

Gippsland Grammar Application for Enrolment



I/We wish to apply for admission of the following child as a student at Gippsland Grammar ("The School")

Student Information

Surname _____ Given Name/s _____
Preferred Name _____ Date of Birth _____ Sex Female Male
Calendar Year of Entry _____ Grade/Year Level of Entry _____ Term _____
Campus: Bairnsdale (Primary P-6) Sale (Primary & Secondary P-12) Day Student Boarder
In which country was the student born? _____ Religious Denomination _____
Current School _____ Present Year Level _____
Is the child of Aboriginal or Torres Strait Islander origin? Yes No
Siblings who currently attend Gippsland Grammar _____ House _____
Have any siblings previously attended Gippsland Grammar? _____ House _____
Siblings who are enrolled to attend Gippsland Grammar in the future _____

I/We give permission to Gippsland Grammar to use any photos or film of my child in publications or media related to the school

Yes No Signed _____

Parent Information

| | |
|---|---|
| Father/Parent 1/Guardian 1 _____ | Mother/Parent 2/Guardian 2 _____ |
| Surname and Title _____ | Surname and Title _____ |
| Given Name/s _____ | Given Name/s _____ |
| Residential Address _____ | Residential Address _____ |
| _____ | _____ |
| Postcode _____ | Postcode _____ |
| Home Telephone _____ | Home Telephone _____ |
| Mobile Telephone _____ | Mobile Telephone _____ |
| Email _____ | Email _____ |
| Postal Address (if different to residential address) _____ | Postal Address (if different to residential address) _____ |
| _____ | _____ |
| Postcode _____ | Postcode _____ |
| Occupation _____ | Occupation _____ |
| Employer _____ | Employer _____ |
| Business Telephone _____ | Business Telephone _____ |
| Is Father/Parent 1/Guardian 1 a past student of the School? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, House _____ | Is Mother/Parent 2/Guardian 2 a past student of the School? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, House _____ |
| Years attended _____ to _____ | Years attended _____ to _____ |
| | Maiden Name (if applicable) _____ |

The following information is important and designed to help avoid confusion and embarrassment.

Please tick if relevant

Parents separated

Father deceased

Father remarried

Parents divorced

Mother deceased

Mother remarried

Student living with mother

Student living with father

Student living with guardian

(Residence and contact orders must be presented)

With whom should the School communicate regarding day to day matters? _____

If accounts for fees and charges are to be the responsibility of a third party, please give full details of that person/persons/organisation as appropriate;

Name _____

Address _____

_____ State _____ Postcode _____

Home Telephone _____ Mobile Telephone _____

(A letter of authority is required from the person responsible for the accounts)

Additional Information

Full information on any known learning/behavioural/physical disabilities and relevant assessments/reports. Failure to disclose this information may result in any offer of a place being withdrawn.

How did you find out about the School? _____

The student's enrolment is subject to student vacancies at the time for the particular academic year of entry. Receipt of the application form does not automatically guarantee the student's enrolment at the School.

Note: No place can be reserved for a prospective student until a signed Application for Enrolment form is received by the School.

Before a student enters the School it is necessary for there to be an interview with the Principal, in the case of students entering Years 7 to 12, or with the Head of Junior School in the case of students entering Preparatory to Year 6. A copy of the child's latest school report must be brought to the interview

I/We have read the conditions of Enrolment opposite and agree to be bound by them

I/We also agree to co-operate with the School authorities in any regulations that may be made from time to time for the conduct of the School or the discipline of the students.

I/We acknowledge responsibility for the payment of all school fees and charges (delete if you have indicated above that fees and charges are to be paid by another party).

Signed _____ Print name _____ Date _____

Signed _____ Print name _____ Date _____

Where only one parent/guardian has signed the form they must satisfy the School that they are the sole parent or guardian and will be responsible for all fees and charges.

| Enrolment fee | Birth Certificate | Registrar | Database | Interview | Family Security Deposit | Admission fee | Accounts Department | Action |
|---------------|-------------------|-----------|----------|-----------|-------------------------|---------------|---------------------|--------|
| | | | | | | | | |

Office Use Only: Parent Code 1 _____ Parent Code 2 _____ Student Code _____

Please ensure that all sections of the Application for Enrolment form are completed
(including signatures of both parents or guardians)

Forward, together with an Application for Enrolment fee of \$110 and a copy of the child's birth certificate to the Registrar,
Gippsland Grammar, PO Box 465, Sale, Victoria, 3853.

Conditions of Enrolment

Fees and Accounts

- 1.1 School tuition fees shall be for such amounts and shall be rendered at such time or times as determined by the Board of the School ("the Board").
- 1.2 Accounts for additional tuition, books, transport and other items required in the course of or in relation to School tuition shall be raised as they are incurred.
- 1.3 Tuition fees are payable by the first day of each term, unless alternative arrangements have been agreed with the school.
- 1.4 Accounts for other fees and charges are due within 14 days of invoice, unless alternative arrangements have been agreed with the school.
- 1.5 Overdue fees and charges may include such late fee or fees as may be determined by the Board from time to time.
- 1.6 Any student admitted to the School during a term shall be charged tuition fees on a pro rata basis.
- 1.7 If a student is withdrawn from the School or special subject, one term's notice in writing of the withdrawal must be given to the Principal. If such notice is not given, one half term's tuition fees shall be payable.

Enrolment

- 2.1 All applications for enrolment of a student at the School must be:
 - (a) on the required form; and
 - (b) accompanied by a
 - (i) non-refundable enrolment fee of \$110;
 - (ii) all required supporting documents as listed on the application.
- 2.2.1 Subject to 2.1 and 2.3 all approved applications for enrolment will be placed on a waiting list in an order determined by the School policy but a place will be offered following a satisfactory interview, which should be accepted within one month of the offer.
- 2.2.2 Notice of non-approval of any application will normally be given within 30 days of interview.
- 2.3 Acceptance of an offer of enrolment must be made within a prescribed time of issue of that offer and must be accompanied by the payment of an acceptance fee consisting of:
 - (a) \$1,250 Refundable Family Security Deposit or such sum as the Board shall from time to time determine shall be made upon the admission of the **first** child to the School. This deposit shall be refunded when the **last** child leaves the School, provided there is not an account outstanding and the appropriate notice has been given.
 - (b) An additional \$250 per student, being a non-refundable admission fee. This admission fee will not be refunded if the student is withdrawn before commencement unless due to unforeseen circumstances.
- 2.4 All admissions are subject to a satisfactory interview with the Principal or Head of Junior School of the proposed student and parent/guardian. The Principal or Head of Junior School will determine the student's suitability for admission.
- 2.5 The School reserves the right to refuse the offer of a place in the School where a parent/guardian is not meeting the current commitments in relation to the payment of School fees for siblings currently attending the School.

Termination of Enrolment

3.1 Subject to 1.7 a student may be withdrawn from the School at any time.

3.2.1 The School reserves the right to terminate or suspend the enrolment of any student on the grounds of:

- (a) unsatisfactory conduct or performance
- (b) persistent failure to obey School rules;

provided that before dismissal or suspension the student shall have been made aware of the allegations made against him/her and have been given the opportunity to be heard.

3.2.2 Where enrolment is determined in accordance with Condition 3.2.1 liability for fees shall cease at the date of determination of enrolment.

Rules

4.1 After admission of a student to the School the parent or guardian of that student agrees to be bound by these rules, or such rules as shall then apply, and by the rules set out in the School Diary.

Outdoor Education and Camps

5.1 The Outdoor Education and Camps Program is compulsory for all students from Years 7 to 9, with an optional leadership program for Year 10 and 11 students. In addition, students in Year 12 are required to attend the VCE and “Life Beyond School” camp.

Privacy Act

The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter. This includes satisfying the needs of the parents and guardians and the needs of the student throughout the whole period he/she is enrolled.

Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

Laws governing or relating to the operation of schools require that certain information be collected. You may contact the School if you have a question about this.

Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.

The School from time to time has to disclose personal information to other bodies. In such cases names together with addresses will not be disclosed without the consent of the family. However statistical data enables such bodies to plan for the future.



Gippsland Grammar

Please detach Conditions of Enrolment and retain for your records