



**St Andrew's**  
**Anglican College**  
*with Vision and Spirit*

# Application for Registration



## STUDENT DETAILS

Requested Year Level / Grade of Entry:		Year of entry: 20		Male <input type="checkbox"/> Female <input type="checkbox"/>	
Legal Surname:			Legal given names:		
Preferred name:		Date of Birth:		Visa: Y / N	
Country of Birth:		Nationality:	Visa type and subclass:		
Australian Citizen? Y / N		Visa Expiry Date:		Religious Denomination:	
Residential Address:				P/code:	
Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander					
Is a language other than English spoken at home?				Y / N	
Has any of their education been taught in a language other than English?				Y / N	
<b>Student Current / Previous schooling:</b>					
School Name:		Year Level/s	Attended from: __ / __ / __	Attended to: __ / __ / __	
School Name:		Year Level/s	Attended from: __ / __ / __	Attended to: __ / __ / __	
Has the child ever repeated a year level? Yes <input type="checkbox"/> No <input type="checkbox"/>					

## ENROLMENT PROCESS AND CONDITIONS OF ENTRY

**Registration:** To place your child on a waiting pool at the College, please submit this form with a non-refundable and non-transferrable registration fee of \$150. Registration also requires a copy of the child's birth certificate and, where applicable, a copy of the child's latest two semester school reports at a minimum and all NAPLAN results. Without the submission of all these documents a registration will not be considered. **Comprehensive and full disclosure of special circumstances, including medical details, must be provided at Registration.**

On receipt of the Registration your child's name will then be added to the preferred waiting pool year. Places are offered according to the College Enrolment Policy. Criteria for allocation include date of registration, school reports, outcome of an interview, current siblings and staff members' children at the College, and class gender balance. Completion of this registration does not guarantee an offer of a place. The Enrolment Policy may be varied at any time at the Principal's discretion. A placement at the College is ultimately at the Principal's discretion.

It is the parent's responsibility to advise the College of any change of address and to update the registration with school reports, NAPLAN results and any other pertinent information as they arise. Failure to do so may result in cancellation of the child's registration.

**Enrolment:** Interviews for intake years (Prep and Year 7) are held 12-18 months prior to commencement. Following the interview, the College may make an offer of a place. Acceptance of an offer, completion of the required documentation, payment of the Enrolment fee and a confirmed letter of enrolment from the Principal will confirm a place at the College. Non-payment of the Enrolment fee will result in a place being forfeited.

The College reserves the right to vary the timing of entry or to refuse entry at its discretion. In circumstances where admission is not granted, any Enrolment fee paid will be refunded. Please note that we may decline to make an offer without providing a reason.

The Enrolment fee is non-refundable, whether or not the student starts at the College. The Enrolment fee is not credited towards tuition fees. The College will retain all Registration documentation if a Registration is cancelled, unless instructed otherwise.

**PARENT 1 / GUARDIAN DETAILS**

Relationship to child:		Title:
Surname:	Given name:	
Residential address: (If different from student residential address)		P/code
Mailing address:		P/code
Home telephone:	Work telephone:	Mobile:
Email:	Occupation, workplace and industry:	

**PARENT 2 / GUARDIAN DETAILS**

Relationship to child:		Title:
Surname:	Given name:	
Residential address: (If different from student residential address)		P/code
Mailing address:		P/code
Home telephone:	Work telephone:	Mobile:
Email:	Occupation, workplace and industry:	

**FAMILY PROFILE**

Other family background information if applicable (eg parents are separated, remarried etc)

Is there a Family Court custody or parenting plan relevant to the child?  Yes If Yes please provide copy  No

Child lives with Mother only  Child lives with Father only  Shared arrangement

Applicant lives with Legal Guardian:  Who should the College communicate with regarding daily matters?

**FINANCIAL DETAILS**

Who is responsible for the fees?

Accounts mailing address: (If different to address details above)

P/code:

**ST ANDREW'S CONNECTIONS**

Name	Relationship to student	Date of Birth	Resides with Student?	Current or past student at St Andrew's
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

St Andrew's is a supportive school whose goal is to set children up for success. We ask for full disclosure of special circumstances of which the College should be aware, with supporting documentation if applicable (eg. Medical, special talents, special needs, psychological test results,

English as a second language etc). If you have any concerns about your child's readiness for school, development or progress please let us know so that we can accurately determine how we can best cater for them at the College.

If your child has special needs, please sign below to indicate that you give permission for the College to collect information from your child's previous school and / or specialist personnel, to assist the College in meeting the needs of your child. It is in the best interests of your child to disclose all information.

In accordance with the systems and procedures of the College's Learning Support Department, any provision of learning support upon or after commencement of enrolment will be dependent upon review of the student's case file. Such review will take into consideration information from a range of sources including but not limited to school reports, external assessments (e.g. educational psychometric testing, speech pathology reports), standardised testing (e.g. NAPLAN) and any other information relevant to the student's case.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

#### AGREEMENT

We agree that, if an offer of place is made, we accept the Conditions of Entry. We have fully completed all relevant information, supplied all necessary material with this registration and declare the information provided is true and correct.

#### Both parents must sign below

Signature of Parent / Guardian 1

Date:

\_\_\_\_\_

Signature of Parent / Guardian 2

Date:

\_\_\_\_\_

Your privacy and the management of personal information is important to us at St Andrew's Anglican College. Our Privacy Policy is available on the College website or by contacting us to request a copy.

#### CHECKLIST

- Application for Registration form: completed and signed by both parents
- Payment of Registration fee of \$150 either via credit card details below, the payment portal from the College website or in person.
- Copies of medical, psychological or other reports relevant to meeting your child's needs
- Copies of residency / citizenship papers if child or both parents born overseas
- Copy of child's full birth certificate
- Copy of last two school semester reports
- Copy of all NAPLAN results or any other standardised testing

#### PAYMENT

Credit Card: We accept Visa, Mastercard and American Express. Please note that there is a 1% surcharge for Visa and Mastercard and a 1.65% for American Express.

VISA    Mastercard    Diners Club    American Express

Card Number \_\_\_\_\_

Name: \_\_\_\_\_

Expiry Date: / /

Office Use: Receipt No: