



SHELLHARBOUR ANGLICAN COLLEGE

Shellharbour Road, Dunmore NSW 2529

ABN 20 076 452 974

Postal address:

PO Box A147
SHELLHARBOUR PO NSW 2529

Phone: 02) 4297 6029

Fax: (02) 4297 8473

APPLICATION FOR ENROLMENT (Please read the privacy note in section D)			
PART A: STUDENT DETAILS			
Proposed date of College entry		Proposed grade at College entry	
Surname			
Christian names			
Date of birth		Gender	
Residential address			
Suburb		Postcode	
Religious denomination / Church attended		Residential telephone	
Present or last class level		Present or last school	
Australian citizen	YES / NO	Nationality, if not Australian	
Language spoken at home		Aboriginal/Torres Strait Islander	YES / NO
Special needs requiring educational support			
Serious medical conditions			
The following information is important to help avoid confusion or embarrassment.			
Please complete if relevant:	<input type="checkbox"/> Parents separated	<input type="checkbox"/> Father deceased	<input type="checkbox"/> Student lives with:
	<input type="checkbox"/> Parents divorced	<input type="checkbox"/> Mother deceased	
Communication regarding day-to-day matters is with whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian
Copies of the College reports should be sent to whom?	<input type="checkbox"/> Both parents	<input type="checkbox"/> Father only <input type="checkbox"/> Mother only	<input type="checkbox"/> Guardian

PART B: PARENTS'/GUARDIANS' DETAILS			
Father/Guardian surname		Preferred title	
Christian names			
Home address			
Suburb		Postcode	
Home telephone		Work telephone	
		Mobile	
Email address			
Occupation		Employer	
Mother/Guardian surname		Preferred title	
Christian names			
Home address			
Suburb		Postcode	
Home telephone		Work telephone	
		Mobile	
Email			
Occupation		Employer	
To whom should accounts be sent?	(person/s to be signatories to this application)		
Billing address			
Suburb		Postcode	
PART C: Details of sibling who is a proposed student of the College (as applicable)			
Relationship to student applicant		Grade/proposed year of entry	/
Surname (1)			
Christian names			
Relationship to student applicant		Grade/proposed year of entry	/
Surname (2)			
Christian names			

PART D: APPLICATION AND DECLARATION

- ✓ I/We apply to have my/our child admitted to the College as stated in the personal details.
- ✓ 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 College, 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 personal faith in Jesus Christ.
- ✓ I/We enclose an application fee with this *Application for Enrolment* as listed in the *2004 Fees and Charges* schedule and I/we acknowledge and agree that this fee is not refundable.
- ✓ In the event of *Acceptance* by the College, I/We agree to be responsible for the payment of all fees and charges and to be bound by the regulations that may from time-to-time be made for the conduct of the College and the *Conditions of Enrolment* as stated on page 4 of this *Application for Enrolment* and agree to pay the current fees and charges as set from time-to-time by the College.

SIGNATURE OF APPLICANTS

(**Note:** Both parents and/or guardians are to sign unless there is only one parent or guardian.)

Signature (Father/Guardian)		Date	
Signature (Mother/Guardian)		Date	

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

Shellharbour Anglican College
PO Box A147
SHELLHARBOUR PO NSW 2529

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

Please retain a copy of this *Application for Enrolment* for your records.

PRIVACY OF INFORMATION

The information requested in this form is required for the purpose of the enrolment of a student by the College. Sydney Anglican Schools Corporation has a policy that covers the security, confidentiality and privacy of information obtained.

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. 'College' includes 'School'; 'Principal' includes 'Headmaster' or 'Headmistress')

GENERAL

1. The completion and signing of this *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 College.

ACCEPTANCE

2. Acceptance into the College is subject to a satisfactory interview with at least one parent/guardian and the intending student with the Principal prior to the date of commencement, and an appropriate student vacancy being available at the College. Where a student is currently attending a school, two recent school reports should be made available to the Principal. Documentation that provides proof of 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 College. Enrolment may be terminated earlier by:
 - a) the applicants, whose signatures appears on page 3 of this 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 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.

DISCIPLINE

5. Enrolment signifies agreement with the rules and regulations of the College (as published from time-to-time) and intention to abide thereby. The Principal may at his/her discretion suspend or require withdrawal of a student. The financial obligation of the applicants, whose signatures appear on page 3, will not be affected by the exercise of such discretion.

UNIFORM

6. Enrolment signifies agreement that parents will ensure that a student wears College uniform as prescribed.

FEES

7. All fees and charges are published from time to time:
 - the tuition fees and other charges payable are those which are current at the time the particular College term commences.
 - the application fee is that current at the time of lodging the application at the College office.
8. All tuition fees and other charges are payable in advance and are not refundable.
9. Where fees and charges are not received promptly, a penalty may apply.
10. Where the 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 College without the special approval of the School Council until all outstanding amounts have been paid.
11. Absence from the College 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 College. 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 College.
13. The bond is refunded after a student's conclusion of enrolment at the College (or, in the case of a family bond, after the last student's conclusion of enrolment at the College), provided that all monies owing to the College 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 on page 3 of this *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 College prior to completion of Year 12 at the College. In the event of failure to provide the required notice of withdrawal, an equivalent of one-half of the applicable term fees will become payable, in addition to fees and charges payable in respect of the entire current term.