

Application Form

Applications for ELTHAM College are added to an entry list in order of receipt. Your application will be formally acknowledged in writing and we will provide further information about our enrolment process. We look forward to working closely with you to support your decision making and the application process.

Please complete both pages and return to the Enrolment Office with the A\$100 application fee (non-refundable), a copy of the student's birth certificate or passport, and their immunisation records (ELC only).

Registrar: ELTHAM College, P.O. Box 40, Eltham VIC 3095 **Telephone:** +61 3 9437 1421 **Email:** enrolments@elthamcollege.vic.edu.au

Student Details

Surname _____

Given names _____

Preferred name _____

Male / Female (please circle) _____ D.O.B _____

Residential Address _____

Student lives with:

Both Parents/Guardians Parent / Guardian 1

Parent / Guardian 2

Other (please specify) _____

Current School / Kindergarten _____

Current Year level _____

Proposed level of entry (eg. Year 7) _____

Proposed year of entry (eg. 2017) _____

Is the student

an Australian citizen

of Aboriginal / Torres Strait Islander descent

a New Zealand citizen

a permanent resident of Australia*

a temporary resident of Australia*

*Please provide details below and provide a copy of Visa's with this application.

Passport Number _____

Expiry Date _____

Visa Number _____

Visa subclass _____ Expiry Date _____

If applying to Early Learning Centre

Number of days (per week) anticipated _____

Will your child be continuing to Prep at ELTHAM:

YES NO

Has your child been immunised:

YES NO

Siblings currently enrolled at ELTHAM

Name	Year level	Year of entry
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Needs

Does your child have any medical or learning needs which the College should be aware of? This includes needs which may require adjustments to be made by the College or the provision of specialised support services. YES NO

Please provide further details below:

Application Fee Payment Options

Please select **one** of the following payment options (please tick):

CHEQUE Please find attached my cheque payable to ELTHAM College

CREDIT CARD In person at Reception or via phone +61 3 9437 1421

CASH/EFTPOS In person at Reception

ELECTRONIC FUNDS TRANSFER (EFT)

I have made an Electronic Funds Transfer (EFT) to the following account:

Bank: Bendigo Bank **BSB:** 633-000

Account number: 149-876-260 **Name:** ELTHAM College

If you choose to use EFT please include your surname as an identifier in the transaction details.

Office Use Only

Year Level _____ Year _____

ID _____

Date Received _____

Fee _____ B.Cert _____

Immunisation Record _____

Offer _____

Accepted _____

Comments _____

Commenced _____

Withdrawn _____

Parent / Legal Guardian 1

Title _____ Surname _____

Given names _____

Preferred name _____

Residential Address _____

Postal Address _____

Occupation / Title _____

Industry _____ Self employed : Y / N

Telephone number (H) _____

(M) _____ (W) _____

Email (please print) _____

Relationship to student _____

Relationship to Parent/Legal Guardian 2 _____

Single parent: Y / N Sole Custodian: Y / N

Are you an ex-student of ELTHAM Y / N Year left _____

Parent / Legal Guardian 2

Title _____ Surname _____

Given names _____

Preferred name _____

Residential Address _____

Postal Address _____

Occupation / Title _____

Industry _____ Self employed : Y / N

Telephone number (H) _____

(M) _____ (W) _____

Email (please print) _____

Relationship to student _____

Relationship to Parent/Legal Guardian 1 _____

Single parent: Y / N Sole Custodian: Y / N

Are you an ex-student of ELTHAM Y / N Year left _____

Conditions of enrolment

- Where places are available they will be offered based on the following priority list:
 - The date of application
 - The capacity of the school's program to make a contribution to the child's growth and development
 - The family's previous involvement within the College
- Before a confirmed place can be offered, each student will be assessed by a member of staff. These assessments vary and are appropriate to the student's entry level. Parents/legal guardians will be interviewed with the student. Assessments are undertaken to ensure, as far as possible, that students who are accepted are likely to benefit from the programs provided.
- If it is determined that your child requires adjustments or specialised support services to enable him or her to benefit from the programs at the College, and reasonable adjustments cannot be made by the College or the adjustments or services required would impose an unjustifiable hardship on the College, the College reserves the right to require the parents/legal guardians, as a condition of enrolment, to pay directly or reimburse the College for the cost of such adjustments or services from time to time, in addition to the normal tuition fees.
- Following the interview and within 14 days from the date of the written letter of offer, the following amounts will become payable to accept a confirmed place:
 - Entrance Fee of \$1,100 per student
 - Company Membership: one parent/legal guardian must become a member of the ELTHAM College Company (\$10 p.a.) and maintain membership while a student remains at the College
- Parents/legal guardians of ELC children who are eligible to enter Prep the following year will be required, early in the ELC year, to confirm that they wish to accept a place at Prep level the following year. A non-refundable fee of \$1,000, which will be credited against fees for Term 1 in Prep, is payable to secure the place. These places will then be regarded as being confirmed. A place in Prep will not be guaranteed for any eligible ELC enrolled student who has not accepted a place by the end of Term 1 of the year prior to entry.
- School fees and other charges must be paid in accordance with the Schedule of Fees produced by the College each year.
- Notice of intention to remove a student from the College must be received by the Principal in writing not less than one full school term in advance of the student leaving. Failure to provide the complete period of notice will result in a charge equivalent to one term's school fees.
- It is a condition of the enrolment of the student that the parents/legal guardians, on their own behalf and on behalf of the student, agree to abide by the College rules in force from time to time. The parents/legal guardians acknowledge at that time that they are aware of the content of the College rules. The College, through the Principal, retains the right to temporarily or indefinitely suspend the student from school or otherwise discipline the student on the grounds of the student's unsatisfactory conduct or failure to observe any College rule.

ELTHAM College is Privacy compliant. The College's complete Privacy Policy may be viewed on our website at www.elthamcollege.vic.edu.au, or collected at the College Enrolment Office.

Declaration

- This application must be signed by both parents and/or legal guardians, unless one parent or legal guardian is singularly responsible for the student.
- For this application to be processed, please include the A\$100 application fee (non-refundable), a copy of your child's birth certificate or passport, and their immunisation records (ELC only).
- Notification must be given immediately of a change of address or change to any of the above particulars.
I / We the undersigned have read the above "Conditions of Enrolment" and agree to be bound by these conditions and to cooperate with the College in all matters of discipline.

_____/_____/_____
Signature of Parent / Legal Guardian 1 Date

_____/_____/_____
Signature of Parent / Legal Guardian 2 Date

By ticking this box I acknowledge that I am singularly responsible for the student