

ENROLMENT APPLICATION

Student Details

Surname

Given Names

Preferred Name

Date of Birth

Gender Male Female

Country of Birth

Nationality

Is the student an Australian Citizen? Yes No

If no, what is their residency status?

Visa class Visa number

Proposed level of entry (e.g. Yr 3)

Proposed year of entry

Current School/Pre School

Current year of schooling

Religious Denomination

Language spoken at home

Is the student of Aboriginal Origin? Yes No

Is the student of Torres Strait Island Origin? Yes No

Educational Needs

(If application is submitted within 2 years of proposed start date, the Addendum to Enrolment Application MUST be completed)

To assist us in preparing for your child's enrolment, does your child have any special needs? Yes No

If yes, please give details:

Does your child attend any of the following? Occupational Therapist Physiotherapist Speech Pathologist

Paediatrician Optometrist Audiologist

Does your child speak English as a second language? Yes No

Medical and Health Needs

Does your child have any health concerns? Yes No

If yes, please give details

Does your child take any medication on a regular basis? Yes No

If yes, what type of medication and how often:

Does your child have: Allergies Yes No Anaphylaxis Yes No

If yes, please give details:



Family Connections

School attending/attended

Year

Name of sibling:

Name of sibling:

Name of sibling:

Name of sibling:

Is Father a past student of Trinity College? Yes No House

Is Mother a past student? Yes No If yes, name at school: House

Mother/Parent 1/Female Guardian

Relationship to Student

Title (e.g. Mrs/Miss/Dr)

Surname

Given Name

Residential Address

Suburb/Town

State

Postcode

Telephone (Home)

(Work)

(Mobile)

Email

Occupation

Employer

Postal Address (if same as residential, please write As Above)

Suburb/Town

State

Postcode

Father/Parent 2/Guardian

Relationship to Student

Title (e.g. Mr,Dr)

Surname

Given Name

Residential Address

Suburb/Town

State

Postcode

Telephone (Home)

(Work)

(Mobile)

Email

Occupation

Employer

Postal Address (if same as residential, please write As Above)

Suburb/Town

State

Postcode

Family Circumstances

Student resides with: Both Parents Mother Only Father Only Shared Arrangement (please state %)

Other

Please tick where appropriate: Parents separated Parents divorced Father deceased Mother deceased

Where the parents are separated or both parents named above are not the natural parents of the child, please give details (e.g. custody arrangements, step-parents, guardian arrangements). In the case of custody, residence and court/contact orders must be presented.



With whom should the College communicate regarding day to day matters?

Mother Parent 1 Father Parent 2 Female Guardian Male Guardian

Mother/Parent 1/Female Guardian to receive school reports? Yes No

Father/Parent 2/Male Guardian to receive school reports? Yes No

Billing Details

Title (e.g. Mr, Mrs, Dr) Surname Given Name

Postal address

Suburb/Town State Postcode

Email

Signed

If a third party is accepting responsibility for payment of fees, please complete below (DO NOT COMPLETE IF NO THIRD PARTY)

I (print name) of (address)

Suburb/Town State Postcode

Telephone Email

- accept responsibility for the payment of all fees incurred in the education of the student (name) during their time at Trinity Anglican College.

Signed Date

Signatures (Both parents or guardians to sign)

- I/we hereby apply to Trinity Anglican College for the enrolment of the student named in this application;
- I/we agree to be bound by the Conditions of Admission and Enrolment Contract, a copy of which I/we have read, and to such rulings as may be in force at the College from time to time;
- I/we accept responsibility for the payment of all fees (delete if a third party is accepting responsibility for payment of fees);
- I/we understand that acceptance of this form by the school does not constitute admission of the student;
- I/we enclose our application fee. This fee covers administration costs and is non-refundable

Signature of Mother/Parent 1/Female Guardian

Name Date

Signature of Father/Parent 2/Male Guardian

Name Date

If both parents' signatures are not appended, evidence explaining must be stated or attached.



Enrolment Application payment

Student Name

Mastercard

Visa

Cash/Cheque

Other

Name on Credit Card

Credit Card number

Expiry Date

Cardholder's Signature

Amount - \$100 per enrolment

Please ensure the following is attached (application will not be processed until all documents attached and payment received)

\$100 Application Fee (non-refundable)

Passport size photo (recent photo)

Copy of Birth Certificate (Passport and Visa if not born in Australia)

Immunisation Certificate (Medicare issued only, copies of baby books not accepted)

Medical or Special Needs notified to the College in writing

Copy of last school report (except for students enrolling in Kindergarten)

Both parents have signed the application form

What happens next for students enrolling into our intake years of Kinder, Year 3 and Year 7?

Step 1. On receipt of this application and all the required documentation, Trinity Anglican College will provide a written acknowledgement.

Step 2. Parents will be invited to make an appointment for an enrolment interview. This usually occurs 1 year prior to the intended date of entry.

Step 3. A letter of offer will be sent to successful applicants. Unsuccessful applicants will be notified in writing and may be Wait Listed.

Step 4. An offer must be accepted by payment of the Enrolment Guarantee Fee with 2 weeks of the date of offer.

What happens next for all other year levels?

Step 1. On receipt of this application and all the required documentation, Trinity Anglican College will provide a written acknowledgement.

Step 2. If a position is, or may imminently become available, parents will be invited to make an appointment for an enrolment interview, or

Step 3. If a position is unavailable in the requested year level, parents will receive a Letter of Wait Listed Enrolment.

Step 4. Students on the Wait List will be contacted as soon as a suitable position becomes available.

When completed, please post to:

The Registrar
Trinity Anglican College
421 Elizabeth Mitchell Drive
THURGOONA NSW 2640

Or email to:

enrolments@trinityac.nsw.edu.au



CONDITIONS OF ADMISSION & ENROLMENT CONTRACT

1. APPLICATIONS FOR ADMISSION

1.1. Applications must be made on the College's official Enrolment Application Form and must be accompanied by a recent passport size photograph (except if an infant), a photocopy of the applicant's birth certificate, evidence of all vaccines required to age 5 (for Kindergarten to Year 6 applicants only), a signed Declaration, the Application Fee as per the Fee Schedule.

1.2. Subject to vacancy, confirmation of a conditional Offer of Place will be made on receipt of the Application Form and Application Fee (non-refundable).

1.3. Before the intended date of entry, an interview may be arranged and Offers of Place confirmed. The Offer of Place will stand for Fourteen (14) DAYS from the date of offer after which time the College may withdraw it without notice.

1.4. Confirmation of a Place at the College will be made upon receipt of the Enrolment Guarantee (non-refundable) and after interview. This interview is intended to ascertain whether Trinity is able to offer an education which is appropriate for your child.

Information regarding medical or special needs must be updated if the student's needs change in the period between the initial application and the desired date of entry.

1.5. In the time leading up to the process indicated in 1.3 above, parents are asked to provide the College with copies of their child's most recent school reports.

1.6. Applications to change the proposed date of enrolment must be made in writing. Unsuccessful applications or applicants wait-listed for a particular year are NOT transferred to another year unless notice in writing is received. If the Application is cancelled, the fee will not be refunded.

1.7. For Kindergarten entry, children must be five years of age before 31 March in the year of entry. The College reserves the right to delay admission of students they deem are not ready to commence schooling.

2. FEES AND ACCOUNTS

2.2. The College reserves the right to refuse entry to, or terminate the enrolment of a student whose fees are in arrears.

2.3. All fees are payable in advance and one (1) term's notice in writing must be given to the Principal before any student is removed. In lieu of such notice, one (1) term's fees are payable.

2.4. If a student leaves the College without the proper period of notice (section 2.3), any items for sale in the Uniform Shop (uniforms or books) will be withheld by the College, and the parent will receive the balance.

2.5. Where a sibling is enrolled for admission, but the fees for the present student are in arrears, then the enrolled student's position should be reassessed if there is a waiting list for that enrolment year.

3. CONDITIONS OF ACCEPTANCE

3.1. All students who attend the College are required to participate in the following activities, as determined by the Principal:

3.1.1. College Chapel and Religious and Values Education classes;

3.1.2. Obligatory co-curricular activities, as determined by the Principal; events such as Speech Night, Sports Carnivals and the like.

3.1.3. Various camps and excursions that occur from time to time as an integral part of the College Curriculum.

3.2. A condition of enrolment is that the student participates in the compulsory Student Accident Protection Plan, which includes the payment of a small annual fee (included as part of the College Fees). This insures students against accidents and injury while on College activities.

3.3. Requests for leave from College activities, including academic and co-curricular programs, and for early departure and late return at the beginning/end of term are considered only in special circumstances and must be applied for in writing to the Principal prior to the event.

3.4. All students are expected to support the ethos of the College and to abide by its rules as set out in appropriate publications, or established by practice and published from time to time at the Principal's direction.

3.5. Parents are expected to support the ethos of the College and to abide by the Parent Code of Conduct.

3.6. The College reserves the right to discipline students for breaches of the rules of the College. Acceptance of the enrolment indicates acceptance by parents of the discipline policy of the College, as set out in the Handbook. In particular, parents enrolling their child accept that the College reserves the right to suspend or expel any student from the College, for an offence that the Principal determines constitutes extremely serious misconduct.

Parents are expected to support the administration of the discipline policy of the College.

3.7. Any breaches of these Terms and Conditions shall entitle the Principal, at his or her discretion, to suspend or terminate the enrolment and attendance of the student at the College.

Please Note: All information collected on the Enrolment Form will be used and stored in accordance with the College's Privacy Policy, which is available on the College website.

By signing this application form / contract, you agree to the following:

- I / We hereby apply for the child named in this application to be enrolled at Trinity Anglican College.
 - I / We have read and retained a copy of the current Tuition Fees, Charges and Fee Collection Guidelines and have agreed to support and cooperate with the School Authorities in all matters contained therein.
 - I / We understand that all parents are required to pay in advance, at the time of making application for enrolment, a non - refundable Application Fee per student.
 - Should I / we wish to confirm any offer of a position for the child named in this application, I / we agree to pay the non - refundable Enrolment Fee. (Please refer to our Fee Payment Authority and Fee Collection Guidelines, on the College Website).
 - I / We agree to be solely / jointly responsible for the payment of all fees and charges. I / We understand that enrolment may be suspended should fees become overdue without good reason acceptable to the College. The College may withhold a student's academic report or testimonial until all outstanding School fees are paid. The College may exclude from optional tours, students who are the subject of an overdue account, until the arrears are settled.
 - I / We agree to provide one school term notice in writing to the Registrar (who will advise the Principal) for the withdrawal of a student. This is the only acceptable method of notifying the School of the withdrawal of a student. One full school term notice (excluding holiday time) must be given on, or before, the first day of the term prior to the withdrawal date. Should a student be withdrawn without providing sufficient notice, a full term of tuition fees will be charged in lieu. Verbal notification is not considered due notice.
 - I / We agree to support the wearing of the College uniform and personal grooming by the child named in this application, in accordance with the rules set out in the College Uniform Policy.
 - I / We agree that Trinity Anglican College and The Anglican Schools Commission (Inc.) may use images of, and work produced by, the child named in this application for internal / external communication and promotional purposes as follows: (please tick and initial)
-All internal / external media
-None at all
- * Please note: Newsletters are published on the website and may contain pictures of class incursions, excursions and events. These pictures are also often published in the School Yearbook.
- The School reserves the right to discipline, suspend or expel any student at any time if their breach of rules and guidelines is considered to be unacceptable by the Principal. All students are expected to abide by the Student Code of Conduct at all times.
 - I / We agree to make good any damage to School property or equipment caused by the child named in this application.

- The School accepts no liability for personal property brought to school by any student.
- Absences during term time are disruptive to an individual's education. Absences of five days or more are to be applied for in writing to the Principal, prior to the event. Forms are available at the College Front Office and via the website.
- I / We accept responsibility for advising and updating the College with any medical, behavioural, psychological and educational needs of the child, as well as any changes to court orders, family circumstances or contact details.
- All students are required to participate fully in all College events and programmes. This includes but is not limited to, year level compulsory camps, sport carnivals, involvement in Religious and Values Education and School Chapels. Exemptions are permitted only if the Principal has received relevant medical advice and / or doctor's certificate, or the Principal has given prior approval for an absence considered appropriate.

Failure to attend these events without a reason acceptable to the Principal, or with prior approval for leave of absence granted by the Principal, may result in a review of the student's enrolment at the School.

- Students, including students over the age of 18, will abide by the student rules and policies of Trinity Anglican College. This includes requirements in relation to parental permission, attendance and behaviour management.
- Should it be required, students will be included in the annual National Consistent Collection of Data Report.
- I / We agree to abide by the Parent Code of Conduct.
- To the best of my / our knowledge, the information contained within this application is complete and correct. I / We acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the School may refuse or terminate the enrolment of my / our child.

This form is required to be signed by both parents unless the child is in the sole custody of one parent, whereby custody documents are to be provided.

	/ /		/ /
Signature of Mother / Legal Guardian / Carer	Date	Signature of Father / Legal Guardian / Carer	Date

It is strongly advised that applicants retain a photocopy of this document for their own records.

-PLEASE TURN OVER PAGE-

Before submitting this Application, have you:

Signed the Application Form (and have the correct Application Fee)

Attached

- Birth Certificate
- Immunisation records or Doctor's Note
- Most recent School Report
- Last NAPLAN report

If required, attached

- Custody / Court Order documents
- Passport and Visa Documents (if not a citizen)
- Medical / behavioural information and / or action plans with supporting Documentation