



WEST MORETON ANGLICAN COLLEGE

Application for Enrolment

STUDENT PARTICULARS

SURNAME: _____ CHRISTIAN NAMES: _____

PREFERRED CHRISTIAN NAME: _____

RESIDENTIAL ADDRESS: _____
House/Lot/Portion No. _____ Name of Street / Road _____

Suburb / Town _____ Post Code _____

DATE OF BIRTH: _____ CURRENT AGE: _____ MALE / FEMALE: _____

PLACE OF BIRTH: _____ RELIGIOUS DENOMINATION: _____

NATIONALITY: _____ ABORIGINAL? Y / N T.S.I. DESCENT? Y / N

<u>LEVEL OF ENTRY REQUESTED</u> (Please circle as appropriate)	<u>YEAR OF ENTRY</u> (e.g. 2004)
Preparatory 1 2 3 4 5 6 7 8 9 10 11 12	_____

PRESENT SCHOOL ATTENDED: _____ YEAR LEVEL: _____

SCHOOLS PREVIOUSLY ATTENDED: (Please indicate Year Levels)

1. _____ Years _____ 3. _____ Years _____

2. _____ Years _____ 4. _____ Years _____

DO YOU HAVE A CHILD WHO IS ENROLLED OR IS CURRENTLY ATTENDING THE COLLEGE YES / NO

FAMILY PARTICULARS

FATHER / GUARDIAN

MOTHER / GUARDIAN

TITLE (Mr/Mrs/Ms/Dr etc) _____

SURNAME _____

CHRISTIAN NAMES: _____

RESIDENTIAL ADDRESS: _____

Town / Suburb and Post Code _____

POSTAL ADDRESS: _____

Town / Suburb and Post Code _____

HOME TELEPHONE: _____

BUSINESS TELEPHONE: _____

MOBILE TELEPHONE: _____

EMAIL ADDRESS _____

Parent email address are used internally by the College only to send you up to date information about your child and the College. Parent email addresses are *never* given to anyone outside the College. If you place a tick in this box, you are agreeing to receive information about your child and the College by email, and acknowledging that the College will not disclose your email address to anyone outside the College.

RELIGION: _____

CITIZENSHIP: _____

OCCUPATION: _____

PERSON(S) TO BE

Printed Name

Signature

RESPONSIBLE FOR FEES

Printed Name

Signature

FAMILY SITUATION (Please Tick)

Married Separated Divorced Other _____

Is there a **Second Parent who should be recorded on the records?** YES / NO

If YES --- Surname: _____ First Name: _____

Address: _____

Should General Correspondence be sent to this Parent? YES / NO Reports? YES / NO Accounts? YES / NO

Please provide the Name, Address and Telephone number of a local person you wish to take responsibility for your child in an emergency situation when you may not be able to be contacted:

Mr/Mrs/Ms (First Name) _____ (Surname) _____

Address _____ Post Code _____

Telephone: (Home) _____ (Business) _____

The relationship of this person to the student: _____

ENROLMENT POLICY

The following is the process of enrolment for students into West Moreton Anglican College:

1. **Pre-enrolment**

Parents who wish to do so should contact the Registrar of the College to arrange a tour prior to commencing with the enrolment procedure.

2. **Application for Enrolment**

- a. When this form, and the required **Application Fee of \$45.00** is received, the information contained therein is used to set up a file for the student.
- b. A letter confirming the receipt of the Registration Fee is sent to parents as soon as possible. The letter contains advice concerning the next stage in the enrolment process.
- c. If a Registration is received during the year prior to the student's expected commencement, and providing a vacancy exists at the desired entrance level, parents will be requested to confirm the enrolment request immediately.
- d. Should the application be subsequently withdrawn, the Application Fee is not refundable.

3. **Confirmation of Application**

- a. During the year prior to the student's commencement within the College, an offer of a place will be forwarded.
- b. Places in the College are allocated in the date order of the receipt of the Application Fee, however the College reserves the right to allocate places at its discretion in special circumstances.
- c. At this time of Confirmation of Application the **Enrolment Fee of \$150.00** will be required.
- d. Other than in circumstances deemed by the College to be exceptional, the Enrolment Fee is not refundable.

4. **Family Deposit**

- a. At the time of forwarding the Enrolment Fee of the first child of a family into the College, the **Family Deposit of \$300.00** will be required.
- b. This is a once only payment which covers all subsequent members of the family who might enrol and is fully refundable when the last child in the family leaves the College.

5. **Interview**

- a. During the period following the receipt of the Enrolment Fee and the student's commencement, the Head of the School into which the student is entering will contact parents to arrange a mutually suitable time for an interview.
- b. This interview will provide an opportunity for the College to get to know the student and to ensure that the College has the educational programmes to support the student's requirements.

6. **Confirmation of Enrolment**

- a. At the conclusion of the Enrolment Interview, the Head of School will be able to advise if Confirmation of Enrolment will be recommended to the Principal.
- b. Advice to this effect will be posted within a week of the holding of the Interview.

7. **Notice**

Once a student has commenced attendance at the College, a Term's notice is required if the student is to be withdrawn. In the absence of such notice, a term's tuition fee is payable.

8. **Acceptance of Enrolment Policy, Fees Policy and Privacy Policy**

I / We have read and accept the above **Enrolment Policy of West Moreton Anglican College**, including the enclosed **Privacy Policy** and the **Fees Policy** (located on page 3 of the Fees Schedule) and confirm this by my/our signature(s) below. We wish to forward herewith this Application for Enrolment on behalf of our son / daughter and enclose the relevant fee.

- ◆ **The Application Fee of \$45.00 is attached.**
- ◆ **The Enrolment Fee of \$150.00 is attached.**
- ◆ **The Family Deposit of \$300.00 is attached.**

OR

AND IF NOT ALREADY FORWARDED TO THE COLLEGE . .

Signature of Father / Male Guardian

Date

Signature of Mother / Female Guardian

[Please sign and date before returning]

Why West Moreton Anglican College?

It would be of considerable assistance to the College if you would be kind enough to indicate

- a. how you found out about the College, and
b. the main reasons for your seeking enrolment within West Moreton Anglican College.

- A. Open Day Media Advertising Public Bill Boards
 Word of Mouth Expo / Show Displays Other (please specify)
-

- B. Co-education Academic Programme Co-curricular Programme
 Broad Curriculum Discipline Proximity
 Christian Ethos Cost Recommended
 Other factors _____

MODEL RELEASE

At times WMAC undertakes advertising campaigns under the direction of the Marketing and Development Office.

The images may be used on billboards, web page, mobile displays or printed publications.

No payment will be made for the child's services as a photographic model.

If you are happy for the College to use your child/children's photograph, please tick yes and sign at the bottom. If not, please tick no.

YES NO _____
Signature

FOR OFFICE USE ONLY

Amt. Rcd.:	<input type="text"/> <input type="text"/> <input type="text"/>	Recpt. No.:	<input type="text"/> <input type="text"/> <input type="text"/>	Date:	<input type="text"/> <input type="text"/> <input type="text"/>
Par. Code:	<input type="text"/>	Stud. Code:	<input type="text"/>	Kindy Code:	<input type="text"/>



WEST MORETON ANGLICAN COLLEGE
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KARRABIN
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Facsimile 07 3813 4566

Email: enrol@wmac.com.au



Anglican
Church of Australia



WEST MORETON ANGLICAN COLLEGE

COLLECTION OF INFORMATION POLICY

This policy is based on the National Privacy Principles contained in the *Privacy Act 1988* and *Privacy Amendment (Private Sector) Act 2000*

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil'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 by the College is to satisfy the College's legal obligations and in particular to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles stipulated under the Privacy Act. The College will ask you 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. This includes to other schools, government departments, the Anglican Schools' Office, medical practitioners, and people providing services to the College, including supply and specialist teachers, sports coaches and volunteers.
6. If the College is not able to obtain the information referred to above, then we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil's activities and other news is published in the College newsletter, magazines or on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. 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 pupil, or where pupils have provided information in confidence.
9. The College on occasions also engages in fundraising activities. Information received from you may be used to make an appeal to you. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College directory.
If you do not agree to this you should advise the College.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we would encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose information to third parties.

***If you accept this Policy, you are requested to confirm your acceptance
at the appropriate place on the Enrolment Application form.***

(There is no requirement to return this policy document to the College.)