



St Andrew's Anglican College

Vision and Spirit

INTERNATIONAL STUDENT APPLICATION FOR REGISTRATION
CRICOS 02447G

Please ensure you have read and understood the International Student Guide at www.saac.qld.edu.au before submitting this form. Payment of the AUD\$110.00 registration fee **must** be made at the payment portal on the College website.

Office use only	PC: _____ SC: _____	Date of Registration: _____	Receipt No:
STUDENT DETAILS			
Current Year level:	Year level enrolment is required:	Year of entry: 20	
Legal Surname:	Preferred Surname: (to be used at Principal's discretion)		
Given names:	Preferred name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth:	Country of Birth:	Citizenship:	
Country of Residence Address:			P/code:
Passport:	Visa Number:	Religious denomination:	
Main Language Spoken:			
English Ability (Has the student learnt English at school? If yes, to what year level? Are there any independent English test results:			
Student Current / Previous schooling:			
School Name:	Year Level/s	Attended from: __ / __ / __	Attended to: __ / __ / __
School Name:	Year Level/s	Attended from: __ / __ / __	Attended to: __ / __ / __
Due date of Arrival in Australia (if visa granted): _____			
Date of Departure in Australia (if visa granted): _____			
Has the child ever repeated a year level? Yes <input type="checkbox"/> No <input type="checkbox"/>			
FATHER / PARENT / GUARDIAN DETAILS			
Surname:		Title:	
Given names:			
Residential address: (If different from student residential address)			P/code
Mailing address:			P/code
Home telephone:	Mobile:	Occupation:	
Email:			

MOTHER / PARENT / GUARDIAN DETAILS

Surname:

Title:

Given names:

Residential address: (If different from student residential address)

P/code

Home telephone:

Mobile:

Email:

Occupation:

LEGAL INFORMATION

Is there a Family Court or other Court Order or Agreement?

 Yes

If Yes please provide copy

 No

Parents Separated:

 Yes No

Parents Divorced:

 Yes No

Mother Deceased:

 Yes No

Father Deceased:

 Yes 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?

Nominated Private Accommodation in Australia: Names and address:

FINANCIAL DETAILS

Who is responsible for the fees?

EDUCATIONAL SUPPORT INFORMATION:Does the student have a **medical condition** of which the College should be aware? Yes No

If yes, please provide any reports / healthcare management plans / specialist reports and specify:

Has your child had any recent allied health or specialist assessments of which the College should be aware? (eg an assessment by a Speech Therapist, Child Psychologist, Paediatrician, Occupational Therapist, Psychiatrist etc.)

 Yes No

If Yes, attach to registration

Does your child have:

A Disability / Learning Disability?

 Yes No

A Learning Difficulty

 Yes No

Are there any serious behaviour management issues that should be brought to our attention?

 Yes No

If Yes, please specify:

Does your child need any physical access requirements?

 Yes No

Signature of Father/Guardian.....Date.....

Signature of Mother/Guardian.....Date.....

ENROLMENT POLICY & REGISTRATION PROCEDURE

To register, a completed Registration form needs to be submitted with a copy of the child's last two years of school reports including latest report, A completed Reference Form from the student's current or most recent school. A letter from the Principal is also required if the student's Report Cards do not record student behaviour or commitment to studies. If reports are not in English a translated copy is required at the applicant's cost. A certified copy of the child's passport or birth certificate and a \$110.00 non-refundable enrolment fee. The school reports need to be in English and must include details of proficiency in English and be certified translated copies. If Reports do not show evidence of English ability an English ability test is required. The child's name will then be added to the waiting pool. Several factors are taken into consideration prior to offers being made. These include date of registration, school reports, interview, level of English proficiency, current siblings at the College, and class gender balance. A separate enrolment is required for each student in the family. . The payment of a non-refundable Registration Fee does not guarantee enrolment or the opportunity for an interview. The Enrolment Policy may be varied at any time at the Principal's discretion. It is the parent's responsibility to advise the College of any change of address. Failure to do so may result in cancellation of the child's registration. Please note that your Registration cannot be considered in the absence of copies of your child's most recent school reports. Please do not submit originals. **Please note: Completion of this form does not guarantee a place at the College.**

ST ANDREWS ANGLICAN COLLEGE PRIVACY POLICY

St Andrew's Anglican College (hereafter referred to as the College) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter. Some of the information we collect is to satisfy the College's legal obligations, 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 is collected. These include Public Health and Child Protection laws. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils when required. The College, when required, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Anglican Schools Office, the Anglican Church, your local diocese and the local parishes, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports 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/daughter. Personal information collected from pupils is regularly disclosed to their parents or guardians.

On occasions information 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/daughter by contacting the College. Pupils may also seek access to personal information about them. 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 pupil, or where pupils 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. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list, an email 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.

Your privacy is important: This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College's operations and practices and to make sure it remains appropriate to the changing College environment.

What kind of personal information does the College collect and how does the College collect it? The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about: Pupils and parents and/or guardians ('**Parents**') before, during and after the course of a pupil's enrolment at the College; **Personal Information you provide:** The College will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and pupils provide personal information. **Personal Information provided by other people:** In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

How will the College use the personal information you provide? The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented. **Pupils and Parents:** In relation to personal information of pupils and Parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College. The purposes for which the College uses personal information of pupils and Parents include: To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines; day-to-day administration; looking after pupils' educational, social and medical wellbeing; seeking donations and marketing for the College; to satisfy the College's legal obligations and allow the College to discharge its duty of care. In some cases where the College requests personal information about a pupil or Parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

Parents, staff, contractors, and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal Information, may be used for marketing purposes.

Who might the College disclose personal information to? The College may disclose personal information, including sensitive information, held about an individual to: another College; government departments; medical practitioners; people providing services to the College, including specialist visiting teachers and sports coaches; recipients of College publications, like newsletters and magazines; parents and anyone you authorise the College to disclose information to.

How does the College treat sensitive information? In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information: The College's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating personal information: The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the College office of the College at any time.

You have the right to check what personal information the College holds about you: Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves. To make a request to access any information the College holds about you or your child, please contact the College Principal in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils: The College respects every Parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The College will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil. Parents may seek access to personal information held by the College about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the pupil. The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.