



Enrolment Form

Application for Enrolment

STUDENT NAME

Surname:	_____	Given name/s:	_____
Date of birth:	_____	Preferred name:	_____
Proposed school year of entry:	_____	Calendar year of entry:	_____
Date of application:	_____		

The following documentation is required in support of this application:

- Application For Enrolment form, complete with Conditions of Entry signed by both parents/guardians
- Application Fee form, specifying payment by cheque (also enclosed) or credit card for \$220.00 incl GST
- Two written references
- Copy of applicant's full birth certificate, and/or passport showing current visa and/or citizen certificate
- Copy of any parenting plans/orders applicable to the applicant
- Details of, and management plans for, any long-term medication/ allergies/ medical conditions (if applicable)
- Copies of any educational and/or psychological testing undertaken (if applicable)
- Copy of applicant's latest School Report (if applicable)
- Copy of NAPLAN Report (if applicable)

We have completed the enrolment application for our daughter and have supplied the above documentation.

Parent/Guardian's signature: _____ Parent/Guardian's Signature: _____

Dated: _____ Dated: _____

Please return to:

The Registrar
Roseville College
Locked Bag 34
Roseville NSW 2069

Telephone: 61 2 9884 1100
Fax: 61 2 9411 3945
Email: registrar@roseville.nsw.edu.au
www.rosevillecollege.com

STUDENT DETAILS

Date of Birth: _____ Nationality: _____
Country of Birth: _____ Religion: _____
(A copy of applicant's full birth certificate, and/or passport showing current visa and/or citizen certificate must accompany this application.)
Language spoken at home: _____ Student's mobile number: _____
Current pre-school/school: _____ Commencing (eg. Year 7): _____

PARENT/GUARDIAN DETAILS

Details of Parent/Guardian	Details of Parent/Guardian
Title: _____	Title: _____
Surname: _____	Surname: _____
Given Name: _____	Given Name: _____
Preferred Name: _____	Preferred Name: _____
Residential Address: _____	Residential Address: _____
_____	_____
Post Code: _____	Post Code: _____

Our daughter resides with: _____

If there is a parenting plan/order that pertains to your daughter, please attach a copy

Other address (PO Box): _____	Other address (PO Box): _____
_____	_____
Post Code: _____	Post Code: _____

Correspondence and invitations to be sent to: Residential Other address Both parents/guardians
Accounts to be sent to: Residential Other address Both parents/guardians

Telephone

Home: _____	Home: _____
Work: _____	Work: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____

STUDENT EMERGENCY CONTACTS

Please supply a contact name if parents/guardians are not available in the case of an emergency (it is essential to nominate someone who could promptly collect your daughter, if required).

Surname: _____	Given name: _____
Relationship: _____	
Telephone (Home): _____	Mobile: _____

MEDICAL/LEARNING INFORMATION

Doctor's Name: _____

Contact Number: _____

No Yes **Medical Profile Information** (PLEASE PROVIDE DETAILS WHERE INDICATED)

We ask parents to be transparent as it is the only way the School can support your daughter's needs.

- Please indicate any medical conditions or allergies and attach any supporting medical documentation and management plans

- Has long term medication been prescribed for your daughter:

If yes, please indicate why the medication has been prescribed and why it is necessary to be taken at School. Please indicate any allergies or medical conditions and attach any supporting medical documentation and management plans.

- Our daughter has our permission to take the following medication at school, if necessary:

Detail medication, quantity and dosage:

- Our daughter suffers from asthma. Her medication is:

She uses a peak flow monitor and her normal level is: _____

She needs to keep her medication at school

- Our daughter has our permission to take Panadol at school, if necessary

ROSEVILLE OLD GIRLS

If mother or relative is an ex-student of Roseville College, please complete below

Given Name: _____

Maiden Name: _____

Married Name: _____

Relationship to Student: _____

Grade & year she left Roseville College: _____

House: _____

Address: _____

Contact Number: _____

SIBLINGS

Name	Date of Birth	If sister is currently at Roseville College, please indicate her school year	If sister is to be enrolled in the future, please indicate proposed school year and year of entry
1			
2			
3			
4			

REFEREES

The Application is to be supported by two written references (one preferably a member of the clergy).

Name: _____ Name: _____
Telephone: _____ Telephone: _____
Relationship to applicant: _____ Relationship to applicant: _____

STUDENT EDUCATIONAL NEEDS

We aim to provide the most appropriate educational environment for our students. To help assess your daughter's needs, please tick all boxes that apply. Again, we ask parents to be as transparent as possible in order to help us best support your daughter.

Has she received or is she receiving:

- | | |
|--|---|
| <input type="checkbox"/> Early intervention support | <input type="checkbox"/> Integration funding |
| <input type="checkbox"/> Counsellor support | <input type="checkbox"/> Disability provisions |
| <input type="checkbox"/> Learning support within a classroom | <input type="checkbox"/> Learning support outside a classroom |
| <input type="checkbox"/> Speech, OT or physio support | <input type="checkbox"/> Extension or acceleration support |

Please provide copies of any educational or psychological testing that has been undertaken.

English as an Additional Language:

If you have been in Australia for less than five (5) years your daughter may be required to complete a brief task to determine her level of English competency.

- | | |
|---|---|
| <input type="checkbox"/> Yes, English is our family's Second Language | <input type="checkbox"/> Yes, we have been in Australia for less than 5 years |
| <input type="checkbox"/> Yes, an ESL task is applicable and required | <input type="checkbox"/> No, an ESL task is not applicable or required |

Name of overseas school attended and language of instruction

PASTORAL CARE

In order for us to provide the best possible care for your daughter and effective communication between the school and home, please provide any other information or concerns that you feel would be helpful for our Pastoral Care Team.

DISCLOSURE AND SIGNATORIES

I/We apply to enrol this student at the College and agree jointly and severally to be bound by the Conditions of Enrolment (as per pages 5 and 6), and to accept responsibility for the payment of all fees and charges.

Father/Guardian's signature: _____ Mother/Guardian's Signature: _____
Dated: _____ Dated: _____

Where only one parent/guardian has signed the Conditions of Entry, that person must satisfy the College that he/she is the sole parent or guardian and will be responsible for all fees and charges.

Anglican Schools Corporation trading as Roseville College – Conditions of Enrolment

These Conditions form part of the enrolment contract between the Parents and Anglican Schools Corporation from 1 Jan 2012.

Interpretation

“Corporation” means Anglican Schools Corporation, ABN 63 544 529 806.

“Parents” means the Student's mother and father; or, where the Student has only one parent, that parent. “Parents” also includes the Student's guardian.

“Student” means the person who is enrolled as a student at the School.

“Principal” means the principal or acting principal of the School, by whatever title she or he is known, and/or his or her nominee.

“School” means the school or college of the Corporation at which the Student is enrolled.

Fees and Charges

1. The Parents are to pay to the School all fees and charges for school fees, extra subjects, excursions, camps and the supply of other goods and services to the Student, as determined by the Corporation or incurred on behalf of the Student from time to time (Fees and Charges).
2. The Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an account for Fees and Charges within 21 days of the due date they will be liable to pay an overdue charge which reflects the administrative and financial cost to the Corporation in collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. If an account for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry to the Student and/or terminate the Student's enrolment.
4. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the School one term's school fees, plus GST as applicable. The Parents agree that this amount is a genuine estimate by the School of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.
5. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, or expulsion.
6. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment.
7. The Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the Student which the School is not able to otherwise recover.

Students' Obligations

8. Students are to demonstrate high standards of behaviour and:
 - (a) abide by the School rules as they apply from time to time;
 - (b) act courteously and considerately to each other and to staff at all times;
 - (c) support the goals and values of the School;
 - (d) attend and, as required, participate in:
 - (i) chapel services and assemblies;
 - (ii) the School sports programme;
 - (iii) important School events such as Speech Day / Night or other events determined by the Principal;
 - (iv) camps and excursions that are an integral part of the School curriculum;
 - (e) wear the School uniform as prescribed and follow conventional standards of appearance in accordance with the School's guidelines and the expectation of the School community; and
 - (f) attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

Parents' Obligations

9. The Parents:
 - (a) are to accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
 - (b) acknowledge the Corporation's Philosophy of Education published on the Corporation's website www.sasc.nsw.edu.au;
 - (c) are to support the goals, values and Christian foundation and activities of the School;
 - (d) are to read the School newsletter;
 - (e) are to advise the School in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parent or has mail returned to it;
 - (f) are to ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;

Anglican Schools Corporation trading as Roseville College – Conditions of Enrolment

- (g) are to communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- (h) are to use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.

Exclusion of Students

- 10. The Principal may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or expel the Student for:
 - (a) breaches of rules or discipline;
 - (b) behaviour prejudicial to the welfare of the School, its staff or students; or
 - (c) where parents have failed to comply with these Conditions of Enrolment.
- 11. The Principal also may terminate the Student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

- 12. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal. Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrival at the beginning of the day.

Content of Courses attended

- 13. The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.

Special needs, Health and Safety

- 14. The Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. The Parents are to complete the Student's medical form accurately and provide annual updates.
- 15. The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all students.
- 16. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.
- 17. The Student's personal property is not insured by the School, and the School does not accept any responsibility for loss of or damage to the Student's personal property.
- 18. Parents are to observe School security procedures for the protections of students.
- 19. In accepting these conditions the Parents:
 - (a) acknowledge that the School may from time to time collect personal information about parents and students for the School's function or activities;
 - (b) authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the Student's education, health, care, welfare and development; and
 - (c) acknowledge that they have read the School's Privacy Policy and Standard Collection Notice, as displayed on the School's website, or as otherwise published.
- 20. The Parents give permission for photographs and videos of the Student to be placed in the School's records; displayed from time to time around the School; and published in School publications, on its website and in other marketing and promotional material, unless the Principal has been advised or is advised in writing that the Parents do not give this permission.

Court Orders and Provision of Reports

- 21. The Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.
- 22. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

General

- 23. The Corporation may change these Conditions of Enrolment with effect from the beginning of a calendar year, provided the Corporation gives the Parents at least two terms' notice.
- 24. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.



Application Form

Student

Surname: _____ Given name/s: _____

Proposed year of entry: _____ Calendar year of entry: _____

We enclose a cheque for \$220

Bank: _____

Branch: _____

Please debit my credit card with \$220

Visa

Mastercard

Card Number: _____ / _____ / _____ / _____

Name as it appears on the card: _____

Expiry Date: _____

Signature of Cardholder: _____

Please return to:

The Registrar
Roseville College
Locked Bag 34
Roseville NSW 2069

Contact details:

Telephone: 61 2 9884 1100
Fax: 61 2 9411 3945
Email: registrar@roseville.nsw.edu.au
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