

STUDENT INFORMATION

Please print clearly

STUDENT DETAILS	
Surname	Surname on Birth cert. (if different)
First name	Middle name
Preferred name	Gender <input type="checkbox"/> M <input type="checkbox"/> F Date of birth ____/____/____ Day Month Year
Home community	Skin name (if applicable)
Residential address – Inc. Post Code	
Postal address – Inc. Post Code	
Telephone	Mobile
Email	
Is the student independent? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, all accounts, assessments and attendance details to be sent to the student. If No, details will be sent to the parent / guardian.
Is the student currently undertaking a school-based new apprenticeship? <input type="checkbox"/> Yes <input type="checkbox"/> No	

STUDENT CULTURAL DETAILS	
Is the student an Australian resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of arrival in Australia ____/____/____ Day Month Year
If not an Australian resident what is your country of birth?	<input type="checkbox"/> England <input type="checkbox"/> New Zealand <input type="checkbox"/> Indonesia <input type="checkbox"/> Singapore <input type="checkbox"/> Malaysia <input type="checkbox"/> India <input type="checkbox"/> Scotland <input type="checkbox"/> Ireland <input type="checkbox"/> South Africa <input type="checkbox"/> USA <input type="checkbox"/> Sri Lanka <input type="checkbox"/> Other
First Language <input type="checkbox"/> English <input type="checkbox"/> Other (please specify)	
Is English spoken at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Religion	

INDIGENOUS STATUS	
Is the student of Aboriginal or Torres Strait Islander origin? <i>For students of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
If Yes, will an application be made for ABSTUDY funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PREVIOUS SCHOOL DETAILS	
Name of school	
State / Region / Country	
Date of leaving ____/____/____ Day Month Year	Year / Grade / Level attained
Reason for leaving school	

 Please ensure a copy of the student's birth certificate and if applicable most recent school report and NAPLAN accompanies this application form.

MEDICAL INFORMATION

Do you give permission for us to access your Medicare number? Yes No

Medicare number

Private health insurance? Yes No

NT Health Care card number

Insurance company name

Type of cover

St John Ambulance subscriber number

Permission to administer First Aid? Yes No

MEDICAL NEEDS

Identify medical conditions that may need to be considered in providing support for your child such as asthma, allergies, etc.

Epilepsy Alet level: Low | Medium | High (please circle) Yes No

Heart Yes No

Asthma Alet level: Low | Medium | High (please circle) Yes No

Allergic reaction / Anaphylaxis Yes No

Diabetes Yes No

Hearing Yes No

Vision / Colour blind Yes No

Learning difficulties Yes No

Social / Emotional Yes No

Intellectual impairment Yes No

Physical impairment Yes No

Non verbal learning disorders Yes No

Speech / Language impairment Yes No

Other condition(s) / need(s) Yes No

LEARNING NEEDS

Has your child ever repeated a grade? Yes No

Has your child been identified as gifted or talented? Yes No

Has your child ever required any form of learning support assistance or similar? Yes No

Has your child missed a period of schooling? Yes No

If you selected YES to any of the above please provide details below. Please include information on treatments, care and medication (please use another sheet of paper if needed)

 **Please ensure a copy of the student's immunisation record accompanies this application form.**

SIBLING INFORMATION – Only include those who are attending Kormilda College

Given name(s)

Surname

Date of birth

____ / ____ / ____
Day Month Year

____ / ____ / ____
Day Month Year

____ / ____ / ____
Day Month Year

PARENT / GUARDIAN INFORMATION

If you are enrolling more than one child and wish for pages 4+5 to apply to all your children, please indicate: Yes No

Parent / Guardian 1

Mr Mrs Ms Miss Dr Surname

Given name(s)

Residential address

– Inc. Post Code

Postal address

– Inc. Post Code

Telephone (home)

Mobile

Telephone (work)

Email address

Occupation

Employer

Country of birth

Employer tel

Relationship to student

Lives with student? Yes No

Responsible for parenting? Yes No

Receives reports? Yes No

Receives accounts? Yes No

Parent / Guardian 2

Mr Mrs Ms Miss Dr Surname

Given name(s)

Residential address

– Inc. Post Code

Postal address

– Inc. Post Code

Telephone (home)

Mobile

Telephone (work)

Email address

Occupation

Employer

Country of birth

Employer tel

Relationship to student

Lives with student? Yes No

Responsible for parenting? Yes No

Receives reports? Yes No

Receives accounts? Yes No

Defence

Are you or a member of your family affiliated with the Australian Defence Force? Yes No

FAMILY CIRCUMSTANCES Please give details of any special family circumstances that the College needs to be aware of eg. single parent, dual custody, foster care, access restrictions, guardianship arrangements, case worker involvement.

 Supporting legal documents are required by the school.

Attached Yes No

EMERGENCY CONTACT 1

Mr Mrs Ms Miss Dr Surname

Given name(s)

Relationship to student

Mobile

Telephone (home)

Telephone (work)

EMERGENCY CONTACT 2

Mr Mrs Ms Miss Dr Surname

Given name(s)

Relationship to student

Mobile

Telephone (home)

Telephone (work)

INFORMATION REQUIRED FOR NATIONAL REPORTING PURPOSES

Does the student or their parent(s) / guardian(s) speak a language other than English at home?

Student

Parent 1 / Guardian 1

Parent 2 / Guardian 2

What is the main language spoken at home?

What is the highest year of primary or secondary school the parent(s) / guardian(s) has completed?

Parent 1 / Guardian 1

Parent 2 / Guardian 2

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

(For persons who have never attended school mark Year 9 or below)

What is the highest qualification the parent(s) / guardian(s) has completed?

Parent 1 / Guardian 1

Parent 2 / Guardian 2

Bachelor Degree or above

Advanced Diploma / Diploma

Certificate I to IV (including trade certificate)

No school qualification

What is the occupation group of the parent(s) / guardian(s)?

Please refer to the groupings on **page 9** for more information.

Parent 1 / Guardian 1

Parent 2 / Guardian 2

If not currently in paid work, has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' in the box.

MOTHER'S INDIGENOUS STATUS

In which country was the student's mother born?

- Australia
 Other (please specify)

Is the student's mother of Aboriginal or Torres Strait Islander origin?

For mothers of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander

GENERAL TERMS AND CONDITIONS OF ENROLMENT

1. Definitions

For the purpose of this agreement, unless any contrary intention appears:

- a). "College" shall mean Kormilda College Limited, and its respective teachers, officers, employees, agents and contractors.
- b). "Parent(s) / Guardian(s)" shall mean the person or persons who have legal custody or guardianship of the student, or any person authorised to act on behalf of the parent(s) / guardian(s).
- c). "Student" shall mean any child currently enrolled at the College.
- d). "Term" shall mean a College term as specified by the College.
- e). "College fees" shall mean all fees charged to the parent(s) / guardian(s) by Kormilda College Limited in exchange for the services it performs, subject to section 4 of this agreement.
- f). "Services" shall mean all services supplied by Kormilda College Limited as outlined in clause 3 of this agreement.
- g). "Contract" includes the Enrolment Application, Payment of Fees Schedule, and the Terms and Conditions, contained herein.

2. Offer and Acceptance

- a). The parent(s) / guardian(s) signature on the Enrolment Application and or Payment of Fees Schedule shall constitute acceptance of the terms and conditions contained herein.
- b). Acceptance of the Enrolment Application is subject to an interview at the College with all applicants and students involved, and will take into account any special needs that the student may require.
- c). I/We agree to support the ethos of the College in accordance with the Kormilda College Mission Statement.
- d). I/We hereby agree to support the College and its staff in facilitating all College policies, as amended from time to time, and to cooperate with the College concerning College activities.
- e). I/We agree to supply to the College all enrolment documentation required, within 14 days of receiving the letter of acceptance.
- f). If more than one party enters into this agreement, each party shall be jointly and severally liable for all payments of the College fees as outlined on the Payment of Fees Schedule.
- g). Once accepted, these terms are binding, and this agreement may only be altered or revoked, with the written approval of the College.

3. Services

- a). Services include all services performed by the College in relation to providing an education to the student, and shall include, but not be limited to, extracurricular activities such as camps, excursions, sporting carnivals, retreats and private music lessons.
- b). Services will be provided by the College to the student for the period of the terms as outlined by the College.

- c). In the case of a medical emergency I/we authorise the College to take whatever action it deems necessary to provide the student with appropriate medical care, and we indemnify the College against any costs incurred by doing so.

4. College Fees

- a). The College fees will be set by the College Board from year to year, and outlined in the Payment of Fees Schedule provided to the parent(s) / guardian(s) by the College.
- b). Additional fees may be charged to cover the cost of extracurricular activities, as arranged from time to time by the College, or as requested by the parent(s) / guardian(s), and are subject to section 5(e and f) of this agreement.

5. Payment

- a). A non-refundable, enrolment fee is required to cover the costs associated with processing the application. This fee must be received within 14 days of receiving the letter of acceptance.
- b). Unless otherwise agreed, all payments will be due and payable as outlined in the Payment of Fees Schedule supplied to the parent(s) / guardian(s) by the College.
- c). The parent(s) / guardian(s) hereby agree to pay the College, in accordance with the Payment of Fees Schedule.
- d). The parent(s) / guardian(s) agree to notify the College immediately should there be a change in circumstances which will affect their ability to fulfil their financial obligations to the College.
- e). Additional payments to cover the cost of any extracurricular activities will be due and payable before commencement of the activity.
- f). Additional charges to cover the cost of damages as a result of vandalism caused by my child will be due and payable on receipt of account.
- g). The College reserves the right to withhold provision of services until payment as per the Payment of Fees Schedule, has been received from the parent(s) / guardian(s).
- h). Payment will be made by cash, cheque, credit card, or any other method in agreement between the parent(s) / guardian(s) and the College.
- i). This agreement and the availability of the complaints and appeals process does not remove the right of the student to take action under the Australian Consumer Protection Law.
- j). The parent(s) / guardian(s) must advise the College of any change of address during the period of enrolment.

6. Cancellation

- a). At its sole discretion, the College reserves the right to suspend a student temporarily or permanently for any breach of College Policy.
- b). The College shall not be liable for any direct, indirect, special, or consequential loss or damage, arising from the College exercising their rights under this agreement.
- c). The parent(s) / guardian(s) may apply in writing to the Principal for a refund of any fees paid in advance, should a student be withdrawn.

7. Privacy Act 1998

- a). By signing this agreement we acknowledge that we have read and fully understand the Privacy Policy of Kormilda College Limited, which is attached to this document.

8. Default

- a). I understand that I may cancel the enrolment of my child by giving **in advance, one term's written notice** to the Principal. Failure to do so will incur a fee equal to the College fees payable for one term of enrolment.
- b). If the parent(s) / guardian(s) should fail to pay the College fees to the College when they become due, the parent(s) / guardian(s) will be responsible for any additional costs associated with recovery of the outstanding amounts, including but not limited to the cost of a solicitor, and any cost incurred by the College's nominated debt collection agency.
- c). Overdue accounts will be subject to an administration fee as set by the College from the date when they were due for payment, and shall accrue until payment in full is received from the parent(s) / guardian(s).
- d). Should a payment remain in arrears for a period greater than one term the College;
- i Reserves the right to suspend or terminate the ongoing enrolment of the student(s).
 - ii The College will not be liable to the parent(s) / guardian(s) for any loss or damages incurred, either directly or indirectly

arising from the College exercising their rights under this clause.

9. Limitation of Liability

- a). The College will not be liable for any loss or damage to the personal property of the parent(s) / guardian(s) or student arising as a result of the College performing the services in part, or at all.

10. General Terms

- a). The College assumes no responsibility for changes in State or Commonwealth legislation which may affect the supply of services under this agreement.
- b). Where requested, personal information about the student may be shared between Kormilda College and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. This information may include personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.
- c). The College reserves the right to review these terms and conditions at any time, and notify the parent(s) / guardian(s) of any changes.
- d). If any Terms or Conditions contained in this document are found to be unenforceable for reasons of validity or legality the remaining provisions shall not be affected in any way whatsoever.

TERMS OF AGREEMENT

As a parent / guardian of the student enrolling I/we jointly and severally :

1. Agree to abide by the General Terms and Conditions of Enrolment.
2. Agree to abide by College Policy and other regulations that may be made from time to time.
3. Agree to notify the College in writing immediately of any changes to the student's guardianship or of any changes to the student / parent / guardian or emergency contact details ie. telephone numbers, addresses.
4. Agree to endeavour to help in various school support activities including, school shop, sports, library, camps, Parent Community Group and/or other school committees.
5. Agree to endeavour to ensure my son/daughter will be punctual and will bring all the necessary resources for all classes.
6. Give permission for the Principal to sign on my behalf for a medical emergency if I am not contactable.
7. Give permission for my son/daughter to leave the College grounds for any minor excursion that will be held during the course of each year.
8. Give permission for my son/daughter's photograph to be taken while at school or on any school activity and further give my permission for that photograph to be used by Kormilda College in its promotional collateral ie. newsletters, magazines, prospectus or website.
9. Exonerate the College, its staff and agents from any legal responsibility for personal accident, loss of personal effects, including money, belonging to the student.




As a student enrolling I agree at all times I will:

1. Work towards achieving the College Mission in everything I do.
2. Represent the College through my conduct and behaviour in a way that will bring credit to myself, my family and the College community.
3. Make an honest effort to achieve my personal best in all courses of study.
4. Act at all times with respect towards the College staff, other students, parents and visitors to the College.
5. Follow all College rules, expectation and policies.
6. Wear the full school uniform.
7. Be punctual and bring all the necessary resources for all classes.
8. Participate fully in activities arranged by the College such as excursions, camps, sporting carnivals and other College activities. As a student accepting enrolment at Kormilda College, I understand that:
 - 8.1 Behaviour that disrupts my learning, the learning of others or is in conflict with the College Mission is unacceptable for a student enrolled at the College.
 - 8.2 Behaviour that is illegal or socially unacceptable (eg. bullying, abuse, possession and or use of alcohol or illicit drugs, vandalism, violence, racism, intimidation, offensive language, possession of offensive literature) may lead to the loss of my place at Kormilda College.
 - 8.3 The College requires students to actively participate in programs that will restore broken relationships caused by unacceptable behaviour.

DECLARATION

I have read and understood the conditions of enrolment and confirm the facts stated within this enrolment application are true and correct.

I have read and fully accept the **General Terms and Conditions of Enrolment, Terms of Agreement and the Privacy Policy** as listed on pages 6, 7 and 9.

Parent(s) / Guardian(s)	Parent / Guardian 1 Signature	Parent / Guardian 2 Signature
		
<i>Please print name</i>		
Student	Signature	
		
<i>Please print name</i>		
Dated	Day of	In the year of 20

ENROLMENT PROCESS

1. Enrolment Form and relevant documents are received by the College.
2. An interview is conducted with parent(s) / guardian(s), student and appropriate College staff and the Enrolment Pack is administered.
3. A Letter of Acceptance is sent to the parent(s) / guardian(s).
4. Payment of the \$250.00 enrolment fee and return of the required enrolment documentation within two weeks of receiving the Letter of Acceptance confirms the student's place at the College.

PARENT(S) / GUARDIAN(S) CHECKLIST



I have attached copies of the following documents:

- Birth certificate
- Immunisation record
- Student's most recent school report
- NAPLAN results
- Subject selection list (if applicable)
- Family circumstances legal documents (if applicable)

PRIVACY POLICY

1. Before, and during the course of a student's enrolment at the College, the College may require personal information, including sensitive information about students and parent(s) / guardian(s). The primary purpose of collecting this information is to enable the College to administer educational services for your child.
2. The College protects the information it holds about students and parents against loss, misuse, unauthorised access or disclosure by way of locked filing cabinets for paper documents, and password protected access for computer files.
3. If we do not obtain the information referred to in this Policy, your child may be excluded from some aspects of College life, and we may not be able to enrol or continue the enrolment of your child.
4. Information will generally be collected by way of forms filled out by the student or parent(s) / guardian(s), face to face meetings, or over the telephone. On occasion, information may be provided by a third party such as another College, government agency, or medical professional.
5. Health information is regarded as sensitive information under the Privacy Act 1998. We may ask you to occasionally provide medical reports about your child.
6. The College is required by law to comply with Public Health and Child Protection Laws, which necessitate the collection of certain information to enable the College to discharge its duty of care.
7. From time to time the College may seek from, and or disclose to third parties, personal information which may be of a sensitive nature for administrative, educational and pastoral purposes. Third parties may include other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sporting coaches and volunteers.
8. The College may disclose personal information about an individual to overseas recipients, ie. when storing personal information with the 'cloud' service providers which are situated outside Australia or to facilitate a school exchange. We will not send personal information outside Australia without obtaining consent of the individual (in some cases this consent will be implied) or otherwise complying with the Australian Privacy Principles or other relevant privacy legislation.
9. In relation to your enrolment application, the College may, at its sole discretion, seek information from, and disclose information to other Colleges, or financial institutions named in your application for the purpose of assessing your application.
10. In the event that the parent or guardian is in default in relation to the payment of College Fees, the College may disclose contact details and account status information to a third party for the purpose of collecting outstanding accounts.
11. The College regularly engages the services of a professional photographer to take photographs of the students which are available for your purchase. In addition, the College will occasionally take photographs of various activities around the College for inclusion in College publications and on the College website. If for any reason you do not give consent for photographs of your child to be used in this manner, you must notify the College in writing.
12. From time to time, we may disclose images, or information relating to our students' achievements in College newsletters, magazines, and on our website. There may also be occasions where aspects of student life are broadcast on other public media.
13. Where you have provided emergency contact details of others, such as doctors, you should inform them of that fact, and let them know that they are able to access that information if they wish.
14. Subject to part 15 of this agreement, in situations where parent(s) / guardian(s) are separated, it is the policy of the College to only release College reports to the custodial parent (unless otherwise advised by that parent), but to allow both parents / guardians to attend parent teacher interviews upon request.
15. Parent(s) / guardian(s) or students may seek access to their own personal information collected by the College by requesting access in writing to the College. However, there will be some occasions when access is denied, such as;
 - » When 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,
 - » Where the student has provided information in confidence,
 - » Where access to the information would contravene an order made by a competent authority (eg. a Court).
16. We will not disclose your personal information to third parties for their own marketing purposes, however we may keep records of your contact information for the purpose of appealing to you directly, or via an organisation that is assisting us in a fundraising activity.
17. If you believe the school has breached the Australian Privacy Principles and you wish to make a complaint, in the first instance please contact the Principal, who will investigate and notify you of the outcome. If the complaint is unable to be resolved you may wish to consult the Privacy Commissioner.

I/we hereby certify that I/we have read the above Privacy Policy and give consent to the College to collect and disseminate personal and sensitive information in accordance with this Policy for the duration of the enrolment of my / our child at the College.

Parent(s) / Guardian(s)

Signature 1



Signature 2



Date

GROUP 1

Senior management in large business organisation, government administration and defence, and qualified professionals.

- » **Senior executive/manager/department head** in industry, commerce, media or other large organisation.
- » **Public service manager** (*section head or above*), regional director, health/education/police/fire services administrator
- » **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director).
- » **Defence Forces Commissioned Officer.**
- » **Professionals** generally have degree or higher qualifications and experiences in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
 - **Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
 - **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

GROUP 2

Other business managers, arts/media/sports persons and associate professionals.

- » **Owner/manager** of farm, construction import/export, wholesale, manufacturing, transport, real estate business.
- » **Specialist manager** (finance/engineering/production/personnel/industrial relations/sale/marketing)
- » **Financial services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- » **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- » **Associate professionals** generally have diploma/technical qualification and support managers and professionals
 - **Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional**
 - **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
 - **Defence Forces senior Non-Commissioned Officer.**

GROUP 3

Tradesmen/women, clerk and skilled office, sales and service staff

- » **Tradesmen/women** generally have a completed a 4 year Trade certificate, usually by apprenticeship. *All tradesmen/women are included in this group.*
- » **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- » **Skilled officer, sales and service staff**
 - **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
 - **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
 - **Service** (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

GROUP 4

Machine operators, hospitality staff, assistants, labourers and related workers

- » **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- » **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
- » **Office assistants, sales assistants and other assistants.**
 - **Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)
 - **Sales** (sales assistant, motor vehicle/caravan/parts sales person, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
 - **Assistant/aide** (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper salon assistant, animal attendant)
- » **Labourers and related workers**
 - **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
 - **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car parking attendant, crossing supervisor)
 - **Defence Forces** ranks below senior NCO not included above.