

Passport Sized Photo of Student



Saint Stephen's College

CRICOS Provider Number 01938G

Application for Enrolment

Name of Student		Year Level Applied For		Year of Entry	
Date of Birth		Student Code		Parent Code	
Notes					
(International Student only) Course applied for		Short Stay	Mainstream	Intensive	

All Applicants complete Sections 1 to 12

International Students also complete Section 11

Please note The College requires full disclosure of information in the application
Failure to provide complete and accurate information may affect initial or ongoing enrolment

Contact Details

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Mission Statement

“We develop character and inspire hope”

Philosophy

At Saint Stephen’s College we believe that the academic, spiritual, cultural and sporting dimensions of a child’s education are all important. These dimensions are developed to equip students of the College with the academic and social tools required to lead a successful life and to contribute positively to the broader community. The College community should be safe, happy and caring; healthy, active and dynamic; as well as academic, productive and achievement-oriented.

While the College accepts students with varied religious backgrounds, it seeks to lead all students in their Christian faith development. This is achieved through the modelling of Christian values as well as explicit teaching. All members of staff are expected to support the College’s Christian ethos.

Students develop more effectively when they are aware of their community’s expectations, which are communicated informally or through College policies. Respect for self and others is a fundamental expectation at Saint Stephen’s College. Consequently, persistent bullying, abuse of teachers, disruptive behaviour and failure to fulfil commitments is considered unacceptable and can lead to the termination of the student’s enrolment.

Persistent failure to submit work and failure to wear the College uniform correctly are also considered to be serious breaches of our mutual expectations.

The community at Saint Stephen’s College focuses on developing each person as a creative and optimistic individual who is ready to learn and solve problems while at the same time educating them to work collaboratively with others. The College seeks to engage with the community beyond its gates through active participation in projects that serve others.

The staff of the College understands the need to work with parents as they educate their child. Effective parenting is the single most important factor in the education of a school-aged child. It follows that collaboration between home and school is a vital contributor to the success of any child. To this end the College asks parents to support policies and to encourage their children to fulfil their commitments. Most importantly, the College asks each parent to show an interest in their child’s education through attendance at College events and by discussing what their child is learning when they are at home.

Children develop at different rates. The College’s teachers recognise the need to provide programs that cater for the individual learning needs of children through such means as classroom teachers offering differentiated curriculum experiences, grouping children of similar ability, providing special ability programs and by providing alternative course options and community-linked experiences for older students.

While classroom teachers differentiate the curriculum to meet the different needs of children, it is also important for children to be placed in programs with children of broadly similar abilities.

The needs of the child may be best served in multi-grade classrooms or by spending more than one year in a year level during their schooling experience at the College. Consequently, each child’s progress through the College is linked to their competency in core curriculum areas.

Relationships between staff and students are at the heart of our College. These relationships are based on mutual respect and a preparedness to appreciate and support each other. This philosophy is not inconsistent with the expectation that students recognise the authority of staff as adults who have a responsibility for and an interest in their learning and welfare.

The teacher’s goal is to ensure that each child performs to the best of their ability, and this may mean that they need to take the student outside of their comfort zone.

Teachers at Saint Stephen’s College are expected to be masters of their academic disciplines and well-informed classroom practitioners. High levels of enthusiasm and a genuine love of children underpin these expectations.

The College’s teachers and other staff are expected to engage in professional development to ensure they apply best practice, including the integration of ICT into the teaching/learning process. While the College accepts that it has a major role to play in guiding this development, it also expects its teachers to be proactive in managing their own learning.

Section 1 – Enrolment Policy and Procedures - Terms and Conditions

Making an application

1. Application for enrolment of a student can only be made on this official Application for Enrolment form ([Application for Enrolment](#)) accompanied by:
 - a) Non-refundable application fee
 - b) Copy of the student's birth certificate or extract of birth entry
 - c) If either the child or both parents are born outside Australia, also provide a copy of current passport photo page, Visa, PR or Certificate of Australian Citizenship
 - d) Passport sized photo of the child
 - e) Copies of latest school reports and those of the past two years, plus any state or national testing results (where applicable)
 - f) Any reports (including medical or educational specialist reports) which refer to your child's behaviour, aptitude or medical conditions
 - g) A completed Principal's Reference Form (Principal Reference Form)
 - h) A completed Medical Form (Medical Form)
2. The decision about the enrolment of any child is made on the basis of full and complete information being provided to the College, an assessment, ie Needs Analysis (where required), plus a successful enrolment interview with the Principal or her delegate.

How the College reviews the application

1. Placements in the College are prioritised on the basis of any or all of the following:
 - a) Siblings of existing students
 - b) Students returning from an approved leave of absence
 - c) Date of receipt of application
 - d) The quality of the reference from the child's current school using the form provided
 - e) The Principal's assessment of the child's capacity to make a positive contribution to the College
 - f) Results of a Needs Analysis conducted by staff at Saint Stephen's College (* refer to page 4 for more details)
2. Places in the Preparatory (Prep) year will be confirmed on a date publicised by the College.
3. Offers for placements in other intake years are made as early as possible in the year prior to entry.
4. Information evenings, tours of the College and enrolment interviews are conducted the year prior to entry.
5. If a vacancy arises throughout the year in any year level, the Director of Enrolments will contact the next family on the wait list (*prioritised according to Section 1 above*) to organise a formal interview with a senior member of the College staff (this can be with the Principal or her delegate).

The process of enrolling, paying deposits and fees and withdrawing a child

1. If an offer of enrolment is made, parents are asked to pay the remainder of enrolment fees and amend any personal details which may have changed since completing the enrolment form. Formal confirmation of enrolment, in writing from the Director of Enrolments, will be sent shortly thereafter.
2. If a child does not commence at the College:
 - a) Application and enrolment fees are forfeited
 - b) The enrolment deposit is forfeited
 - c) The Old Scholars' fee is returned

Once a student commences at the College, **ten school weeks' notice (one whole term)** in writing to Director of Enrolments, is required before a student is withdrawn. If appropriate notice is given, parents are eligible for the return of the enrolment deposit only. Failure to provide such notice will result in the forfeiture of the enrolment deposit and the payment of ten weeks' tuition fees.

3. Enrolment deposits can become a voluntary donation to the College on a student's graduation from Year 12. These donations to the Building Fund are tax deductible. Parents will be invited to donate their enrolment deposit during the year their child studies in Year 12.
4. Enrolled students and parents are expected to comply with all relevant College policies. The Principal is authorised, after consultation with the Chairman of the College Board, to terminate the enrolment of any student or to prohibit access to the College by any parent who is in breach of these policies.

5. If the marital status of parents/guardians should change during the time a child is enrolled at Saint Stephen's College, the original enrolment agreement (signed by both parties at the point of enrolment) will apply until both parties request a change of status or a court designated custodian of the child requests such a change. This request must be made in writing to the Director of Enrolments.

** Needs Analysis is a series of assessments which identifies the correct entry point of a child. The results of the analysis are used to determine whether the child will require a program of learning enhancement and allows the appropriate staff to provide such a program as soon as possible. Parents should note that the College is committed to providing the appropriate service with its available resources. In order to do this the College has applied a quota to the number of students who can be provided with separate learning enhancement in any year level. If your child is identified as requiring support, he or she will either be:*

- a) Offered a place at the College and enrolled in the learning program if spaces are available; or
- b) Not offered a place because the College will be unable to provide the appropriate resources.

Enrolled students are given preference for learning enhancement. The College understands that you must consider the best interests of your child.

Enrolment Fees Payment Timeframe – DOMESTIC Students Only

- 1. Application Fee paid when applying for Enrolment (Non refundable)
- 2. Enrolment Fee paid when place is offered (Non refundable)
- 3. Enrolment Deposit paid when place is offered (conditionally refundable)
- 4. Old Scholars' Fee paid when place is offered . (refunded only when a child does not commence at the College)

Your agreement with us

- 1. I/We hereby apply to enrol my/our child at Saint Stephen's College. I/We undertake to support the ethos of the College and its existing rules, regulations and work programs, plus lawful changes implemented by the College Board.
- 2. I/We understand that the initial and continuing enrolment of my/our child at Saint Stephen's College is dependent upon open and honest disclosure of information relevant to the on-going education of my/our child.
- 3. I/We accept that the Principal reserves the right to cancel my/our child's enrolment at the College for breach of the rules and regulations or for the non-payment of College fees.
- 4. I/We understand that, apart from the Old Scholars' fee all other enrolment fees are forfeited if the position is not taken up at the College.
- 5. I/We understand that once a student commences at the College, the Enrolment Deposit is forfeited if that student leaves without giving ten school weeks' notice (one whole term) of departure in writing to the Director of Enrolments (this does not apply to students who leave at the completion of Year 12).
- 6. I/We have read, understand and agree to the Term and Conditions of the Enrolment Policy.

Signature of Parent/Guardian

(Please PRINT name)

Signature of Parent/Guardian

(Please PRINT name)

Date

Office Use Only	
<i>Application Fee</i>	<i>Enrolment Fees</i>
Date Paid	Date Paid
Amount	Amount
Receipt No	Receipt No
Initial of SSC Officer	Initial of SSC Officer

Section 2 – Parent Details – Mother or Guardian – Code 1

Mother or Legal Custodian	Last Name		First Name	
	Preferred Name		Relationship to Child	
Preferred Salutation (eg Ms, Mrs, Dr)				
Home Address				
		Post Code	Phone Home ()	
Postal Address				
		Post Code	Phone Work ()	
Mobile No				
SMS notifications will default to Mother only , unless otherwise specified				
Email		Does this child reside with you?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Country of Birth		Current Nationality		
Last School Attended		Name and Type of School Government <input type="checkbox"/> Non-Government <input type="checkbox"/> Catholic <input type="checkbox"/>		
Location of School		Country	State or Province	
<p>* Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).</p> <p>No, English only <input type="checkbox"/> Code1201</p> <p>Yes, Afrikaans <input type="checkbox"/> Code9202</p> <p>Yes, Japanese <input type="checkbox"/> Code7201</p> <p>Yes, Korean <input type="checkbox"/> Code7301</p> <p>Yes, Indonesian <input type="checkbox"/> Code6504</p> <p>Yes, Mandarin <input type="checkbox"/> Code7104</p> <p>Yes, Spanish <input type="checkbox"/> Code2303</p> <p>Yes, Italian <input type="checkbox"/> Code2401</p> <p>Yes, Greek <input type="checkbox"/> Code2201</p> <p>Yes, Tagalog (Filipino) <input type="checkbox"/> Code6506</p> <p>Yes, French <input type="checkbox"/> Code2101</p> <p>Yes, German <input type="checkbox"/> Code1301</p> <p>Yes, Other, please specify</p>				
<p>* What is the highest year of primary or secondary school you have completed? (Mark one box only)</p> <p>Year 12 or equivalent..... <input type="checkbox"/> Code 4</p> <p>Year 11 or equivalent..... <input type="checkbox"/> Code 3</p> <p>Year 10 or equivalent..... <input type="checkbox"/> Code 2</p> <p>Year 9 or equivalent or below <input type="checkbox"/> Code 1</p> <p><i>(For persons who have never attended school, mark 'Year 9 or equivalent or below').</i></p>				
<p>* What is the level of highest qualification you have completed? (Mark one box only)</p> <p>Bachelor degree or above..... <input type="checkbox"/> Code 7</p> <p>Advanced Diploma/Diploma <input type="checkbox"/> Code 6</p> <p>Certificate I to IV (including trade certificate) <input type="checkbox"/> Code 5</p> <p>No non-school qualification <input type="checkbox"/> Code 8</p>				
<p>* Occupation Group. Please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on the following page.</p> <p>Group 1 (Senior Management)..... <input type="checkbox"/> Code 1</p> <p>Group 2 (Other business managers)..... <input type="checkbox"/> Code 2</p> <p>Group 3 (Tradesmen/women)..... <input type="checkbox"/> Code 3</p> <p>Group 4 (Machine Operators)..... <input type="checkbox"/> Code 4</p> <p>If you are not currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation</p> <p>If you have not been in paid work in the last 12 months, please tick this box <input type="checkbox"/> Code 8</p>				

***Please Note - The collection of this information is a requirement of the Federal Government for reporting student outcomes.**

Parental Occupation Groups

Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation

Public service manager (section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2 Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3 Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4 Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Section 2 – Parent Details – Father or Guardian - Code 2

Father or Legal Custodian	Last Name	First Name	
	Preferred Name	Relationship to Child	
Preferred Salutation (eg Mr and Dr)			
Home Address			
		Post Code	Phone Home ()
Postal Address			
		Post Code	Phone Work ()
Mobile No			
SMS notifications will default to Mother only , unless otherwise specified			
Email	Does this child reside with you?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Country of Birth	Current Nationality		
Last School Attended	Name and Type Government <input type="checkbox"/> Non-Government <input type="checkbox"/> Catholic <input type="checkbox"/>		
Location of School	Country	State or Province	
<p>* Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).</p> <p>No, English only <input type="checkbox"/> Code 1201</p> <p>Yes, Afrikaans..... <input type="checkbox"/> Code 9202</p> <p>Yes, Japanese..... <input type="checkbox"/> Code 7201</p> <p>Yes, Korean..... <input type="checkbox"/> Code 7301</p> <p>Yes, Indonesian <input type="checkbox"/> Code 6504</p> <p>Yes, Mandarin <input type="checkbox"/> Code 7104</p> <p>Yes, Spanish..... <input type="checkbox"/> Code 2303</p> <p>Yes, Italian..... <input type="checkbox"/> Code 2401</p> <p>Yes, Greek..... <input type="checkbox"/> Code 2201</p> <p>Yes, Tagalog (Filipino)..... <input type="checkbox"/> Code 6506</p> <p>Yes, French..... <input type="checkbox"/> Code 2101</p> <p>Yes, German <input type="checkbox"/> Code 1301</p> <p>Yes, Other, please specify.....</p>			
<p>* What is the highest year of primary or secondary school you have completed? (Mark one box only)</p> <p>Year 12 or equivalent..... <input type="checkbox"/> Code 4</p> <p>Year 11 or equivalent..... <input type="checkbox"/> Code 3</p> <p>Year 10 or equivalent..... <input type="checkbox"/> Code 2</p> <p>Year 9 or equivalent or below <input type="checkbox"/> Code 1</p> <p><i>(For persons who have never attended school, mark 'Year 9 or equivalent or below').</i></p>			
<p>* What is the level of highest qualification you have completed? (Mark one box only)</p> <p>Bachelor degree or above..... <input type="checkbox"/> Code 7</p> <p>Advanced Diploma/Diploma <input type="checkbox"/> Code 6</p> <p>Certificate I to IV (including trade certificate)..... <input type="checkbox"/> Code 5</p> <p>No non-school qualification <input type="checkbox"/> Code 8</p>			
<p>* Occupation Group. Please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on the previous page.</p> <p>Group 1 (Senior Management)..... <input type="checkbox"/> Code 1</p> <p>Group 2 (Other business managers)..... <input type="checkbox"/> Code 2</p> <p>Group 3 (Tradesmen/women)..... <input type="checkbox"/> Code 3</p> <p>Group 4 (Machine Operators)..... <input type="checkbox"/> Code 4</p> <p>If you are not currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation</p> <p>If you have not been in paid work in the last 12 months, please tick this box <input type="checkbox"/> Code 8</p>			

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Section 3 – Student/s Details

Student's Name <i>(block letters)</i>	<i>(Last Name)</i> <i>(First and subsequent name/s)</i>		
Preferred Name			
Current Year Level		Proposed Year of Entry to SSC	Year Level in the Year
Sex	Code 1 = Male <input type="checkbox"/>		Code 2 = Female <input type="checkbox"/>
Date of Birth (Day/Month/Year)	/ /	Religion (eg Anglican)	
Indigenous Status	<p>Is the student of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Island origin, mark both 'Yes' boxes).</i></p> <p>Aboriginal only <input type="checkbox"/> Code 1</p> <p>Torres Strait Island, but not Aboriginal Origin <input type="checkbox"/> Code 2</p> <p>Both Aboriginal and Torres Strait Islander Origin <input type="checkbox"/> Code 3</p> <p>Neither Aboriginal nor Torres Strait Island Origin <input type="checkbox"/> Code 4</p>		
<p>In which country was the student born?</p> <p>Australia <input type="checkbox"/> Code 1101</p> <p>New Zealand <input type="checkbox"/> Code 1201</p> <p>England <input type="checkbox"/> Code 2102</p> <p>South Africa <input type="checkbox"/> Code 9225</p> <p>Japan <input type="checkbox"/> Code 6201</p> <p>Korea <input type="checkbox"/> Code 6203</p> <p>Indonesia <input type="checkbox"/> Code 5202</p> <p>China <input type="checkbox"/> Code 6101</p> <p>Spain <input type="checkbox"/> Code 3108</p> <p>Italy <input type="checkbox"/> Code 3104</p> <p>Greece <input type="checkbox"/> Code 3207</p> <p>Philippines <input type="checkbox"/> Code 5204</p> <p>France <input type="checkbox"/> Code 2303</p> <p>Germany <input type="checkbox"/> Code 2304</p> <p>Other, please specify</p>			
<p>Does the child speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often).</i></p> <p>No, English only <input type="checkbox"/> Code 1201</p> <p>Yes, Afrikaans <input type="checkbox"/> Code 9202</p> <p>Yes, Japanese <input type="checkbox"/> Code 7201</p> <p>Yes, Korean <input type="checkbox"/> Code 7301</p> <p>Yes, Indonesian <input type="checkbox"/> Code 6504</p> <p>Yes, Mandarin <input type="checkbox"/> Code 7104</p> <p>Yes, Spanish <input type="checkbox"/> Code 2303</p> <p>Yes, Italian <input type="checkbox"/> Code 2401</p> <p>Yes, Greek <input type="checkbox"/> Code 2201</p> <p>Yes, Tagalog (Filipino) <input type="checkbox"/> Code 6506</p> <p>Yes, French <input type="checkbox"/> Code 2101</p> <p>Yes, German <input type="checkbox"/> Code 1301</p> <p>Yes, Other, please specify</p>			

Section 3 – Student/s Details continued . . .

If either a parent or child was born outside Australia, you must provide copies of the student’s birth certificate, passport photo page, Visa and/or Certificate of Australian Citizenship

Passport Number		Passport date of expiry	
Country of Origin		Visa Number	
Visa date of expiry		Subclass Visa number	
Date of arrival in Australia			
Current School			Years attended, ie Prep to Year 7
Schools Previously Attended	1.		
	2.		
	3.		
Reason for Transfer			

Siblings – Currently Attending Saint Stephen’s College

Surname		Preferred Name		Year Level		House	
Surname		Preferred Name		Year Level			
Surname		Preferred Name		Year Level			

Siblings – Past Students of Saint Stephen’s College

Surname		Preferred Name		Year Left		In Year Level	
Surname		Preferred Name		Year Left		In Year Level	

Siblings – Future Students of Saint Stephen’s College

Surname		Preferred Name		Entry Year		In Year Level	
Surname		Preferred Name		Entry Year		In Year Level	

Relatives - Currently Attending Saint Stephen’s College

Surname of Student		Preferred Name		Year Level		House	
Surname of Student		Preferred Name		Year Level		House	
Relationship to the Parents of Student/s							

Section 4 – Student Profile

Has your child ever been accelerated (skipped a year)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child ever repeated a year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, which year?		
Has your child participated in a Learning Enrichment Program? (eg <i>Gifted and Talented</i> or <i>accelerated program</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child play a Musical Instrument?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what instrument and for how long?		
Does your child play representative Sport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what and for whom?		
Has your child ever received 'Learning Support Assistance'? <i>(On going assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child received EOL (English Other Language) support?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, which year?		
If test results indicate your child could benefit from a Learning Enrichment Program or Learning Support Assistance, do you give permission for your child to receive such assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child ever undertaken a 'Verification/EAP' process? <i>(Verification/EAP process is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of adjustments needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel).</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please indicate the type of disability		
Please indicate the level of disability		
If your child has one of the above special needs? How does it impact on him/her as a learner?		
<i>(If Other, please specify)</i>		
Do you have a report from a specialist? If so, please attach.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child take medication on a regular basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(If Yes, what type of medication and how often is it taken.)</i>		
Does your child have a pre-existing medical condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(If Yes, please specify the condition and medication required.)</i>		
Has your child been involved in any Social or Behaviour Management Programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(If Yes, please specify.)</i>		
Has your child been suspended from any school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(If Yes, please specify.)</i>		

Section 5 – College Fees

I/We acknowledge that I am/We are liable for all College fees, interest and charges stated in each account relating to the child/ren for whose Confirmation of Enrolment is herein made and that I/We have read the statement of College Fees Payment Conditions printed below and agree to be bound by the provisions set out therein and by any variations to the fees structure adopted by the College from time to time, of which I/We may receive written notice, until the child/ren complete his/her/their education at the College.

The Commercial Manager of the College can be contacted in relation to fees and fee structures generally.

The Commercial Manager is authorised by the Principal to take any legal steps deemed necessary to recover unpaid fees or accounts from the parent or other person(s) signing this form.

Full name of Mother/Guardian or person responsible for payment of College fees (please print)	Signature

Full name of Father/Guardian or person responsible for payment of College fees (please print)	Signature

Address for College Fee Accounts (if same as for parent details on pages 5 & 7, please write 'as above')			
Home Address			
	Post Code	Phone Home ()	
Postal Address			
	Post Code	Phone Work ()	

Method of Payment

Please indicate below, which method of payment you would prefer to use

Direct Debit BPay Credit Card Cheque Cash EFPOS

Conditions of College Fee Payment

1. Payment of school fees and other costs is required to be paid in full by the designated date (five days after the commencement of each term, unless otherwise stated in writing).
2. The College will charge an administration fee of \$55 (including GST). This fee is payable if school fees and other charges have not been finalised at the end of the term or no acceptable arrangements have been entered into by that time.
3. Overdue accounts, including those where agreements for the payment have not been honoured, will result in a review of the student's continuing enrolment at the College.
4. All Year 11 students school fees account must be finalised before students are allowed to proceed into Year 12.
5. Default in payment of fees and other charges render the parents/guardians/person responsible for payment of College fees liable to legal action for recovery of the unpaid fees or other charges. Liability for payment of fees and charges is joint and several.
6. **Ten school weeks' notice** in writing to the Director of Enrolments, is required of intention to withdraw a student from the College; otherwise ten week's tuition fees will be charged.
7. In the event that a student is asked to leave the College, all incurred fees and charges will be non-refundable and any outstanding fees and charges will be immediately payable.
8. Parents who are experiencing difficulties maintaining payment of fees and charges should contact the Principal through the College's Commercial Manager.

The College makes limited short-term fee relief available to those parents experiencing financial hardship.

Parents/guardians applying for fee relief must prove they are experiencing genuine financial hardship.

Section 6 – Parent Declaration

Being a parent is not, and probably never, was, easy. It requires us to accept the most serious responsibility for the welfare of our own children. Being a parent is also the most profound opportunity to lay the foundations for an entire generation.

As a member of the Saint Stephen's College community, I/we accept that my/our responsibilities as a parent require me/us to provide mature guidance to my/our children and other children. This will require me/us to have courage! I/we accept that I/we am/are not perfect. As a parent I/we will make mistakes, and this Declaration does not commit me/us in a legal sense to anything not prescribed by law. However, I/we am/are prepared to make the following declaration and to have my/our name published as a signatory because it will allow me/us to contribute to, and draw strength from, a College community that shares my/our values.

In signing this Parent's Declaration, I/we declare my/our commitment to the following values

I/we value a community in which children are allowed to be children and are not forced to make adult like decisions before they are ready. Consequently, as a parent I/we will endeavour to provide my/our children and other children in my/our care with clear and consistent boundaries, and to think about how and when they should be introduced to adult issues. In doing so, I/we recognise that some of the opportunities available to children are likely to undermine the values of my/our family and the College. I/we will endeavour to protect my/our children and children in my/our care from these threats.

I/We value a community in which children are adequately supervised. Consequently, I/we will undertake:

- *To provide adequate supervision for other children when they visit my/our home or are in my/our care and to communicate with the parents of visiting children and discuss plans for any visit before accepting this responsibility.*
- *Not to provide alcohol or other substance, including tobacco, to other children, or to my/our children when they are (or are likely to be) in the company of others.*
- *Not to allow children visiting my/our home to witness or participate in sexual activity.*
- *Not to allow visiting children to travel in vehicles driven by anyone other than myself/ourselves without the express permission of their parents.*
- *To make other parents aware of any concerns I/we might have, including any extenuating circumstances that might cause a change of plans during a visit. I/we will also communicate any concerns I/we might have about activities that took place during a visit.*

I/We value a community based on mutual respect and maturity. I/we will, therefore:

- *Encourage my/our children to accept that everyone is different. I/we will expect them to respect other people's religious beliefs and cultural practices provided they promote peace and acceptance of others.*
- *Also encourage them to respectfully challenge views that undermine our family's values and the values stated in this Declaration.*
- *Expect my/our children to develop and use good manners and show respect for adults ('respect' does not mean blind obedience).*
- *Encourage young people to constructively resolve conflict.*
- *Actively discourage children from swearing or using abusive language.*

I/We value integrity:

- *I/we will encourage my/our children to make and keep meaningful promises, including their commitments to the rules of the College.*

I/We value an abundance mentality and graciousness:

- *I/we will encourage my/our children to work with others and to recognise the contribution of other people.*

I/We value accepting responsibility:

- *I/we will encourage my/our children to reflect on their actions and to progressively accept responsibility for them, even if that means personal inconvenience.*

Section 7 – College Policies

I/We undertake to access and read College Policies.

These policies are available on the College's website www.saintstephenscollege.net.au or from the Administration Centre. <http://www.saintstephenscollege.net.au/student-life/resources-and-downloads/>

I/We understand that Policies may be amended from time to time by the College. Amended Policies will be published on the above Website.

I/We recognise the importance of the Child Protection Risk Management Policy and Privacy Policy.

Privacy Policy Collection Notice

The full College Privacy Policy can be viewed at:

<http://www.saintstephenscollege.net.au/student-life/resources-and-downloads/>

Section 8 – Privacy Policy

1. Saint Stephen's College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide education to the pupil and to enable them to take part in all the activities of the College;
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care;
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws;
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time;
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another College. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches, tutors, advisors, volunteers and counsellors;
6. Personal information collected from pupils is regularly disclosed to their parents or guardians;
7. The College may store personal information in the 'cloud' which may mean that it resides on Microsoft servers which are situated outside Australia;
8. The College's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. 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 pupil, or where pupils have provided information in confidence;
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint;
10. The College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent;
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published electronically and in print in College facilities, newsletters, and magazines and on our website. Photographs of pupil activities such as sporting events, College camps and College excursions may be taken for publication in College facilities, newsletters, magazines and on our website;
12. We may include pupils' and pupils' parents' contact details in a class list and College directory after obtaining specific permission;
13. 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 this information to third parties.

Section 9 – Disability Policy

Saint Stephen’s College values the diversity of all students including those with special educational needs, recognises the right of all students to have equitable access to the curriculum, and offers education programs specific to the educational needs of students with disabilities.

Saint Stephen’s College will, within the limits of available resources, assist the full participation of students with disabilities by:

- Valuing all students as individuals and identifying and responding to their needs;
- Consulting with the student and parent to make well-informed decisions about the education program to be developed for each student with a disability/s;
- Identifying and addressing barriers that limit students’ opportunities, participation and benefits from schooling;
- Providing appropriate level of resources, while operating within realistic financial limitations, in order to reasonably accommodate the needs of students with disabilities;
- Making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to meet the needs of students with disabilities;
- Facilitating options and pathways for students with disabilities;
- Providing physical environments that are accessible, stimulating, safe and welcoming;
- Devising fair and transparent enrolment procedures for all students;
- Respecting the rights of people with disabilities to privacy and confidentiality;
- Fostering and encouraging among staff and students, positive, informed and unprejudiced attitudes towards people with disabilities; and
- Supporting and assisting students to make alternative satisfactory educational arrangements, if required.

All employees, parents, volunteers and students are required to comply with this policy.

Section 10 - Parent Permission

Students regularly attend off campus activities. These include Associated Private Schools (APS) sporting events for Years 4 to 12, a range of excursions, annual camps and special outdoor and overseas experiences (for older students).

Parents/Guardians are asked to grant permission for their child/ren to participate in those events. The College only requires permission from one Parent/Guardian for a child to attend off campus excursions, annual camps and overseas trips.

I/We hereby give do not give (please tick a box) permission for my child to attend off campus College events,

Student’s Name <i>(Block letters)</i>	
<i>(Surname)</i>	<i>(Given name/s)</i>

I/We have read and understood

	Please initial the boxes	
Section 6 – Parent Declaration	<input type="checkbox"/>	Signature of Parent/Guardian <i>(Please PRINT name)</i>
Section 7 – College Policies	<input type="checkbox"/>	
Section 8 – Privacy Policy	<input type="checkbox"/>	Signature of Parent/Guardian <i>(Please PRINT name)</i>
Section 9 – Disability Policy	<input type="checkbox"/>	
Section 10 – Parent Permission	<input type="checkbox"/>	Date

Section 11 – To be completed by International Students ONLY

Agent Details (if Applicable)	Contact Name		Company	
	Work Number		Mobile Number	
Company Address				
			Post Code	
Email				
Homestay Details (if Applicable)	First Name/s		Last Name/s	
	Home Number		Mobile Number	
Address				
			Post Code	
Email				

Formal Enrolment Procedure and Orientation Checklist

Process	Tick on Completion and Comprehension
Completed Application Form	
Student Passport Copy	
Copy of Visa	
Health Cover Completed	
Letter of Release Received	
Guardian Appointment Letter	
Enrolment Deposit Received	This Deposit is fully refundable for International Students ONLY
Tour of the College	
Discuss Curriculum	
Check Subject Selection	
Checked Reports, Birth Certificate/Passport	
Outlined process of enrolment, ie ➤ IS Refund Policy ➤ IS Complaints and Appeals Policy ➤ IS Fee Schedule ➤ IS Attendance Requirements ➤ IS Visa Requirements	
Outline Parent/Parent Carer Expectation	
Outline College Expectation ➤ Wearing of Uniforms ➤ Attending College functions ➤ Policy on Bullying ➤ Parental/Adult Carer involvement	
Outline Homestay Expectation Policy	
Outline payment of fees and due dates	
Place offered	
Offer accepted	
Material return to DOA with forms	

Declaration of Student

I hereby certify that I have undertaken the orientation process and fully understand all content.

Printed Name of Student

Signature of Student

Sam Holmes, Assistant to the Principal – International Education

Section 12 – To be completed by Students on Subclass Visa other than a Student Visa ONLY

On-Shore Representative of family (if applicable)	Contact Name		Company	
	Work Number		Mobile Number	
Address				
			Post Code	
Email				
Required Documentation				
Chinese Students ONLY	AEAS test results – Location of Testing Centres on College Website			
All other Students	Results of other applicable English Testing			
All Visa Students	Reports, BC and other documents translated into English and Notarized by an Appropriate Authority			

Checklist

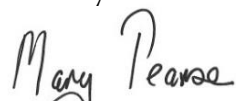
Please ensure you have attached the following documentation (if applicable) with this form. Failure to fully disclose information can result in the cancellation of enrolment.

Enrolment fees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
Copy of the birth certificate or extract of birth entry for student. If a student or parent was born outside Australia a copy of passport photo page/visa/certificate of Australian Citizenship	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
Passport sized photo of the child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
Copies of latest school reports and those of the past two years, plus any state or national testing results (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
Medical reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
Specialist reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
Homestay application form (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>

For the purpose of marketing research, could you please answer the following.

How long have you lived in the area?			
How did you hear about our College/your source of referral?	Advertising <input type="checkbox"/> Agent <input type="checkbox"/> Current Parent <input type="checkbox"/> Local Knowledge <input type="checkbox"/> Staff <input type="checkbox"/> Unknown/ Not Stated <input type="checkbox"/> Website/Email <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Facebook <input type="checkbox"/>		
Did you receive a full prospectus on our College?	Yes	No	If so, when?
The main reason for applying to enrol?			
Do you feel the information provided was adequate?	Yes	No	If not, what is missing?
Did you feel the service provided was adequate?	Yes	No	If not, what is lacking?

Thank you



Mary Pearce
Director of Enrolments

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