

# APPLICATION FOR ENROLMENT

## Gaining a place at St Catherine's School

When this Application for Enrolment is lodged, a non-refundable Application Fee of \$100 per student (\$220 per non-resident student) is payable. The student's name is then added to a waiting list for entry in the year and level nominated. When the student's name is reached on the relevant waiting list, an interview with the Principal is arranged at which the parents or guardian and student attend, bringing with them current school reports.

### Details of Student

Australian Resident:  Yes  No

Student's surname:

Given name(s):

Preferred name:

Student's address:

Suburb:

Postcode:

Telephone:

Sex:  Female  Male

Date of birth: / /

Country of birth:

Student lives with:  Both parents  Mother  Father

Other (please specify):

Applying to enter:  ELC (3 days – 3YO only)  ELC (5 days – 3YO and 4YO)

Junior  Senior In year level: In calendar year:

As a:  Day student  Boarder

Student's nationality:

If non-resident student, is English the major language of instruction at school?

Yes If so, number of years:  No

Present school: Present year level:

Does the student have any learning difficulties? :  Yes  No  
If yes, please specify:

Name assessment/s, if undertaken eg cognitive, language, auditory:

Students also undertake a basic literacy and numeracy assessment to determine the educational needs of the student. A formal offer of a place in the School may then be made, and a non-refundable Entrance Fee of \$1,800 (ELC to Year 10) or \$2,000 (Year 11 and 12) for one child, or \$2,500 for more than one child, is immediately payable to accept a place. Upon receipt of such monies, formal confirmation of the place is provided.

### Family Information

Name(s) of siblings and school attended:

Are any family members current or past students of St Catherine's?  
(If past student, please state maiden name and year they left school)

### Parent Information

#### Father (or Guardian)

Title: Surname:

Given name(s):

Address (if different from student address)

Suburb: Country: Postcode:

Home tel:

Mobile:

Home email:

Industry: Occupation:

Company:

Company address:

Suburb: Country: Postcode:

Business tel:

Business email:

### Mother (or Guardian)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Address (if different from student address) \_\_\_\_\_

Suburb: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Home email: \_\_\_\_\_

Industry: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Company address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Business tel: \_\_\_\_\_

Business email: \_\_\_\_\_

### International Students

Under which status/visa will the student apply?

Australian citizen       Permanent resident       Temporary resident  
 Business visa       Student visa

Passport number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Visa number: \_\_\_\_\_ Visa subclass: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Overseas student health cover company/ policy number: \_\_\_\_\_

\_\_\_\_\_ Expiry date: \_\_\_\_\_

### Agent details

If an applicant student is being introduced by an approved agent please complete the following:

Name of agency: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/City/ Town: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Billing Information

Name of person(s) to whom school fee accounts and statements should be addressed:

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

### Conditions of enrolment

We the undersigned agree to abide by the rules, procedures and business practices of the school as set out in the School Business Practices (a current copy of which is available from the Admissions Office or Business Office) and we acknowledge having read the School Business Practices.

A term's notice in writing to the Principal is required prior to the withdrawal of a student or on request to transfer from boarder to day student. A full term's fees in lieu of notice will be charged if a full term's notice in writing is not received.

We acknowledge that we are jointly and severally liable for the payment of school accounts. In the event of our failure to pay school accounts within the time specified on the invoice, the school reserves the right to charge administrative and legal costs of recovery of outstanding amounts.

If a student's progress and performance are such that, in the opinion of the Principal, she is not benefiting from the academic courses provided by the school, the student may be advised to leave the school. The school reserves the right to dismiss any child from the school on grounds of unsatisfactory conduct or performance, or failure to obey the rules of the school, or for any other reason. In such matters the Principal's decision is final.

### Signatures of both parents/guardians

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: / / Date: / /

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

**Please note:** This application is a legally binding agreement and requires the signature of both parents. If both parents are not signatories, or if only one parent has signed, please outline the reasons for this below:

In these circumstances the signatory shall be solely responsible for the payment of school accounts.

### PRIVACY COLLECTION NOTICE

St Catherine's School respects the privacy of its community members and is bound by the National Privacy Principles under the Commonwealth Privacy Act. All information collected on this form will be used and stored in accordance with the School's Privacy Policy. For a copy of the School's Privacy Policy please visit the school's website: [www.stcatherines.net.au](http://www.stcatherines.net.au)

# OTHER INFORMATION

There is no obligation to complete this section, however, your answers will assist us in improving our service.

## What prompted you to enrol your child at St Catherine's?

(Please tick appropriate boxes)

- Excellent reputation of the school
- Girls' school education
- Continuing the family tradition / links to the school
- Excellent results
- Wide range of opportunities for every girl
- Prospectus, website or other school literature
- Subject diversity
- Catering for individual learning needs eg Independent Learning Classes

## How did you learn about St Catherine's?

(Please tick appropriate boxes)

- Family
- Friends / colleagues
- News items
- Visited the school
- School website
- Advertisements
- Educational agent
- Other (please specify)

# PAYMENT

Credit card payments:  VISA  MasterCard  AMEX

*Credit card surcharge applies to all payments made by credit card.*

Card No: | | | | | | | | | | | | | | | | | | | | | |

Expiry date / CCV:

Name on card:

Amount to be charged: \$

Signature:

# PLEASE RETURN

## Resident student

- This completed application form (one per child)
- A copy of the student's birth certificate
- Application fee of \$100 (per child) by cheque or credit card

## Non-resident student

- This completed application form (one per child)
- A copy of the student's birth certificate and passport
- Application fee of \$220 by cheque or credit card (per child)
- A copy of the AEAS English report (if applicable)
- A formal letter of proof, stamped by your present school confirming the number of years for which you have been taught in English as a major language of instruction

# SEND TO



## Registrar, St Catherine's School

17 Heyington Place, Toorak Vic 3142

T: 61 3 9828 3071 F: 61 3 9824 8553

E: admissions@stcatherines.net.au

www.stcatherines.net.au

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