



## Indigenous student application information

Applications for 2021 close 12 October 2020

Rostrevor College has a formalised enrolment application and acceptance process, to ensure equity for all families seeking a Rostrevor education for their sons. Families wishing to enrol their sons at Rostrevor are asked to submit a completed Enrolment application form along with an Indigenous Scholarship application form, where appropriate

To support the Enrolment and Indigenous scholarship application forms we will need:

- ***the last 2 school reports at least along with NAPLAN results***
- ***Birth certificate***
- *if the student is over 15 years of age, he must submit his tax file number. If he does not have a tax file number, this can be obtained online through the Australian Taxation Office (ATO) website;*
- *a letter of support from current school/ teacher/ or leader;*
- *attendance at school and application to work are important criteria for consideration for enrolment at Rostrevor. We will seek verification of attendance.*
- ***We ask the student to write a short letter to the Principal to say why he would like to come to Rostrevor.*** *This way we get to know more about your son and you may also wish to send us any awards he has received at school or sport.*
- *Applications must be signed by the parent/s.*

A \$60 non- refundable application fee is payable at the time of lodgement of the application.

***All applications are assessed by the Principal who makes the final decision regarding acceptance. Submission of an application for enrolment does not guarantee enrolment acceptance.***

*Our College can provide some assistance for boys in classes to support their achievement as they are expected to work in the academic level of their year and complete all tasks and assessments.*

*We do not offer any sporting scholarships.*

- *The cost of uniform and books is to be met by the family as an up- front cost, this can be about \$1,500 - \$2,000 initially. Good quality second-hand uniform may be available, dependent upon sizing , which can assist with reducing the costs. Establishing a Centrepay deduction may also assist with managing the costs of uniforms and books. With your authority a set amount each fortnight will be paid to the College from your nominated Centrelink payments until the costs are met.*
- ***Books are about \$200 per annum.***

*For students in Yrs. 10 -12 a family provided laptop computer is required. Laptops can be purchased through the Learning with Technologies portal, which has a number of options for students with prices ranging from \$800 - \$1,500. Alternatively, you may wish to purchase a suitable device from one of the major retailers.*



**ROSTREVOR**  
COLLEGE

67-91 Glen Stuart Road, Woodforde, SA 5072  
**T** +61 8 8364 8200 **F** +61 8 8364 8396  
**E** roscoll@rostrevor.sa.edu.au **W** www.rostrevor.sa.edu.au

Rostrevor College (est. 1923)  
ABN 63 001 070 495

**A CATHOLIC ALL BOYS' DAY & BOARDING  
COLLEGE IN THE EDMUND RICE TRADITION**  
Reception to Year 12

*Many Indigenous families seek support from Community or other organisations to help with costs for laptops, uniforms and books, if they are unable to fund these costs themselves. If you are seeking support from a third-party organisation such as a Community Trust/Fund, we are happy to provide supporting statements as necessary.*

*There is more information regarding the fees and cost of uniform on the Rostrevor College website.*

*It is important to have all documentation completed accurately as it allows a proper assessment and consideration of the enrolment application to be undertaken.*

*If your application is successful, our letters of offer and acceptance of the Indigenous Boarding scholarship will be adequate for your Abstudy claim. Abstudy can take 12 weeks to process so please contact them as soon as you can.*

***Any gap between Abstudy payments and the scholarship support is also payable by the family.***

*Please don't hesitate to contact our **Enrolments officer** for further details on **08 8364 8244***

# ENROLMENT

---

Rostrevor College enrolls boys from Reception to Year 12. We encourage families to apply as early as possible as places in our key intake years fill quickly.

#### *Key Intake Years*

- Reception
- Year 8
- Year 10

Priority is given to siblings of current students, as being an R-12 College we offer the convenience of continuity of care and outstanding community networks.

#### *Enrolment Procedure*

##### **Step 1: Enrolment Application**

The enrolment process commences two years prior to the respective commencement date. At this time an Enrolment Form will be sent to you. This form must be completed and submitted along with the requested supporting documents to allow us to fully consider your son's enrolment.

An enrolment interview will be arranged with the Principal or a member of our Senior Leadership Team, once applications have been processed. The Principal of Rostrevor College determines enrolments for the College and successful candidates will be sent a formal letter of offer.

##### **Step 2: Securing Enrolment**

Once a formal letter of offer has been made, to secure your son's position at Rostrevor College, a signed Enrolment Agreement is required with payment of the \$500 Enrolment Deposit. The Enrolment Deposit will be applied to the first year's Tuition Fee.

Should families wish to withdraw their son's enrolment, the Enrolment Deposit will be refunded less an Administration Fee of \$300, if notification is received in writing more than two terms prior to the commencement date. Thereafter, no refund is made.

**Please use CAPITAL BLOCK lettering and tick the relevant boxes when completing this form.**



**ROSTREVOR**  
COLLEGE

**A CATHOLIC ALL BOYS' DAY & BOARDING  
COLLEGE IN THE EDMUND RICE TRADITION**  
Reception to Year 12

## Student and Parent/Caregiver Information

### Student

Surname	Given Name(s)				
Preferred Name	Date of Birth	Religion			
Baptism	<i>Date</i>	<i>Parish</i>	Reconciliation	<i>Date</i>	<i>Parish</i>
First Communion	<i>Date</i>	<i>Parish</i>	Confirmation	<i>Date</i>	<i>Parish</i>
Country of Birth	Language spoken at home other than English				
Australian Residency Status	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Permanent Resident			
	<input type="checkbox"/> Temporary Resident	Visa Sub Class			
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, TSI	<input type="checkbox"/> Both	
Intended Year of Entry: <b>20</b>	Year Level	<input type="checkbox"/> Day Student	<input type="checkbox"/> Boarder		
Current School or Kindergarten					Current Year Level

### Father/Caregiver 1

Title (Mr/Dr etc)	Surname	Given Name(s)				
Preferred Name	Date of Birth					
Address	Postcode					
Postal Address (if different from above)	Postcode					
Telephone	<i>(H)</i>	<i>(W)</i>	<i>(M)</i>			
Email (Preferred)	Email (Other)					
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> De Facto	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Sole Parent	<input type="checkbox"/> Widowed
Occupation (please be specific)	Self Employed		<input type="checkbox"/> Yes			
Employer/Business Name						
Country of Birth	Language Spoken at Home		Nationality			
Religion	School Attended					

### Mother/Caregiver 2

Title (Miss/Mrs/Dr etc)	Surname	Given Name(s)				
Preferred Name	Date of Birth					
Address	Postcode					
Postal Address (if different from above)	Postcode					
Telephone	<i>(H)</i>	<i>(W)</i>	<i>(M)</i>			
Email (Preferred)	Email (Other)					
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> De Facto	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Sole Parent	<input type="checkbox"/> Widowed
Occupation (please be specific)	Self Employed		<input type="checkbox"/> Yes			
Employer/Business Name						
Country of Birth	Language Spoken at Home		Nationality			
Religion	School Attended					

## Siblings

Please give details regarding children in the family (eldest to youngest), including past students and students already at Rostrevor College.

Name	M/F	Date of Birth	School Attending	Year Level

## Family Circumstances

Are there any Parenting Plans or Court Orders in place relating to the parental responsibility for, caregivership and/or otherwise relevant to the education of this student?  No  Yes

*(If yes, please supply copies, stamped with the Seal of the Court. These will be treated in the strictest of confidence by the College)*

Boy lives in a two parent family  Yes

Boy lives in a single parent family  With Father  With Mother  
 With Other *(If selected please complete the following)* Relation \_\_\_\_\_

Title (Mr/Mrs/Dr etc) \_\_\_\_\_ Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email (Preferred) \_\_\_\_\_ Email (Other) \_\_\_\_\_

## Emergency Contact Details

Emergency contact other than the Father or Mother

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

Telephone (1) \_\_\_\_\_ (2) \_\_\_\_\_

## Associations with Rostrevor

Father is an Old Collegian  Yes  No House/Colour if known \_\_\_\_\_

Year Commenced \_\_\_\_\_ Year Finished \_\_\_\_\_ Level Finished (e.g. Year 9) \_\_\_\_\_

### Other Association (Uncles, Grandfather etc)

Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

## Medical Information

Student's Doctor

Telephone

Address

Postcode

### Medical Conditions

Does your son have any of the following conditions?

Is your child under a health care plan for Asthma?

Yes

No

*(if yes please provide a copy of the Asthma Procedure form issued by your doctor)*

Severe Allergy (e.g. Bee Sting)

Yes

No

Joint Disorder (e.g. Arthritis)

Yes

No

Vision Impairment

Yes

No

Ear Disorder (e.g. Drainage Tubes)

Yes

No

Incontinence

Yes

No

Medication usually taken at school

Yes

No

Diabetes

Yes

No

Heart Disorder

Yes

No

Hearing Impairment

Yes

No

Skin Condition (e.g. Dermatitis)

Yes

No

Swallowing/Choking difficulties

Yes

No

Other (Please give details)

Yes

No

Please provide complete details for any questions to which the answer is yes (use a separate sheet if necessary)

Are you aware of any medical/healthcare emergency that could arise?

Yes

No

*If yes please provide the following information*

Type of emergency and how to recognise it

Avoidance precautions

Does the student take any prescribed medication including inhalers?

Yes

No

*If yes please provide the following information*

Medication

Dose

When and how taken

Side effects

### Authorisation and Medical Declaration

We/I understand that we/I will be asked to verify and update the data contained in this form, via the Parent Portal.

We/I accept that it is our/my responsibility to inform the College of any changes to this data as it occurs throughout the year.

We/I understand that if a Doctor advises of a serious illness, broken or fractured bones, or the need for surgery, every effort will be made by the College to contact us/me before treatment is prescribed.

In an emergency and, if the College is unable to make contact with the names registered in this document, within a reasonable period of time, we/I agree that the Principal of Rostrevor College, or his appointed officers, may arrange for my son to seek medical and surgical treatment including administration of an anaesthetic, as may be deemed necessary by a qualified Medical Practitioner. In such cases we/I understand that this would include signing forms and giving permission on our/my behalf. We/I will pay all medical and dental expenses incurred on behalf of my/our child.

Signature

Signature

## Learning Needs

Supporting documentation will be required with submission of this form.

Dyslexia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Autism Spectrum Disorder/ASD	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attention Deficit Disorder (with/without hyperactivity (ADD/ADDH))	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intellectual Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Language Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emotional or Behavioural Disturbances	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Borderline Intellectual Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physical disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vision Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hearing Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Communication Difficulties	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## The following information is required to be collected on behalf of the Government

### Education – Father/Caregiver 1

What is the highest year of primary or secondary school completed?

(for persons who have never attended school, mark "Year 9 or equivalent or below")

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>

### Education – Mother/Caregiver 2

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>

What is the level of the highest qualification completed?

Bachelor degree or above	<input type="checkbox"/>	Bachelor degree or above	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	Advanced diploma/Diploma	<input type="checkbox"/>
Certificate I to IV (Including trade certificate)	<input type="checkbox"/>	Certificate I to IV (Including trade certificate)	<input type="checkbox"/>
No non-school qualifications	<input type="checkbox"/>	No non-school qualifications	<input type="checkbox"/>

## Glossary

Bachelor Degree	Includes Postgraduate Degree, Masters Degree, Graduate Diploma, Graduate Certificate, Bachelor Degree (with Honours) and Bachelor Degree
Certificate I to IV (including trade Certificate)	Includes Certificate I, Certificate II, Certificate III, Certificate IV, trade Certificate, Advanced Certificate, Apprenticeship Certificate, Traineeship Certificate
Diploma/Advanced Diploma	Includes Advanced Diploma, Associate Degree and Diploma

## Office Use Only

Occupation Group of Father/Caregiver 1 (Group 1 2 3 4)

Occupation Group of Mother/Caregiver 2 (Group 1 2 3 4)

### Conditions of Enrolment

The prospective student and his parents/caregivers are required to respect the values underlying a Catholic School in the Edmund Rice Tradition.

When accepting a place at the College, the student and his parents/caregivers become members of the Rostrevor College Community. It is understood that the acceptance of enrolment implies an undertaking on the part of the student, with the support of his parents/caregivers, to participate fully in all College activities as required.

### Payment of College Fees and Charges

Family is entitled to School Card Assistance

Yes  No

Application for fee support or scholarship lodged

Yes  No

We/I may find it difficult to pay the school fees & would like to discuss

Yes  No

Rostrevor College uses email as its default method of communication for sending statements and finance related correspondence. Such correspondence will be sent to the preferred email address of Father/Caregiver 1 nominated earlier in this document, unless advised otherwise.

If you wish to nominate a different email address for finance correspondence or to receive this information to multiple email addresses please complete the below.

Email 1 \_\_\_\_\_

Email 2 \_\_\_\_\_

To opt out of this service please complete the below

We/I elect to opt out of receiving Finance correspondence via email, including statements/tax invoices and wish to receive all Finance correspondence by post.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

### Tuition Fee Policy

The College, in providing educational facilities and services to the Community, does so with the expectation that users of its facilities and services will meet their financial obligations in a timely manner, as per the terms and conditions of any agreements including enrolment terms and conditions.

Rostrevor College's ability to provide education for all students is based upon all families paying the current prescribed tuition and related fees within agreed payment terms. The College may decide, from time to time, to assist families in need, or enter into repayment plans where full payment cannot genuinely be met. This may include extended payment timelines if appropriate.

It is Policy of this College that, excluding Scholarships and Bursaries, all families will pay the current prescribed fees on time. Fees are confirmed annually prior to the commencement of the school year and families may select alternative payment options. Fees are due and payable on dates identified on the tax invoice, based on the selected payment options. Unless otherwise agreed with the Principal or Business Manager, all fees are to be fully paid by October of the billing year

Rostrevor College acknowledges that there may be periods when a family may be 'unable to pay' and the Business Manager will be prepared to discuss circumstances and develop a repayment plan to the satisfaction of all parties.

Where it is clear that a family is 'unwilling to pay' rather than 'unable to pay', the following procedure shall apply. In implementing these procedures, the Business Manager and Principal shall give consideration to a family's payment history and contribution to the College.

1. Fees are payable by a given due date, as outlined above.
2. Within 14 days after that due date, parents/caregivers are contacted by phone advising that the fees are overdue and payment is requested. At this time, a new payment arrangement may be agreed.
3. If no arrangement is agreed and the debt remains outstanding for a further 14, a letter will be sent to seek immediate payment or contact with the College Finance Office within 14 days. If there is no response, a second letter will indicate if no response within 7 days, debt collection may be considered. A final letter will be sent if no response again advising the account will be sent to our debt Collection Agency for action on recovery.
4. Once referred to the debt collection agency, all correspondence regarding outstanding fees is to be with the agency engaged by the College. Debt collection will continue through the normal process until payment is made. Where the family owns property, and the debt collection process has progressed to this stage, the debt collection agency may be instructed to commence action to place a lien over that property.
5. In every case where fees are not paid in full, parents/caregivers will be required to discuss with the College their financial circumstances and agree to a written repayment plan in respect to the outstanding balance. Any varied arrangement becomes a new arrangement and if the varied arrangement is not met, follow up action will occur as set out above.



## **Rostrevor College Permission to Use Student Photographs/Artwork/Multimedia**

From time to time Rostrevor College releases photographs/videos to the media to promote curricular and co-curricular activities at the College and within the community. There are also times when media outlets use images within their publicly visible platforms in print and digital form.

These images may also be used in newsletters, magazines, annuals, website and College Portal, social media platforms (Facebook, YouTube or equivalent) and marketing materials produced by or for Rostrevor College, Catholic Education and Edmund Rice Education Australia (EREA). The College and/or Catholic Education may also like to make publications containing the photos/images/student work available free of charge to government and/or non-government schools and education institutions and sectors around Australia for their educational purposes under the National Education Access Licence for Schools (NEALS). NEALS is a licence between government and non-government education institutions and sectors of the various states and territories, which allows schools to share material.

In most circumstances the images will not include any personal information regarding the student's identity or may include the student's first name and/or year level only. However, in the College magazine, Annual and newsletter, because of the limited circulation of these documents, it is usual for the student's full name to appear under photographs or to record student achievement in various activities. Group photos are often taken and it is possible that your son's image could appear inadvertently in publications such as the fortnightly newsletter, magazine, scholastic highlights, annual or curriculum handbook. These and other publications are accessible via the College website. If you do not wish your son to appear in these publications please inform your son to withdraw himself from group photos taken in this way.

We seek your permission to include your child's photograph/quotes or interviews and/or artwork in these mediums. This permission will continue to be valid for the time your son is at Rostrevor College, unless you specifically withdraw it.

### **Please complete consent below**

We/I, authorise Rostrevor College, Catholic Education and EREA to use these images in their owned media (e.g. Annuals, Magazines and College Website) to promote curricular, co-curricular and student life activities at the College and within the community.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

We/I, further authorise Rostrevor College to release images of my child, or images of their artwork, video/quotes, interviews and projects to the media and any promotional materials.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## **Communication**

The College uses email as a main method of communicating with our Community. Therefore it is important to ensure that a valid email address is supplied and that you notify the College should it change.

**Please Note:** All communication regarding your son is available to both parents/caregivers unless court orders direct the College otherwise.

## **Privacy and Standard Collection Notice**

The College collects personal information, including sensitive information about students and parents or caregivers 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.

Some of the information we collect is to satisfy the College's legal obligation, particularly to enable the College to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information be collected.

Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about your son from time to time.

The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, Catholic Education Office, the South Australian Commission for Catholic Schools, your local diocese and the parish, medical practitioners and people providing services to the College, including specialist visiting teachers, sport coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.

Personal information collected from students is regularly disclosed to their parents or caregivers. On occasions information both textual and graphical such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their son 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.

As you may know the College from time to time 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 without your consent.

We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.

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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

## Main Reasons for considering Rostrevor College

- |  |  |   |                                   |
|--|--|---|-----------------------------------|
| <input type="checkbox"/> Academic Excellence     | <input type="checkbox"/> Father attended Rostrevor College | <input type="checkbox"/> All Boys Education           | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Pastoral Care/Wellbeing | <input type="checkbox"/> Friends at the College            | <input type="checkbox"/> Co-curricular                | <input type="checkbox"/> Location |
| <input type="checkbox"/> Curriculum              | <input type="checkbox"/> Facilities                        | <input type="checkbox"/> Other (Please specify) _____ |                                   |
- Is Rostrevor College your first choice?       Yes       No

## How did you hear about Rostrevor College?

- |   |  |                                  |  |
|---|--|----------------------------------|--|
| <input type="checkbox"/> From a Friend      | <input type="checkbox"/> Outdoor/Billboard Advertising | <input type="checkbox"/> Radio   | <input type="checkbox"/> Stand/Field Day |
| <input type="checkbox"/> Media/Publications | <input type="checkbox"/> Digital Advertising           | <input type="checkbox"/> Website | <input type="checkbox"/> Parish          |
| <input type="checkbox"/> Primary School     | <input type="checkbox"/> Other (Please specify) _____  |                                  |  |

## Application Checklist

Please check that the following items are included when returning the Application for Enrolment Form

- Application Fee of \$60.00 (including GST) if an Application Form was not completed.

Please enclose the following documents with submission of this Enrolment Form:

- Photocopies of the student's latest two school reports (excluding Reception applications)
- Photocopy of NAPLAN results
- Copy of Birth Certificate
- Copy of Visa and Passport (for Temporary Residents and Permanent Residents)
- The Priest Reference form should be handed to your priest to be completed and returned to the College. (Should this not be relevant for your family, please forward a letter in support of your application.)
- If there are any special needs, please include documentation (Psychologist or other reports, action plans, assessments, etc)
- Any Court Order or related information regarding custody of the student (if applicable)

Once the Enrolment Form has been received you will be sent an acknowledgement and receipt. An enrolment interview will then be arranged with the Principal or a member of our Senior Leadership Team.

## Payment of Application Fee

An Application Fee of \$60.00 per student is required with submission of this Enrolment Form if an Application Form was not completed.

Application Fee previously paid with submission of the Application Form       Yes       No, *payment is required on submission of this form*

Payment type:       Cash       Visa       MasterCard       Cheque

Credit Card Number      CCV      Expiry Date

Cardholder's Name

Father/Caregiver 1 Signature      Date

Mother/Caregiver 2 Signature      Date

### Office Use Only

Received Date	Family Code
Processed Date	Student Code
Processed by	Registration Fee Date Paid