

# Application for Enrolment

We welcome your application to enrol your child/ren. On receipt of a completed application form and administration fee, we will be in touch to arrange an enrolment interview with you.

During the enrolment interview, we will talk about the school's mission and the shared values and ethos of our school community. We will also talk about the information you provide in this form and your reasons for wanting your child/ren to be a member of our school community. Therefore, it is important that you provide as much information as possible so that we can discuss all of your child/ren's educational and pastoral care needs.

Following the enrolment interview, we will be in contact with you to let you know if we can offer your child/ren a place at the school.

**Need help?** If you need help or an interpreter to complete this Application for Enrolment form, please contact the school.

Student details			
Surname			
First name		Middle name(s)	
Preferred name		Gender	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other
Date of birth		Religion	
Child's current school			Current year level
Reason for transfer (for children moving schools only)			
Proposed year level at entry to this school			Proposed year of entry 20
Place of birth		Country of birth	
Nationality		Australian citizen	<input type="checkbox"/> yes <input type="checkbox"/> no
Ethnic origin			
First language spoken at home		Other language/s spoken at home	
Has your child spent two (2) years or more in a non-English speaking country?	<input type="checkbox"/> yes <input type="checkbox"/> no		
	If yes, in which country?		
	Date of departure from Australia		Date of return to Australia
	If yes, in which country?		
	Date of departure from Australia		Date of return to Australia
Indigenous identifier			
Is your child	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None of these		
Does your family speak any Indigenous home language?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, which language?		
If your child was born overseas, please provide the following details			
Date your child arrived in Australia		Date your child first attended school in Australia	

Students who are present in Australia on a visa			
Is your child residing in Australia on a visa?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information	
Visa subclass (3 digits)		Visa type	<input type="checkbox"/> permanent <input type="checkbox"/> temporary
Visa number		Passport number	
Passport expiry date		Passport issued by (country)	
Does your child's passport expire before the visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please renew the passport at least six (6) months before the expiry date via your consulate/embassy.		
Fee paying overseas students			
Is your child a full fee paying overseas student (FFPOS)?		<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please provide the following information	
Confirmation of enrolment – course code			
Course description			
Confirmation of enrolment date			
Course start date		Course end date	
OSHC provider		Membership number	OSHC expiry date
Parish/Sacramental details			
Current parish			
Please provide details of the sacraments your child has received			
Sacrament	Date received	Parish	Copy of certificate attached
Baptism			<input type="checkbox"/> yes <input type="checkbox"/> no
Reconciliation			<input type="checkbox"/> yes <input type="checkbox"/> no
Eucharist			<input type="checkbox"/> yes <input type="checkbox"/> no
Confirmation			<input type="checkbox"/> yes <input type="checkbox"/> no
Additional needs <i>Please indicate if your child requires additional support for any of the following by ticking all that are relevant</i>			
Physical needs	<input type="checkbox"/> yes <input type="checkbox"/> no	Sensory needs (vision or hearing impairment)	<input type="checkbox"/> yes <input type="checkbox"/> no
Medical needs	<input type="checkbox"/> yes <input type="checkbox"/> no	Social/Emotional needs	<input type="checkbox"/> yes <input type="checkbox"/> no
Educational needs	<input type="checkbox"/> yes <input type="checkbox"/> no	Any other special needs	<input type="checkbox"/> yes <input type="checkbox"/> no
Behavioural needs	<input type="checkbox"/> yes <input type="checkbox"/> no	Other, please specify	
If you answered <b>yes</b> to any of the above, please provide full details of the needs of your child and any assessment, intervention or support he/she may be currently receiving or has received within the last two years (this may include speech/language pathology reports, medical specialist reports, Educational Adjustment Program (EAP) documents). Copies of reports must be provided with this Application for Enrolment form.			
Does your child access support through the National Disability Insurance Scheme (NDIS)?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please provide details		

Medical details			
Doctor/Medical centre name		Phone number	
Student's Medicare number			
Student's Medicare card reference number		Medicare expiry date	
Health care card no. (if applicable)			
Health fund (if applicable)		Health fund number	
Private hospital cover	<input type="checkbox"/> yes <input type="checkbox"/> no	Private hospital cover no.	
Private hospital cover type			
Does your child suffer from asthma?	<input type="checkbox"/> yes <input type="checkbox"/> no	Does your child have an Asthma Management Plan?	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Other Medical Conditions and Allergies:</b> <i>Please specify any allergies/medical alerts and conditions, particularly ANAPHYLAXIS, relating to your child eg allergy to nuts, penicillin, bee stings, diabetes, epilepsy, etc</i>			
Date of last tetanus injection/booster		Do you have your child's immunisation certificate? <i>If yes, please attach copy to application</i>	<input type="checkbox"/> yes <input type="checkbox"/> no
Media consent			
Do you give consent for your child's image and/or name being used by Catholic education for the purpose of promotion, marketing and internal use, including but without limitation, electronic media, year books, newsletters, advertising or promotional materials and/or media releases and statements.			<input type="checkbox"/> yes <input type="checkbox"/> no
Travel details			
How will your child travel to and from school eg bus, walk?			

Children in your family at school (please list all the children in your family attending this and other schools)				
Full name	Gender	Year level eg Year 5	Birth order eg eldest	Current school
	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other			
	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other			
	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other			
	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other			
	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other			

Family details		
Parent/carer residing at same home address as child		
Details	Parent/Carer 1	Parent/Carer 2
Title		
Surname		
Given name/s		
Relationship to child eg father, aunty		
Marital status	<input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other	<input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other
Home address		
Postal address (if different to home address)		
Home phone number		
Work phone number		
Mobile phone number		
Email address		
Country of birth		
Nationality		
Ethnic origin		
Religion		
Do you speak a language other than English at home?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, what language/s do you speak?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, what language/s do you speak?
Do you need an interpreter?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language?
Highest year of school education	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below
Level of highest qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification
Occupation		
Occupational group (please refer to list of occupations on the final page of this form)	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8
Employer		
Employer address		
Medicare number		

Parent/carer <b>not</b> residing at same home address as child		
Details	Parent/Carer 3	Parent/Carer 4
Title		
Surname		
Given name/s		
Relationship to child/ren eg mother, gran		
Marital status	<input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other	<input type="checkbox"/> married <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> single <input type="checkbox"/> other
Home address		
Postal address (if different to home address)		
Home phone number		
Work phone number		
Mobile phone number		
Email address		
Country of birth		
Nationality		
Ethnic origin		
Religion		
Do you speak a language other than English at home?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, what language/s do you speak?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, what language/s do you speak?
Do you need an interpreter?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language?	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, which language?
Highest year of school education	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below	<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below
Level of highest qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (includes trade cert) <input type="checkbox"/> no non-school qualification
Occupation		
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Employer		
Employer address		
Medicare number		

<b>Legal guardian (if different to the above)</b>					
Name				Contact number	
Organisation name (if applicable)					
Postal address					
Email address					
<b>Emergency contact</b>					
<b>Emergency contact 1</b>					
Name				Contact number	
Relationship to child eg grandparent					
<b>Emergency contact 2</b>					
Name				Contact number	
Relationship to child eg grandparent					
<b>Communication</b>					
From details on page 4, 5 and 6	Parent/ carer 1	Parent/ carer 2	Parent/ carer 3	Parent/ carer 4	Legal guardian
With whom should the school communicate regarding day to day matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With whom should the school communicate regarding daily attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To whom should the school send a copy of academic reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To whom should the school send the invoice for tuition fees each term?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Who does the child live with?</b>					
<input type="checkbox"/> Both parents <input type="checkbox"/> Parent/carer 1 only <input type="checkbox"/> Parent/carer 2 only <input type="checkbox"/> Parent/carer 3 only <input type="checkbox"/> Parent/carer 4 only <input type="checkbox"/> Legal guardian <input type="checkbox"/> Shared arrangement (please provide details)					
<b>Access restrictions, family court orders, parenting plans</b>					
Are there any family court orders or parenting plans that have been issued in relation to the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form)					<input type="checkbox"/> yes <input type="checkbox"/> no
Are there any apprehended violence orders or domestic violence orders in place in relation to the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form)					<input type="checkbox"/> yes <input type="checkbox"/> no
Is there a child protection order in place for the child you are applying to enrol? (If yes, support documents must be provided with the Application for Enrolment form)					<input type="checkbox"/> yes <input type="checkbox"/> no
<b>How did you hear about the school?</b>					
<input type="checkbox"/> current family <input type="checkbox"/> relative in school <input type="checkbox"/> recommendation <input type="checkbox"/> family of previous students <input type="checkbox"/> internet search <input type="checkbox"/> local knowledge <input type="checkbox"/> school promotional material or advertising <input type="checkbox"/> school event <input type="checkbox"/> other _____					
<b>Why did you choose the school?</b>					
<input type="checkbox"/> academic standards <input type="checkbox"/> community involvement <input type="checkbox"/> Catholic school option <input type="checkbox"/> facilities/resources/services <input type="checkbox"/> pastoral care <input type="checkbox"/> curriculum <input type="checkbox"/> information on website <input type="checkbox"/> sport programs <input type="checkbox"/> vision, mission, values <input type="checkbox"/> location <input type="checkbox"/> parent information <input type="checkbox"/> atmosphere <input type="checkbox"/> reputation <input type="checkbox"/> co-curricular opportunities <input type="checkbox"/> heritage and traditional <input type="checkbox"/> other (please provide details)					

## Application for enrolment - Parent/ Legal guardian agreement

Please tick the relevant boxes below

### Policies and procedures

I/we have read and agree to support and follow the policies and procedures as listed below as an essential condition of this Enrolment Agreement. I/we understand that these policies and procedures will be updated from time to time and I/we will be notified through the school's usual communication channels.

- [Diocese of Toowoomba Catholic Schools policies, procedures and guidelines](#)  
 [TCS Privacy Statement](#)

- [TCS Acceptable Use of ICT Systems and Resources policy](#)  
 [TCS Student Protection processes and guidelines](#)  
 School policies and procedures

### Religious life of the school

If this enrolment is successful, I/we agree to support the catholic ethos and our child's participation in the religious life of the school eg liturgies, retreats.

### Supporting documents

I/we have attached copies of the following supporting documents to this Application for Enrolment

- Birth certificate  
 Baptismal certificate  
 Passport and visa (where applicable)  
 Evidence of time out of the country eg passport, exit and entry stamps, overseas school reports (where applicable)

- Most recent previous school reports and external assessment results (where applicable)  
 Relevant family court orders (where applicable)  
 Immunisation certificate (primary school applications only)  
 Court orders (if applicable)

### Financial commitment

If this enrolment application is successful, I/we understand that we are responsible for payment of Fees. The Application for Enrolment form, combined with the Letter of Offer and Acceptance, binds the signatories to fee responsibility unless a new Application for Enrolment form or Revised Parenting/Legal guardian and Fees Agreement is completed.

I/we have read the Fee schedule and the [School fees policy](#) and I/we understand and agree to accept them in full in relation to the enrolment of the child named herein.

Where more than one parent/legal guardian is a party to this Agreement and regardless of who has been nominated to receive invoices, each parent/legal guardian is jointly and severally liable for payment of all Fees levied by the school. Fees will be issued in their entirety and not split to separate accounts.

I/we will pay punctually, as they fall due, all Fees in accordance with the terms set forth in the School fees Policy and Fee Schedule issued by the school. Appropriate recovery action will commence immediately after the due date for Fees has passed. Any additional costs incurred by the school to recover overdue fees will be added to the balance of the account in default.

I/we are not aware of any outstanding fees or charges, in relation to the child/ren applying to enrol, that I/we are responsible for at another Catholic school, or I/we have an approved payment arrangement in place.

I/we have included the enrolment application administration fee of \$ \_\_\_\_\_ with this application for enrolment and I/we understand that this money will not be refundable if the application is not successful.

### Privacy, information collection and updating information

In processing this application, it may be necessary for the school or Catholic Schools Office to look at documents held by previous educational institutions, health care professionals or other agencies. This information will be collected, used and stored consistent with legislative requirements. The consent of the owner of the information, whilst not always necessary, is appreciated and will aid in the efficient assessment of the application.

I/we give consent for the school and Catholic Schools Office to gain access to relevant information about the child we wish to enrol that is held by previous educational institutions, health care professionals or other agencies by approaching these bodies directly. I understand that the information that is requested may relate to the answers that I have given to any part of this application for enrolment form.

For students on a visa, I/we give consent to the Catholic Schools Office to check visa entitlements electronically via the Department of Immigration's Visa Entitlement Verification Online (VEVO) web tool for the duration of enrolment.

I/we understand that the information that I/we provide will be kept by the school if the application for enrolment is successful.

I/we understand that we must notify the school of any changes to the information that is contained within this application for enrolment, throughout the period of enrolment.

### Default

I/we understand that I/we are agreeing to all aspects of this Enrolment Agreement.

I/we understand that if we do not meet our obligations, we will be in breach of this Agreement. As a result, the school may terminate the Enrolment Agreement by written notice to me/us. (This is without prejudice to any other rights of the school.)

## Definitions

- Enrolment Agreement – means:
  - (a) this Application for Enrolment form
  - (b) any Revised Parenting/Legal guardian and Fees Agreement (if acceptable to the school)
  - (c) the Policies and procedures as updated from time to time, and
  - (d) the Acceptance/Declining of offer form, and the letter from the school enclosing it.
- Fees include all tuition and boarding fees (if applicable), levies, other charges and expenses incurred by the school in collecting any outstanding debts.
- Policies and procedures include those policies and procedures noted in the Application for Enrolment and available at the Diocese of Toowoomba Catholic Schools website and the school website.

## Declaration

**The signature of both parents or legal guardians is required.**

**If only one parent/legal guardian is completing this form and/or signing the declaration below, and no court order is in place, a statement describing the parenting and fee responsibility of each parent or legal guardian, in relation to the child's enrolment at the school, MUST be attached to this application.**

I/we declare the information provided in this application to enrol is, to the best of my/our knowledge and belief, accurate and complete. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance, the enrolment may be withdrawn.

All adults responsible for the PARENTING and PAYMENT OF FEES of the student are required to sign here.

Parent 1 or Legal guardian 1	Name	Signature	Date
Parent 2 or Legal guardian 2	Name	Signature	Date

*Please note: If submitting this form electronically, you will be required to sign this form during the enrolment interview.*

If there are additional person/s responsible for the PAYMENT OF FEES to the above, please complete the following.

Name	Name
Postal address	Postal address
Email address	Email address
Relationship to child	Relationship to child
Signature	Signature
Date	Date

**Please note:** Acceptance of this application for enrolment is subject to approval by the principal. Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

## Office use only

### Application and offer

Date application received		Admin fee paid	\$	Receipt number	
Enrolment interview date		Interviewed by		Date offer issued	
Acceptance of enrolment received		School fees paid	\$	Receipt number	

### Student enrolment details

Class		PC Teacher		House	
Date commenced		Family key contact details			
Special circumstances	<input type="checkbox"/> yes <input type="checkbox"/> no If yes, please specify				



# Occupational groups

## Parent occupation definition

Parent occupation is defined as the main work undertaken by the parent/carer. If a parent/carer has more than one job, report their main job.

## 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 service administrator
- **Other administrator** – school principal, faculty head/dean, library/museum/gallery director, research facility director
- **Defence forces** – commissioned officer
- **Professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teacher others
- **Health, education, law, social welfare, engineering, science, computing** professional
- **Business** – management consultant, business analyst, accountant, 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/sportsperson and associate professionals

- **Owner/manager** – farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** – finance, engineering, production, personnel, industrial relations, sales, marketing
- **Financial services manager** – bank branch manager, finance/investment/insurance broker, credit/loans officer
- **Retail sales/services manager** – shop, petrol station, restaurant, club, motel/hotel, cinema, theatre, agency
- **Arts/media/sports** – musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proofreader, sportsman/woman, coach, trainer, sports official
- **Associate professional** – generally have diploma/technical qualifications 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** – non-commissioned officer

## Group 3 Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** – generally have completed four (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 service clerk, admissions clerk
- **Skilled office, 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/refuge/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 salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker; assistant/aide: trade's 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** – Defence Forces ranks below NCO not included above; agriculture, horticulture, forestry, fishing, mining work: 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 park attendant, crossing supervisor

## Group 8 Currently not in paid work

If the person is not currently in paid work but has had a job in the last 12 months or has 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, tick Group 8.