



St Columba Anglican School

3 Iona Ave (off Major Innes Rd)

PO Box 5358, Port Macquarie 2444

Telephone: (02) 6581 4188 Fax: (02) 6581 4190

APPLICATION FOR ENROLMENT – HOUSEHOLD DETAILS

Father / Guardian (Please circle)

Mother / Guardian (Please circle)

Title Family Name Given Names

Title Family Name Given Names

Address:

Address:

..... P'code.....

..... P'code.....

Postal Address:

Postal Address:

Home Ph:

Home Ph:

Work Ph:

Work Ph:

Mobile:

Mobile:

Email:

Email:

Occupation:

Occupation:

Employer Name:

Employer Name:

Religion/Denomination:

Religion/Denomination:

Applicant Lives With:

Both Parents Mother Father Guardian Other

If student does not live with both parents, please indicate family situation:

Parents Separated/Divorced Mother / Father deceased Single Other

If Separated/Divorced all correspondence goes to : Mother Father

Details of Person/s Responsible for prompt payment of School Fees and Accounts:

(Separate Fee Invoices will be listed to the people shown here)

Name 1: **% Share**

Relationship to Applicant

Billing Address P'code

Phone (H) Phone (W/Mob)

Signature of Acceptance of Responsibility Date

Name2: **% Share**

Relationship to Applicant

Billing Address P'code

Phone (H) Phone (W/Mob)

Signature of Acceptance of Responsibility Date

Encouraging the intellectual, spiritual and cultural development of each student through
excellence in teaching in a caring, Christian environment.

Non-Custodial Parent Information: (If Applicable):

Name 1: Male Female

Relationship to Applicant

Address P'code

Phone (H) Phone (W/Mob)

Is there any Legal Restriction on the Non-Custodial Parent having access to the Student or their records?

Yes No

If yes, please supply a copy of applicable Court Papers and a summary:.....

Sibling Details:

Sibling/s currently enrolled at St Columba (Name/s)

Sibling/s previously enrolled at St Columba (Name/s)

Other Siblings/Children in this household (Name/s)

Date of Birth

Date of Birth

Emergency Contacts:

*Please Note: Parents will be the **FIRST** contacted in the case of an emergency. The people you nominate here will only be contacted if neither parent can be reached.*

Name 1 Relationship to Applicant

Daytime Phone Mobile Phone

Name 2 Relationship to Applicant

Daytime Phone Mobile Phone

To apply for Enrolment please return the following:

- Application for Enrolment – Student Details form (for each child)
- Application for Enrolment – Household Details form (for each family)
- Cheque or completed credit card details below** for non-refundable Application Fee
(cheques made payable to St Columba Anglican School)
- Original** of child's Birth Certificate (or certified copy)
- Copy of child's School Entry/4 Year Old Immunization Records
- Copy of child's latest school report
- Original** of child's residency/citizenship papers or passport (or certified copy)

Credit Card Number: Expiry/...../.....

Name on Card: Signature:

I/We, the undersigned, have

- 1. Read the Conditions of Enrolment, the School's Prospectus and the School's Schedule of Fees.**
- 2. Acknowledge that I/we will be required to agree to the Conditions of Entry if a place is offered.**
- 3. Declare that the information provided in this Application Form is true and correct.**

Signed: Signed:
(Mother / Guardian) (Father / Guardian)

Date: Date:

This Application Form must be signed by each Parent/Guardian named above.

Receipt of this application by St Columba Anglican School does not guarantee acceptance of a student. All students must be interviewed before a place can be offered. Most places will be filled in order of receipt of application. Please notify the School of any change of details so that we can keep in contact with you.

CONDITIONS OF ENROLMENT: (Assented to by signatures on the front of this application)

The acceptance of the application is dependent upon receipt of all the required supporting documentation and an interview with the Principal. If applying for enrolment in the first half of the year prior to entry please forward copies of the most recent school reports to the school as they become available or drop them in to the Office for photocopying.

- a) I/We have read and understood and agree to be bound by the school's Financial Terms and Conditions as published from time to time.
- b) I/We agree to support the ethos and philosophy of the school and will endeavour to maintain and uphold the principles and policies of the school in every way.
- c) I/We undertake to provide our daughter/son with the correct uniform as described in the School Uniform Code and am/are prepared to ensure the school's uniform is maintained in its entirety and is worn by my daughter/son to and returning from school in full accordance with the School Uniform Code.
- d) I/We agree that entry is subject to satisfactory completion of subsequent enrolment procedures (including medical and academic details).
- e) I/We accept the right of the school to employ such discipline as it deems necessary for our daughter/son and agree to uphold in every way possible the school's authority and right to administer appropriate disciplinary measures in accordance with the policies of the school and in compliance with the requirements for Registration and Accreditation with the NSW Board of Studies. We undertake to bring any complaints regarding discipline directly to the Principal or delegated staff of the school.
- f) I/We will make every effort to ensure my daughter/son will always act in a way that upholds the school's Code of Conduct and good reputation within the broader community. Should my daughter/son behave in such a manner that contravenes the Code of Conduct or which brings dishonour to them and the school, his/her enrolment may be placed in jeopardy.
- g) I/We agree to permit the above pupil to participate in all educational programmes, activities and excursions both within and outside the School, and in addition, to participate in co-curricular activities both in and out of the School, as approved by the Principal. Parents will be informed in writing beforehand of excursions and must inform the Principal in writing (supported by suitable medical evidence) if their child is unable to attend.
- h) I/We agree to support the school's outdoor education programme by ensuring our daughter/son's attendance. I/We undertake to provide a medical certificate in explanation of absence from all school camps and mandatory excursions.
- i) I/We acknowledge that the School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the School's rules and regulations.
- j) I/We acknowledge that I/we have received and read a copy of the current Prospectus of the school informing me/us of the aims of the School and detailing its activities.

I/We, the undersigned, have

- 1. Read the Conditions of Enrolment, the School's Prospectus and the School's Schedule of Fees.***
- 2. Acknowledge that I/we will be required to agree to the Conditions of Entry if a place is offered.***
- 3. Declare that the information provided in this Application Form is true and correct.***

Signed Signed
(Mother / Guardian) (Father / Guardian)
Date Date

This Application Form must be signed by each Parent/Guardian named above.

Please note:

St Columba Anglican School reserves the right to amend, modify, add to or remove from these Conditions of Enrolment such items as required from time to time and will undertake to notify parents and caregivers of such changes in writing while their children remain at the school.

Please forward this completed application and supporting details together with the application fee to:
The Enrolments Secretary, St Columba Anglican School, P.O. Box 5358, Port Macquarie NSW 2444.