



## Shoalhaven Anglican School

ABN 20 076 452 974

(A member school of the Sydney Anglican Schools Corporation group)

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MILTON NSW 2538

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enrol@sas.nsw.edu.au

### APPLICATION FOR ENROLMENT *(Please refer to the privacy note in section D)*

<b>PART A: DETAILS OF PROSPECTIVE STUDENT</b> <i>(Please use one form for each student)</i>		
Family Name or Surname		
First Name		
Other Names		Sex Male / Female
Preferred Name <i>(if different from 'First Name, Family Name')</i>		Date of birth
Home address <i>(Street number, street name)</i>		
Home address <i>(Suburb, State, Postcode)</i>		Home telephone
Email address <i>(if applicable)</i>		Country of birth
Aboriginal or Torres Strait Islander? Yes / No		Student's mobile
Language or languages spoken at home <i>(main language first)</i>		
Religion or Denomination		Church attended <i>(if applicable)</i>
Australian citizen? Yes / No		Nationality, if not Australian <i>(attach a copy of visa, if applicable)</i>
Previous school attended		Level at previous school <i>(eg: K, Yr 7)</i>
Proposed starting calendar year <i>(eg: 2012)</i>	Proposed starting Year level <i>(eg: K, Yr 7)</i>	Proposed starting term <i>(eg: Term 2)</i>
Any serious medical considerations <i>(If necessary, please attach full details on a separate sheet)</i>		
Any special needs requiring educational support <i>(If necessary, please attach full details on a separate sheet)</i>		

<b>PART B: DETAILS OF SIBLINGS</b> <i>(If more than three siblings, please attach a separate sheet.)</i>			
1	Family Name or Surname		First (and other name/s)
	relationship to Prospective Student	Age	Proposed Year level and calendar year of entry to the School (if applicable)
2	Family Name or Surname		First (and other name/s)
	relationship to Prospective Student	Age	Proposed Year level and calendar year of entry to the School (if applicable)
3	Family Name or Surname		First (and other name/s)
	relationship to Prospective Student	Age	Proposed Year level and calendar year of entry to the School (if applicable)

**PART C: DETAILS OF PARENT(S) / CARER(S) / GUARDIAN(S) / DEBTOR(S)**

**Parent / Carer / Guardian / Debtor 1** *(Primary contact for matters relating to the student & School)*

Family Name or Surname		First (and other) Name/s	
Preferred Name <i>(if different from 'First Name, Family Name')</i>		Sex <i>(female, male)</i>	Title <i>(Ms, Miss, Mrs, Mr, etc.)</i>
Relationship to Prospective Student <i>(mother, father, etc)</i>		Relationship to Parent / Carer / Guardian / Debtor 2 <i>(spouse etc.)</i>	
Home (residential) address <i>(Street number, street name)</i>			
Home (residential) address <i>(Suburb, State, Postcode)</i>			
Postal address <i>(if different from home address)</i>			
Home telephone	Home fax	Mobile telephone	
Email address			
Employer / Business / Work <i>(Name of organisation)</i>		Work address	
Work telephone	Work fax	Other contact telephone	

**Parent / Carer / Guardian / Debtor 2**

Family Name or Surname		First (and other) Name/s	
Preferred Name <i>(if different from 'First Name, Family Name')</i>		Sex <i>(female, male)</i>	Title <i>(Ms, Miss, Mrs, Mr, etc.)</i>
Relationship to Prospective Student <i>(mother, father, etc)</i>		Relationship to Parent / Carer / Guardian / Debtor 1 <i>(spouse, etc.)</i>	
Home (residential) address <i>(Street number, street name)</i>			
Home (residential) address <i>(Suburb, State, Postcode)</i>			
Postal address <i>(if different from home address)</i>			
Home telephone	Home fax	Mobile telephone	
Email address			
Employer / Business / Work <i>(Name of organisation)</i>		Work address	
Work telephone	Work fax	Other contact telephone	

**Invoices for fees and charges will normally be sent to both parents, jointly.  
If another Debtor is nominated, please complete details below, and have this party sign at Part E.**

Name of Debtor <i>(Person's name, or organisation name and contact, where applicable)</i>		
Billing address <i>(Street number, street name or post office box)</i>		
Billing address <i>(Suburb, State, Postcode)</i>		
Telephone	Fax	Other contact telephone

*The following information is to help avoid confusion or embarrassment*

Please advise if relevant...	<input type="checkbox"/> <input type="checkbox"/> Parents divorced	<input type="checkbox"/> <input type="checkbox"/> Father deceased
	<input type="checkbox"/> <input type="checkbox"/> Parents separated	<input type="checkbox"/> <input type="checkbox"/> Mother deceased
With whom should communication take place regarding day-to-day matters?	<input type="checkbox"/> Parent / Carer / Guardian / Debtor 1	<input type="checkbox"/> Parent / Carer / Guardian / Debtor 2
	<input type="checkbox"/> Other person <i>(please specify)</i>	
To whom should letters and reports be sent?	<input type="checkbox"/> Parent / Carer / Guardian / Debtor 1	<input type="checkbox"/> Parent / Carer / Guardian / Debtor 2
	<input type="checkbox"/> Other person <i>(please specify)</i>	
With whom does the prospective student reside?	<input type="checkbox"/> Parent / Carer / Guardian / Debtor 1	<input type="checkbox"/> Parent / Carer / Guardian / Debtor 2
	<input type="checkbox"/> Other person <i>(please specify)</i>	

## PART D: APPLICATION AND DECLARATION

- ✓ I/We apply to have the Prospective Student named in Part A admitted to the School as stated in Part A.
- ✓ I/We certify that all personal details supplied with this application are true and correct.
- ✓ I/We acknowledge and accept that, as set out in the *Prospectus* for the School, a copy of which I/we have received and read, Christianity will be taught as the spiritual and moral basis of life, and students will be encouraged to come to a personal faith in Jesus Christ.
- ✓ I/We enclose an application fee with this *Application for Enrolment* as listed in the current *Fees and Charges* schedule and I/we acknowledge and agree that this fee is not refundable.
- ✓ In the event of *Acceptance* by the School, I/we agree to be bound by the *Conditions of Enrolment* as stated on page 4 of this *Application for Enrolment* and by the regulations that may be made from time-to-time for the conduct of the School, including the requirement for participation in all activities that are organised by the School as part of its regular academic and co-curricular program.

**Signature/s of Applicant/s** (Both Parents/Carers/Guardians are to sign unless there is only one Parent/Carer/Guardian.)

<b>Signature</b> Parent / Carer / Guardian 1	<b>Date</b>
<b>Signature</b> Parent / Carer / Guardian 2	<b>Date</b>

## PART E: RESPONSIBILITY FOR PAYMENT OF FEES AND CHARGES

In the event of *Acceptance* by the School, I/we agree to be held jointly and severally responsible for the payment of all fees and charges to the School, as set from time-to-time by the School.

<b>Signature</b> Parent / Carer / Guardian 1	<b>Date</b>
<b>Signature</b> Parent / Carer / Guardian 2	<b>Date</b>
<b>Signature</b> Where applicable, the Debtor listed in Part C	<b>Date</b>

When completed, please return with the application fee (\$50 cheque payable to *Shoalhaven Anglican School*) to:

Shoalhaven Anglican School  
PO Box 32  
MILTON NSW 2538

**Please note that your submission of this completed *Application for Enrolment* does not constitute *Acceptance* by the School (please refer to the *Conditions of Enrolment* on page 4).**

## PRIVACY OF INFORMATION

The information requested in this form is required for the purpose of enrolment of a student by the School. Sydney Anglican Schools Corporation has a policy that covers the security, confidentiality and privacy of information obtained. Any 'health information' you provide will be handled in accord with the *Health Records and Privacy Act 2002*.

## OTHER REQUESTED INFORMATION

**REFEREES: Please supply details of two persons who support this application**

Name 1	Name 2
Occupation	Occupation
Contact Phone	Contact Phone

Briefly, why do you wish your child to attend Shoalhaven Anglican School?

For office use only:

Received                  Payment Date                  Recorded                  Interview                  Offer                  Accept

## CONDITIONS OF ENROLMENT

(In these conditions the singular includes the plural and vice versa.  
'School' includes 'School'; 'Principal' includes 'Headmaster' or 'Headmistress')

### GENERAL

1. The completion and signing of the *Application for Enrolment* signifies your acceptance and agreement with the conditions relating to the payment of fees and charges and to any other condition or rule which may be implemented by the School Council or its appointed representatives to ensure the orderly conduct of the School.

### ACCEPTANCE

2. Acceptance into the School is subject to a satisfactory interview with at least one parent/guardian/carer and the intending student with the Principal prior to the date of commencement, and an appropriate student vacancy being available at the School. Where a student is currently attending a school, two recent school reports should be made available to the Principal. Documentation that provides proof of Australian citizenship (or, for non-Australian citizens, an appropriate current visa), name and age of a student, such as a birth certificate or passport, will be required. Current health vaccination certificates should be brought to the interview as well.

### ENROLMENT

3. Enrolment continues normally until the completion of Year 12 at the School, or Year 6 at a Preparatory School. Enrolment may be terminated earlier by:
  - a) the applicants, whose signatures appear at Part D on page 3 of the *Application for Enrolment*, in accordance with condition 14; or
  - b) the Principal, in accordance with condition 5.

### ATTENDANCE AND ABSENCE

4. A student is expected to attend throughout the school year, which is divided into four terms. Absence on any day for any reason must be notified to the Principal in writing. A request by a parent/guardian/carer for special leave of absence must be made in writing to the Principal well in advance. Such leave will be granted only for medical or special reasons.

### EXCLUSION

5.
  - a) If the Principal, or any person deputing for the Principal, considers that a student is guilty of a serious breach of the rules of the School (as may be published from time-to-time) or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal or deputy may exclude the student permanently or temporarily in their absolute discretion.
  - b) If the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that is adversely impacts on that relationship, then the Principal may require the parent to remove the student.

No remission of fees and charges will apply in either case.

### UNIFORM

6. Enrolment signifies agreement that a student will wear the School uniform as prescribed.

### FEES AND CHARGES

7. Fees and charges are published from time to time:
  - fees and charges payable are those which are current at the time the particular School term commences.
  - the application fee is that current at the time of lodging the application at the School office.
8. Fees and charges are payable in advance and are not refundable.
9. Where fees and charges are not paid promptly, additional collection charges may become payable.
10. Where fees and charges for a student are not paid within the term to which they relate and an acceptable arrangement for payment has not been made with the Principal, the student will not be permitted to continue at the School without the special approval of the School Council until all outstanding amounts have been paid.
11. Absence from the School during the whole or any part of a term does not remove the obligation to make payment of the term's fees and charges.

### BOND

12. A bond is payable within the period specified in the written offer of a place at the School. The amount of the bond is published in the *Fees and Charges* schedule and is the amount that is current at the time of offer. The bond will not be refunded if the student does not subsequently commence attendance at the School.
13. The bond is refunded after a student's conclusion of enrolment at the School (or, in the case of a family bond, after the last student's conclusion of enrolment at the School), provided that all monies owing to the School have been paid, books and equipment returned, and appropriate notice of withdrawal of the student has been given. The bond, where refunded, is normally paid to the applicants whose signatures appear at Part D on page 3 of the *Application for Enrolment*.

### WITHDRAWAL OF STUDENT

14. A **full term's notice** is to be given in writing to the Principal if a student is to be withdrawn from the School prior to completion of Year 12 at the School, or Year 6 at a Preparatory School. In the event of failure to provide the required notice of withdrawal, an equivalent of **half of the applicable term fees** will become payable, in addition to fees and charges payable in respect of the entire current term.