, please provide details:

3.9 HOW DID YOU FIRST HEAR ABOUT ORMISTON COLLEGE?

Old Collegian

College Carnival

Word of Mouth

Website

Advertisement for Scholarships/Open Day/Other

Street Directory

Billboards/Bus Shelter Advertising

Referred By _____

SECTION 4: REQUIRED GOVERNMENT INFORMATION

4.1 INFORMATION REQUIRED FOR GOVERNMENT REPORTING

In what country was the student born? _____

4.2 IS THE STUDENT OF ABORIGINAL/TORRES STRAIT ISLANDER DESCENT?

YES NO

4.3 DOES THE STUDENT OR THEIR FATHER/GUARDIAN OR THEIR MOTHER/GUARDIAN SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

YES NO

(If more than one language, please indicate the one that is spoken most often)

OTHER LANGUAGES SPOKEN	
Student	
Father/Guardian 1	
Mother/Guardian 2	

4.4 CAREER DETAILS - EDUCATION

What is the highest year of Primary or Secondary school the parents/guardians have completed? (For persons who have never attended school, mark 'Year 9 or equivalent'). (Please tick)

Year 12 or equivalent	Father/Guardian 1		Mother/Guardian 2	
Year 11 or equivalent	Father/Guardian 1		Mother/Guardian 2	
Year 10 or equivalent	Father/Guardian 1		Mother/Guardian 2	
Year 9 or equivalent	Father/Guardian 1		Mother/Guardian 2	

What is the level of the highest qualification the parents/guardians have completed? (Please tick)

Bachelor Degree or above	Father/Guardian 1		Mother/Guardian 2	
Advanced Diploma/Diploma	Father/Guardian 1		Mother/Guardian 2	
Certificate I to IV (including TAFE Certificate)	Father/Guardian 1		Mother/Guardian 2	
No Non-School Qualification	Father/Guardian 1		Mother/Guardian 2	

4.5 EMPLOYMENT DETAILS

Please refer to the table below in order to answer the following:

What is the occupation of Father/Guardian 1: _____ Group

What is the occupation of Mother/Guardian 2: _____ Group

THE ONLY VALID RESPONSE TO THESE QUESTIONS COULD BE 1, 2, 3, 4 OR 8

Please note:

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.

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

Group 1 Senior Management in large business organisation, government administration and defence, and qualified professionals.

Group 2 Other business managers, arts/media/sports persons 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.

Group 8 Currently not in paid work.

SECTION 5: PRIVACY POLICY

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of the student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health (and Child Protection) laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask parents to provide medical reports about their child from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them and their child 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 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.
9. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with the complaint.
10. As you know, the College from time to time engages in fundraising activities. Information received from parents may be used to make an appeal to the College's parent community. Information may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information and photographs such as academic and sporting achievements, student activities, camps, excursions and similar news are published in College newsletters, magazines and on the College website. The College will obtain separate permission from the student's parent or guardian prior to enrolment.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. 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 that information if they wish and that the College does not usually disclose this information to third parties.

PAYMENT BY CREDIT CARD

Cardholder's Name _____ Amount \$ _____
(Please Print)

Signature _____ Expires _____ / _____

Mastercard Visa

Card No: | | | | | | | | | | | | | | | | | | | | | |

OFFICE USE ONLY

Receipt No	Date	Amount	
Interview Date		Letter of Offer Date	
Confirmation Fee Due		Date of Commencement	