



Est. 1874

## TOORAK COLLEGE

Mount Eliza

### APPLICATION FOR LOCAL STUDENT ENROLMENT

This Application for Enrolment ('Application') is an important document and records some of your contractual obligations to Toorak College ('the School') if your child is accepted as a student. It is recommended that parents keep a copy of this complete document.

#### CONDITIONS OF APPLICATION FOR ENROLMENT

I/We agree to the following terms and conditions in respect to the enrolment of our child and our child's attendance at Toorak College:

- Application for enrolment must be made on the School's official Application form.
- A non-refundable application fee of \$150 (individual application) or \$275 (family application) and an Extract of Birth (or similar documentary evidence of date of birth) must accompany the Application.
- Parents will be invited to bring their child to the School for an interview with the Principal or their delegate prior to the nominated date of entry. If possible both parents/guardians should attend.
- Admission to the School is conditional upon the Principal being satisfied as to the suitability of the applicant. Parents will be notified, if a place has been reserved for their child at the School.
- The Application is for the year in which the student is enrolled and subsequent years.

- Change of address should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of the Application may result.
- The School reserves the right without prior notice to make changes as it deems appropriate in its course offerings, curricular, co-curricular offerings, teaching policies and other rules affecting its students.
- When making an application for enrolment parents must notify the School of any disability including specific learning or behavioural needs that the child may have and of which the School should be aware and which may require adjustments to be made by the School to meet the child's special needs in relation to education.
- Tuition and Boarding fees are subject to change at the discretion of Toorak College and there will be no dispute, claim or demand in respect of the same.

#### PRIVACY STATEMENT

The information provided within this form is collected to satisfy the School's legal obligations especially with regard to its duty of care and to enable the School to provide education for your child. It is used for general purposes as intended under the Enrolment Agreement contract and for development and fundraising within the School Community. It will be used only for the purposes of which it has been provided. By submitting this information you have consented to its use under the information management processes and Privacy Policy at Toorak College, as outlined on the School website.

Toorak College undertakes to enable individuals to examine and authorise changes to any of their personal information, held by the School, by contacting the School or in annual update forms.

*The School' refers to Toorak College  
(Early Learning Centre, Wardle House, Senior School)*

#### ENROLMENT ENQUIRIES

##### AUSTRALIA:

Email: [enrolments@toorake.vic.edu.au](mailto:enrolments@toorake.vic.edu.au)  
Phone: (03) 9788 7234

##### POSTAL ADDRESS:

PO Box 150  
Mount Eliza, VIC, 3930  
Australia

##### CRICOS:

Provider Code: 00349D  
Course code: 005454G

**FOR OFFICE USE ONLY**

Parent ID

Student ID

Receipt Number

Acceptance Date

DD / MM / YYYY

Application Received Date

DD / MM / YYYY

Nominate own guardian

Nominate ISA guardian

Nationality

Country of Citizenship

Religious Denomination

Home Language

Proposed Year Level Proposed Year of Entry

 

Present School

Present Year Level

**PARENT/ GUARDIAN DETAILS**

Please complete details for both parents or guardians.

Applicant resides with:  Parent/Guardian 1  Parent/Guardian 2  Both Parents

**PARENT / GUARDIAN 1**

Surname Mr / Mrs / Miss / Dr / Rev (circle)

Given Names

Relationship to Applicant

Address

Postcode

Telephone (home)

Telephone (work)

Mobile

Email

Primary Occupation

Employer

**PARENT / GUARDIAN 2**

Surname Mr / Mrs / Miss / Dr / Rev (circle)

Given Names

Relationship to Applicant

Address

Postcode

Telephone (home)

Telephone (work)

Mobile

Email

Primary Occupation

Employer

**APPLICANT DETAILS**

Female  Male

Day Student  Boarder

Australian Citizen  Permanent Resident

Aboriginal/  
Torres Strait Islander

Surname

Given Names

Date of Birth

DD / MM / YYYY

Place of Birth

**VICTORIAN STUDENT NUMBER (VSN)**

Does the applicant have a VSN?

Yes – please specify the number:

Yes – but the VSN is unknown

No – the student has never been issued with a VSN

**MULTIPLE APPLICATIONS**

This is a family application.

To complete additional applications for subsequent siblings, please complete the Local Enrolment Sibling Application Form for all further siblings.

## WHERE DID YOU FIND OUT ABOUT TOORAK COLLEGE?

- Current Parents
- Past Parents
- Advertisements
- Website
- Other sources (*please specify*)

## ADDRESS FOR CORRESPONDENCE

Parent/Guardian 1  Parent/Guardian 2

Both Parents

*if other:*

Relationship to Applicant

Name

Address

*Postcode*

Country

## ADDRESS FOR ACCOUNTS

Parent/Guardian 1  Parent/Guardian 2

Both Parents

*if other:*

Relationship to Applicant

Name

Address

*Postcode*

Country

## FAMILY MEMBERS AT TOORAK COLLEGE

Name(s) of applicant's sibling(s) currently enrolled at the School:

Name

Relationship to Student

Name

Relationship to Student

Name(s) of applicant's sibling(s) currently on the School's waiting list:

Name

Relationship to Student

Name

Relationship to Student

If applicant's parent attended Toorak College, please state:

Surname at School

House

Year of Leaving

YYYY

Names of applicant's siblings and/or close relative who have attended Toorak College in the past:

Name

Relationship to Student

Year of Leaving

YYYY

Name

Relationship to Student

Year of Leaving

YYYY

## ADDITIONAL INFORMATION FOR ENROLMENT IN EARLY LEARNING CENTRE

I wish to enrol my child in the following:

- 3 YEAR OLD KINDERGARTEN
- 4 YEAR OLD PRE PREP

Please indicate the number of days:

- 2 DAYS (3 year old only)
- 3 DAYS (3 & 4 year old)
- 4 DAYS (4 year old only)
- 5 DAYS (3 & 4 year old)

ELC places are limited. Priority will be given to those who continue their education in Wardle House. This intention is indicated by payment of a non-refundable \$900 Prep Bond which will be credited against fees for your child upon commencement of their Prep year. Should your child not proceed or commence Prep, the Prep Bond will not be refunded or credited against any fees for that child or any other children who may attend the school.

## ADDITIONAL ENROLMENT INFORMATION

Are there any court orders or access arrangements which the School should be aware of in relation to this application?

- Yes
- No

If YES, please provide details at your enrolment interview.

## FEE INFORMATION

A non-refundable application fee of \$150 (individual application) or \$275 (family application) must accompany the Application. Please indicate below your fee payments:

### COMPULSORY FEE

- \$150 - individual application
- \$275 - family application

### OPTIONAL FEE

- \$900 non-refundable Prep Bond

## PAYMENT METHODS

### CHEQUE

I enclose a cheque payable to 'Toorak College' for the amount of:

\$

### CREDIT CARD

Please Charge to my credit card:

- Mastercard
- Visa

Amount of: \$

Name of Card Holder

Card Number

- - -

Expiry Date

MM / YYYY

## APPLICATION AGREEMENT

I/We the undersigned, wish to enrol our child as a student at the School. We enclose the non-refundable Application Fee and understand that this does not guarantee enrolment.

I/We agree to keep the School informed if our family experiences any difficulties which could impact on our child's well-being, performance and attendance at School.

I/We have read the Conditions of Application for Enrolment and agree to be bound by these terms.

Signature of Parent/Guardian 1:

Date

DD / MM / YYYY

Signature of Parent/Guardian 2:

Date

DD / MM / YYYY

## APPLICATION CHECKLIST

To complete this application the following must be forwarded to the Enrolment Office (PO Box 150 Mount Eliza VIC 3930 or via email: enrolments@toorakc.vic.edu.au):

- This signed and completed application form
- Payment of the application fee (and Prep Bond if selected)
- A photocopy of the student's birth certificate
- A copy of the student's most recent school report (if applicable)
- A copy of visa (if applicable)

## ADDITIONAL NOTES

Please use this area to supply additional notes concerning your application for enrolment which did not fit in the space provided: