



# 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: _____
<b>Residential Address:</b> _____	<b>Residential Address:</b> _____
_____	_____
_____ Post Code: _____	_____ Post Code: _____

Our daughter resides with: \_\_\_\_\_  
\_\_\_\_\_

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

<b>Other address (PO Box):</b> _____	<b>Other address (PO Box):</b> _____
_____	_____
_____ 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: _____	Mobile: _____
Telephone (Home): _____	_____

**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

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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.

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Our daughter has our permission to take the following medication at school, if necessary:  
Detail medication, quantity and dosage:

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Our daughter suffers from asthma. Her medication is:

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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: \_\_\_\_\_

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**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.**

# Conditions of Enrolment

From 1 January 2021 (published June 2020)

In accepting and signing an Acceptance of Offer of Enrolment and these Conditions of Enrolment, those documents set out the terms of the enrolment contract between the Parents and Anglican Schools Corporation.

"Corporation" means the legal entity, Anglican Schools Corporation, ABN 63 544 529 806.

"Parents" means the Student's parent/s, carer/s or legal guardian/s, who are responsible for the Student's education.

"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 he or she is known, and/or his or her nominee.

"School" means the school or college conducted by the Corporation at which the Student is enrolled and is an operational part of the legal entity, Anglican Schools Corporation.

"Group Office" means the shared administrative and advisory office of the Corporation.

## Fees and Charges

1. The Parents are to pay to the Corporation in respect of the School, all fees and charges for school fees, extra subjects, activities including camps and excursions, and the supply of other goods and services to the Student, as determined by the School or 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. Payment may be made using a Corporation-approved payment method and paid either at the end of the first week of each term (where no direct debit arrangement is in place), or via a Corporation-approved direct debit arrangement, other than Fees and Charges on amended invoices 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 invoice for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which reflects (among other things) the administrative and financial cost of 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. While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (for example, excursions, local, interstate or overseas trips).
4. If an invoice 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 of the Student to the School and/or the Principal may terminate the Student's enrolment. The Fees and Charges remain payable to the Corporation in respect of the School. The School may also cancel the future enrolment of a student from the same family where Fees and Charges remain outstanding.
5. The School and/or the Corporation may take all actions it considers appropriate to collect overdue Fees and Charges and all other amounts owed to the School and/or the Corporation. The Parents agree to reimburse the School and the Corporation for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents fees) in connection with any failure to pay the overdue Fees and Charges and all other amounts owed to the School and the Corporation.
6. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. The notice must be given no later than the day before the first day of student attendance of the last term of enrolment. If the Parents do not give one full term's notice of termination of the Student's enrolment, they are to immediately pay to the Corporation in respect of the School, one full term's Fees and Charges.
7. No remission or refund of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, expulsion, or any other reason.
8. 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. This incidental expenditure will be included in the Fees and Charges invoiced to Parents.
9. The Parents are to pay all medical and ambulance expenses incurred by the School and/or the Corporation on behalf of the Student (which the School and/or the Corporation are not able to otherwise recover).
10. The School reviews the Fees and Charges at least annually and these Fees and Charges are generally increased on an annual basis. In general, prior to the end of each year, Parents are advised of the Fees and Charges for the following year, and the timing requirements of the payment options.

## Requirements of Students

11. Students are to:
  - a. demonstrate high standards of behaviour;
  - b. abide by the School rules and code of conduct as they apply from time to time;
  - c. act courteously and considerately to each other and to staff, visitors and other members of the School community at all times;
  - d. support the goals and values of the School;
  - e. meet the minimum standards of effort, attitude and behaviour required by the School;
  - f. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or other electronic media whether during or outside of School hours;
  - g. attend and, as required, participate in:
    - i. chapel services and assemblies;
    - ii. the School sports program;
    - iii. important School events such as Speech Presentation Day/Night or other events determined by the Principal;
    - iv. Christian living/Biblical studies classes;
    - v. activities including camps and excursions that are an integral part of the School curriculum;
  - h. wear the School uniform as prescribed at School and when travelling to and from School, and on all School occasions unless otherwise authorised, and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community; and
  - i. attend the School during school hours, except in the case of sickness or where leave not to attend has been approved.

## Requirements of Parents

12. The Parents are to:
  - a. accept and abide by the requirements and directions of 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. be aware of, acknowledge and support the Corporation's Vision, Mission, Strategic Objectives and Philosophy of Education published on the Corporation's website, [www.tasc.nsw.edu.au](http://www.tasc.nsw.edu.au);
  - c. support the goals, values, and Christian foundation and activities of the School;
  - d. read the School newsletter and any other communications from the School;
  - e. advise the School in writing of any change of previously communicated information including home, mailing, email address, other contact details, and 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 Parents or has mail returned to it;
  - f. ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks, stationery and other equipment specified by the School;
  - g. accept and abide by the directions of the School and the directions of School staff in relation to picking up and dropping off the Student at or near the School's premises;
  - h. while on the School's premises or attending School activities elsewhere, comply with School procedures, the requests of School staff, any applicable code of conduct of the School or the sporting association of which the School is a member, and encourage others attending in relation to the Student to do the same;
  - i. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or electronic media;
  - j. comply with any School or Corporation community code of conduct, guidelines and policies;
  - k. communicate with students, parents, staff, visitors and other members of the School community in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
  - l. use their reasonable endeavours to attend parent-teacher interviews, parent forums, and participate in courses offered by the School which are relevant to the Student's education.

## Progress

13. The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If there are deficiencies in any of these areas, the School may require the Student to repeat the academic year, exclude the Student from certain activities, temporarily suspend the Student or exclude the Student from the School in accordance with clause 14 below.

## Exclusion of Students

14. The Principal may in his or her absolute discretion, suspend or expel the Student for:
  - a. failing to abide by the requirements set out in clauses 11 or 13, above;
  - b. breaches of rules or discipline; and/or
  - c. behaviour prejudicial to the welfare of the School, its staff or students.
15. The Principal may in his or her absolute discretion terminate the Student's enrolment if:
  - a. any Parents have failed to comply with these Conditions of Enrolment;
  - b. any Parents have failed to abide by the requirements set out in clause 12; and/or
  - c. 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

16. 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 or any other process required by the School. No arrangements or commitments should be made prior to the application being approved. In addition, Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrivals or early departures and should follow any other process relating to absences as required by the School.

## Educational Offering

17. The Principal determines the educational and other programs and activities conducted at the School from time to time at his or her absolute discretion, and the method of delivery of those programs and activities. The School may change its programs and activities, and the content and delivery of these programs and activities without notice. This may include discontinuation of teaching subjects and other programs.
18. The Student will be required to participate in all compulsory programs and activities unless the Principal agrees otherwise, and the School will determine which programs and activities are compulsory.

## Medical/Educational Needs

19. The Parents are to disclose fully any needs, or changes in needs, of the Student (including but not limited to any medical, physical, learning or psychological needs) at the time of applying for enrolment and by the stated date to the School. By accepting an Acceptance of Offer of Enrolment, the Parents warrant that they have provided all relevant information (including any report or diagnosis of doctors or other treating professionals) regarding the Student's needs to the School and the School's Offer of Enrolment is conditional upon the Parents having done so. Following enrolment, Parents must inform the School of any needs of the Student, not previously communicated, as soon as they become aware of those needs, and immediately of any changes in needs previously communicated.
20. The Parents are to accurately complete and return the Student's medical form/s or plan/s by the stated date as required by the School. Parents must immediately inform the School of any changes to the Student's health previously communicated on the medical forms/ or plan/s. Parents must also provide any medical information about the Student requested by the School, including medical reports.
21. 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.

## Health and Safety

22. The Parents must notify the School immediately if the Student has a communicable infection or condition or a notifiable condition under public health regulations.
23. The Parents acknowledge that the Student may not be fully covered under any Corporation or School insurance policy for accidental injury during School-related activities.
24. The Principal or delegate may search the Student's bag, locker or other possessions where reasonable grounds exist to do so.
25. The Parents acknowledge that the Student's personal property is not insured by the Corporation, and the Corporation or School does not accept any responsibility for loss of or damage to the Student's personal property.
26. The Parents and Student are to observe School security procedures.

## Privacy

27. The Parents acknowledge that they have read and understood the Corporation's Privacy Policy and Standard Collection Notice, which are displayed on the Corporation's website, [www.tasc.nsw.edu.au](http://www.tasc.nsw.edu.au), or as otherwise published.

## Court Orders and Provision of Reports

28. In agreeing to these Conditions of Enrolment, the Parents warrant that any other Parents who have responsibility for the Student's education agrees to the enrolment.
29. The Parents are to provide to the School all current Family Court or other court orders relating to the Student (Court Orders) at the time for applying for enrolment. The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the Corporation's Privacy Policy.
30. The Parents must provide accurate information to the School about any arrangement between Parents in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
31. The School will provide academic reports in writing to the Parents. If the Parents are separated or divorced, reports will generally be sent to each of the Parents on request, to the address notified by each of the Parents unless there is a Court Order that reports are to be sent to only one of the Parents or the School considers that it is in the best interests of the Student.

## General

32. The Parents must provide the School with a certified copy of either their Australian state or territory driver licence or passport or another identity document acceptable to the School (Identity Document) and certified copy of the Student's original Identity Document, prior to the commencement of the Student's enrolment at the School. If a Parent's or Student's legal name changes at any time during the Student's enrolment, the Parents must immediately provide the School with a new certified copy of the Identity Document showing the new name.
33. The Student must at all times (including on application to the School) be an Australian citizen or a permanent resident of Australia, or one of the Parents must be an Australian citizen, permanent resident or otherwise hold an eligible and valid visa. In the case of an overseas Student, the Student must, at all times, hold an eligible and valid visa to study in Australia for the duration of the Student's intended study period at the School. The School may require appropriate documentation to satisfy itself that these requirements are met.
34. The Corporation may change these Conditions of Enrolment, provided the Corporation gives the Parents at least one term's notice in writing.
35. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.
36. Unless amended, these Conditions of Enrolment continue to apply to the Student and their Parents for the duration of the Student's enrolment at the School.
37. These Conditions of Enrolment continue to apply to the Student and their Parents until the obligations of the Student and their Parents have been met.



# 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  
www.rosevillecollege.com