

# Application for Enrolment



Billanook College

## STUDENT DETAILS

Proposed level of entry \_\_\_\_\_ Commencing Year \_\_\_\_\_

Student's Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_ Preferred Name \_\_\_\_\_ Male/Female (Please Circle)

Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Present Age \_\_\_\_\_ Religion \_\_\_\_\_

Postal address for accounts and financial matters \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Postal address for day to day contact, eg. absences, reports etc. (if different from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Student's actual residential address (if different from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Please list any special need/learning difficulty you consider the College may need to know to assist your child

\_\_\_\_\_

Your child/children live(s) with -  Both Parents  Father Only  Mother Only

Present school \_\_\_\_\_ Level/Grade at present school \_\_\_\_\_

Victorian Student Number (VSN) : \_\_\_\_\_

### FATHER/MALE GUARDIAN

### MOTHER/FEMALE GUARDIAN

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_

Employer/Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Self Employed?  Yes  No

Occupation \_\_\_\_\_

Billanook Past Student  Yes  No Year Left \_\_\_\_\_

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name/s \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_

Employer/Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Self Employed?  Yes  No

Occupation \_\_\_\_\_

Billanook Past Student  Yes  No Year Left \_\_\_\_\_

Maiden Name (if past student) \_\_\_\_\_

### OTHER CHILDREN IN FAMILY

Past Student  Name \_\_\_\_\_ Year Left \_\_\_\_\_

Already enrolled  Name \_\_\_\_\_ Commenced \_\_\_\_\_ Level \_\_\_\_\_

Being enrolled  Name \_\_\_\_\_

Other  Name \_\_\_\_\_

See conditions of enrolment overleaf

### OFFICE USE ONLY

Family Code No. \_\_\_\_\_ Student Code No. \_\_\_\_\_

Enrolment Fee \_\_\_\_\_ Development \_\_\_\_\_

Fees in Advance \_\_\_\_\_

## CONDITIONS OF ENROLMENT

Places are offered in chronological order, with preference being given to siblings of children already attending the College. Upon the offer of a place, a payment of \$500 to confirm your acceptance is required. This is part payment of the 1st Fee Instalment, the balance of which will be payable one term in advance. Should you subsequently cancel the enrolment prior to commencement, this payment is not refundable.

Should my/our child be accepted for enrolment at Billanook College, we the undersigned agree that:

1. We will be jointly and severally responsible for payment of fees charged for my/our child;
2. We will pay each fee instalment by the due date advised on the fee invoice;
3. We will give one Term's notice of intent to remove my/our child from the College or will pay one fee instalment in lieu of such notice;
4. We understand that enrolment at the College implies acceptance of ALL the stated College rules and regulations.
5. In the absence of a direction of the court to the contrary, all signatories to this enrolment form are jointly and severally entitled to access to and information about the student.

An enrolment fee of \$100 per family is required. This is an administration charge and is non-refundable. If previously paid, please tick.

### PAYMENT METHODS

#### DIRECT DEPOSIT

Account Name: Billanook College Ltd

Bank Westpac

BSB 033-044

Account Number 553118

Reference: Family surname

CHEQUE

VISA

MASTERCARD

AMEX

Card Number: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Expiry Date: \_\_\_/\_\_\_/\_\_\_ Amount \$ \_\_\_\_\_

## PRIVACY STATEMENT

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of Colleges requires that certain information is collected. These include Public Health [and Child Protection]\* laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. You will be asked to provide medical reports about your son/daughter from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. These include other colleges, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, [sports] coaches and volunteers.
6. If the information referred to above is not obtained, the College may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on the College's website. Each year Billanook uses its various publications, electronic media and the College website to congratulate students on their achievements and/or to publicise the outstanding educational opportunities available to students at Billanook College. Your child's photo and/or comments may appear in these.
9. Parents may seek access to personal information collected about themselves and their son/daughter by contacting the College. Students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where 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, or where students have provided information in confidence.
10. As you may know, from time to time, the College engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. The College may include your contact details in a class list and College directory. If you do not agree to this you must advise the College now.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, so that they can access that information if they wish. The College does not usually disclose the information to third parties.

\* if appropriate

Signature of Mother or Guardian \_\_\_\_\_

Signature of Father or Guardian \_\_\_\_\_

If applicable the signatures of both parents/guardians are requested

Date: \_\_\_/\_\_\_/\_\_\_



Billanook College