



Enrolment Application Form

Enrolling Student

Intended Year of Entry:	Year Level:	Day Student: <input type="checkbox"/>	Boarder: <input type="checkbox"/>
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Surname: _____ Given Name/s: _____

Preferred Name: _____ Date of Birth: _____

Country of Birth: _____ Main Language spoken at home: _____

Australian Residency Status

☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Resident

Visa Subclass (if not Australian Citizen): _____

Is the student of Aboriginal/Torres Strait Islander origin?

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Both ☐ No

Current School or Kindergarten: _____

Current Year Level: _____

Religion: _____ Parish/Place of Worship: _____

Baptism ☐ Date: / / Reconciliation ☐ Date: / /

First Communion ☐ Date: / / Confirmation ☐ Date: / /

Father/Guardian 1

Title: ☐ Mr ☐ Dr Other: _____

Surname: _____ Given Name/s: _____

Address: _____ Postcode: _____

Postal Address (if different): _____ Postcode: _____

Home Phone: _____ Mobile: _____

Work Phone: _____ Email: _____

Marital Status: ☐ Married ☐ De Facto ☐ Divorced ☐ Separated ☐ Sole Parent ☐ Widowed

Occupation: _____ Employer/Business Name: _____

Country of Birth: _____ Language Spoken: _____

Nationality: _____ Religion: _____

Highest School Year Completed: ☐ 12 ☐ 11 ☐ 10 ☐ 9 or below

Non-school (tertiary) Qualifications:

☐ Bachelor's Degree or above ☐ Advanced Diploma/Diploma

☐ Certificate I to IV (including Trade Certificate) ☐ None

Mother/Guardian 2

Title: ☐ Mrs ☐ Ms ☐ Miss ☐ Dr Other:

Surname: Given Name/s:

Address: Postcode:

Postal Address (if different): Postcode:

Home Phone: Mobile:

Work Phone: Email:

Marital Status: ☐ Married ☐ De Facto ☐ Divorced ☐ Separated ☐ Sole Parent ☐ Widowed

Occupation: Employer/Business Name:

Country of Birth: Language Spoken:

Nationality: Religion:

Highest School Year Completed: ☐ 12 ☐ 11 ☐ 10 ☐ 9 or below

Non-school (tertiary) Qualifications:

☐ Bachelor's Degree or above ☐ Advanced Diploma/Diploma

☐ Certificate I to IV (including Trade Certificate) ☐ None

Siblings

Please provide details regarding siblings in the family (eldest to youngest), including past students and current students at Rostrevor College.

Name:	Gender:	Date of Birth:	School Attending:	Year Level:

Arrangements

Family Court, Guardianship, Intervention, Parenting Plan or other relevant Court Order? *(If yes, please provide a copy of the Order to the College)*

☐ Yes

☐ No

In situations where parents are separated, it is the policy of the College to release school reports to both parents of the student upon request. It is our policy to allow both parents to attend parent/teacher interviews upon request. However, the College will abide by any Court Orders which prevent the release of such information.

Student lives in a two parent family ☐ Yes

Student lives in a single parent family ☐ With Father/Guardian 1

☐ With Mother/Guardian 2

☐ With Other

Relation:

Additional Needs and Considerations

Supporting documentation will be required with submission of this form.

Dyslexia ☐ Yes ☐ No

Autism Spectrum Disorder/ASD ☐ Yes ☐ No

Attention Deficit Disorder (with/without hyperactivity (ADD/ADDH)) ☐ Yes ☐ No

Intellectual Disability ☐ Yes ☐ No

Language Disorder ☐ Yes ☐ No

Emotional or Behavioural Disturbances ☐ Yes ☐ No

Borderline Intellectual Disability ☐ Yes ☐ No

Physical disability ☐ Yes ☐ No

Vision Impairment ☐ Yes ☐ No

Hearing Impairment ☐ Yes ☐ No

Communication Difficulties ☐ Yes ☐ No

Community

Are any family members Old Collegians of Rostrevor College? ☐ Yes ☐ No

If yes, indicate years at Rostrevor College, House (if known) and relationship to student:

How did you hear about Rostrevor College?

<input type="checkbox"/> From a Friend	<input type="checkbox"/> Media/Publications	<input type="checkbox"/> Primary School	<input type="checkbox"/> Digital Advertising
<input type="checkbox"/> Stand/Field Day	<input type="checkbox"/> Website	<input type="checkbox"/> Parish	<input type="checkbox"/> Outdoor Advertising
<input type="checkbox"/> Other <i>(Please specify)</i>			

Main reasons for considering Rostrevor College?

<input type="checkbox"/> Academic Excellence	<input type="checkbox"/> Father Attended Rostrevor College	<input type="checkbox"/> All Boys Education	<input type="checkbox"/> Religion
<input type="checkbox"/> Pastoral Care/ Wellbeing	<input type="checkbox"/> Friends at the College	<input type="checkbox"/> Co-Curricular	<input type="checkbox"/> Location
<input type="checkbox"/> Curriculum	<input type="checkbox"/> Facilities	<input type="checkbox"/> Manchester City Football School	
<input type="checkbox"/> Other (<i>Please specify</i>)			

Communication

The College uses email as a main method of communicating with our Community. Therefore it is important to ensure that a valid email address is supplied and that you notify the College should it change.

Please Note: All communication regarding your son is available to both parents/guardians unless court orders direct the College otherwise.

Privacy and Standard Collection Notice

The College collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son. Some of the information we collect is to satisfy the College's legal obligation, particularly to enable the College to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information be collected. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about your son from time to time.

The College, from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, Catholic Education Office, the South Australian Commission for Catholic Schools, your local diocese and the parish, medical practitioners and people providing services to the College, including specialist visiting teachers, sport coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.

Personal information collected from students is regularly disclosed to their parents/guardians. On occasions information both textual and graphical such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their son by contacting the College. Students may also seek access to personal information about themselves. 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.

As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose without your consent.

We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now. 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 the information to third parties.

Financial

Family is entitled to School Card Assistance

☐ Yes

☐ No

Application for fee support or scholarship lodged

☐ Yes

☐ No

Rostrevor College uses email as its default method of communication for sending statements and finance related correspondence. Such correspondence will be sent to the preferred email address of Father/Caregiver 1 nominated earlier in this document, unless advised otherwise. If you wish to nominate a different email address for finance correspondence or to receive this information to multiple email addresses please complete the below.

Email 1:

Email 2:

Tuition Fee Policy

The College, in providing educational facilities and services to the Community, does so with the expectation that users of its facilities and services will meet their financial obligations in a timely manner, as per the terms and conditions of any agreements including enrolment terms and conditions.

Rostrevor College's ability to provide education for all students is based upon all families paying the current prescribed tuition and related fees within agreed payment terms. The College may decide, from time to time, to assist families in need, or enter into repayment plans where full payment cannot genuinely be met. This may include extended payment timelines if appropriate.

It is Policy of this College that, excluding Scholarships and Bursaries, all families will pay the current prescribed fees on time. Fees are confirmed annually prior to the commencement of the school year and families may select alternative payment options. Fees are due and payable on dates identified on the tax invoice, based on the selected payment options. Unless otherwise agreed with the Principal or Director of Business, all fees are to be fully paid by November of the billing year.

Rostrevor College acknowledges that there may be periods when a family may be 'unable to pay' and the Director of Business will be prepared to discuss circumstances and develop a repayment plan to the satisfaction of all parties.

Where it is clear that a family is 'unwilling to pay' rather than 'unable to pay', the following procedure shall apply. In implementing these procedures, the Director of Business and Principal shall give consideration to a family's payment history and contribution to the College.

1. Fees are payable by a given due date, as outlined above.

2. Within 14 days after that due date, parents/guardians are contacted by phone advising that the fees are overdue and payment is requested. At this time, a new payment arrangement may be agreed.

3. If no arrangement is agreed and the debt remains outstanding for a further 14, a letter will be sent to seek immediate payment or contact with the College Finance Office within 14 days. If there is no response, a second letter will indicate if no response within 7 days, debt collection may be considered. A final letter will be sent if no response again advising the account will be sent to our debt Collection Agency for action on recovery.

4. Once referred to the debt collection agency, all correspondence regarding outstanding fees is to be with the agency engaged by the College. Debt collection will continue through the normal process until payment is made. Where the family owns property, and the debt collection process has progressed to this stage, the debt collection agency may be instructed to commence action to place a lien over that property.

5. In every case where fees are not paid in full, parents/guardians will be required to discuss with the College their financial circumstances and agree to a written repayment plan in respect to the outstanding balance. Any varied arrangement becomes a new arrangement and if the varied arrangement is not met, follow up action will occur as set out above.

Payment of Application Fee (non-refundable)

An Application Fee of \$60.00 per student is required with submission of this Enrolment Application Form.

<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash (Do not send through the post)
Card Number:	Expiry Date:	CCV:	
Name on Card:	Signature:		

Application Checklist

Please enclose the following copies of documents with submission of this Enrolment Form.

- ☐ The student's latest school reports (excluding Reception applications)
- ☐ NAPLAN results
- ☐ Birth Certificate
- ☐ Visa and Passport (for Temporary Residents and Permanent Residents)
- ☐ Documentation for any special needs (Psychologist or other reports, action plans, assessments, etc)
- ☐ Any Court Order or related information regarding custody of the student (if applicable)

Conditions of Enrolment

The prospective student and his Parent/Guardian are required to respect the values underlying a Catholic School in the Edmund Rice Tradition. When accepting a place at the College, the student and his Parent/Guardians become members of the Rostrevor College Community. It is understood that the acceptance of enrolment implies an undertaking on the part of the student, with the support of his Parent/Guardian, to participate fully in all College activities.

Father/Guardian 1 Signature:	Date: / /
Mother/Guardian 2 Signature:	Date: / /

Office Use Only

Received Date:	Family Code:
Processed Date:	Student Code:
Processed by:	Application Fee Date Paid: