

Application

For enrolments **more than two years**
before intended year of entry

HIS ROSTREVOR

Enrolment Procedure

Step 1: Application

Complete the following Application Form and return it to the *Rostrevor College (Attn: Enrolments)*. An Application Fee of \$60.00 (including GST) is payable at the time of lodging this form. The Application Fee is a non-refundable fee to cover administration costs. Your son will then be listed against the nominated year level and year of entry, in order of application date.

A confirmation letter will be sent, acknowledging the receipt of your son's Application Form and payment of the Application Fee. Please note this is not a guarantee of enrolment at Rostrevor College.

Once you have lodged this form it is important that you remember to advise the College of changes to your contact details.

Step 2: Enrolment

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 then be arranged with the Principal or a member of our Senior Leadership Team. The Principal of Rostrevor College determines enrolments for the College and successful candidates will be sent a formal letter of offer.

Step 3: 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.

Conditions of Enrolment

The prospective student and his parents 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 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, to participate fully in all College activities as required.

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 will 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 South Australia, 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.

Student and Parent/Caregiver Information

Student

Surname		Given Name(s)		
Preferred Name		Date of Birth	Religion	
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:	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	(H)	(W)	(M)			
Email (Default)		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

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	(H)	(W)	(M)			
Email (Default)		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

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

Special Needs

To best serve the needs of students the College should be made aware of any conditions that could impact on your son's learning. Please be assured that this will not affect or in any way influence your son's prospects for enrolment. It is simply required so that the best possible education can be offered to your son.

Does your son have any educational needs or talents ☐ No ☐ Yes (Please specify) _____
Supporting documentation will be required when an Enrolment Form is completed.

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 _____

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"/> Manchester City Football School | |
| <input type="checkbox"/> Other (Please specify) _____ | | Is Rostrevor College your first choice? | <input type="checkbox"/> Yes <input type="checkbox"/> 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) _____ | | |

Payment of Application Fee

An Application Fee of \$60.00 per student is required with submission of this Application Form and a copy of the student's birth certificate

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 _____