

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 Admissions Office with the A\$100 application fee (non-refundable), a copy of the student's birth certificate and their Immunisation History Statement (applicable to ELC - Year 6 entry) and other requested documents. Applications cannot be processed until payment and documents are received. Electronic copies of the Application Form and supporting documentation must be sent as high resolution PDF files.

Head of Admissions: 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 / Other (please circle)

If other please specify _____

Residential Address _____

Date of birth _____ Country of birth _____

Student lives with:

Both Parents/Guardians Parent / Guardian 1

Parent / Guardian 2

Other (please specify) _____

Are there any court orders in place? YES NO

If yes please attach a copy _____

Current School / Kindergarten _____

Current Year level _____

Proposed level of entry (eg. Year 7) _____

Proposed year of entry (eg. 2022) _____

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 evidence of citizenship/descent

** Please provide details below and provide a copy of Visas / Australian Passport with this application.

Passport Number _____

Expiry Date _____

Visa Number _____

Visa subclass _____ Expiry Date _____

Application Fee Payment Options

Payment must be received before an application will be processed.

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

BANK TRANSFER (please provide receipt number) _____

I have transferred funds to the following account:

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

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

Date paid: _____

If paying by bank transfer, please include the student's surname as an identifier in the transaction details.

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:

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

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 (e.g. mother/father) _____
Relationship to Parent/Legal Guardian 2 (e.g. partner/husband/
wife) _____
Single parent: YES NO Sole Custodian: YES NO
Are you a past student of ELTHAM? YES NO
If yes, Year left _____ Which House were you in? _____

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 - must be different to Parent/Legal Guardian 1 details (please print)

Relationship to student (e.g. mother/father) _____
Relationship to Parent/Legal Guardian 1 (e.g. partner/husband/
wife) _____
Single parent: YES NO Sole Custodian: YES NO
Are you a past student of ELTHAM? YES NO
If yes, Year left _____ Which House were you in? _____

Conditions of application

- Application for admission of a student should be made on the official Application Form, and be accompanied by an Application Fee and a copy of the students Birth Certificate and other requested documentation appropriate to the year level of entry. Applications for enrolment to the ELTHAM College ELC early childhood education and care services (i.e. below prep level) are required by law to be:
 - up to date with vaccinations for their age OR
 - on a vaccine catch-up schedule OR
 - have a medical condition preventing them from being fully vaccinated.ELC applications must include an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR).
- Offers of enrolment will be made in accordance with the College's Enrolment Policy and Enrolment Procedure.
- When processing of the level intake commences and a place is available for the applicant, parents/legal guardians will be notified of a time for a student assessment and for an interview. If student circumstances or abilities have changed since the time of application submission, it is the responsibility of the parent/legal guardian to inform the College of any changes so that the application can be accurately assessed. Should the interview reveal any anomalies in the application paperwork submission, for changes in circumstance or ability which have not been disclosed, the College reserves the right not to confirm the place.
- Following the interview, if an offer of a place is made by the College it will be made in writing and must be accepted within fourteen days from the date of the offer by the parents/legal guardians signing and returning the College Enrolment Agreement and:
 - Entrance Fee: (see point 5) payment of a non-refundable Entrance Fee of \$1,100 (per student).
 - ECCA (ELTHAM College Community Association) Annual Charge: The ECCA charge is \$90 per year. This charge allows ECCA, our parent association, to organise activities throughout the year to welcome, connect and support the heart of ELTHAM College - its students, staff and families.
 - Company Membership: one parent/legal guardian will also be required to take out membership of the ELTHAM College Company (\$10 pa) and maintain membership while a student remains at the College. This, along with the annual ECCA charge, will be payable in Term 1 Fee Accounts.
- The Entrance Fee allows the College to continuously improve its facilities, which have been built up over time by previous parents. The Entrance Fee, which allows a student to become part of the ELTHAM College community, also provides an on-going membership to the ELTHAM College Alumni, which serves to keep our students connected when they have completed their formal schooling with the College.
- Parents/legal guardians of ELC children who are intending to continue at the College and proceed into Prep the following year will be required, early in the ELC year, to secure a place at Prep level by paying a non-refundable deposit of \$1,000. An account for the non-refundable fee will be sent to the parents/legal guardians and will be payable within 14 days, and will be credited against fees for Term 1 in Prep. 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.
- Cancellation of any confirmed place shall not be subject to the usual conditions for withdrawal of a student, but, in the event of a confirmed place not being taken up a term's fee (at the confirmed place entry level) shall become payable by parents/ legal guardians 14 days from statement issue whether student has commenced at ELTHAM College or not.
- Fees and other charges (subject to amendment by the College Board) must be paid in accordance with the Schedule of Fees published by the College each year.
- If it is determined that your child requires adjustments or specialised support services to enable him or her to access and benefit from the programs and courses 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 contribute to or pay directly or reimburse the College for the cost of such adjustments or services from time to time, in addition to the usual tuition fees and other charges.
- The student's enrolment and continuation at the College are subject to the terms and conditions of the Enrolment Agreement between ELTHAM College and the parents/guardians.

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 you child's birth certificate, and their Immunisation History Statement (ELC only -Year 6) and other requested documentation appropriate to the year level of entry.
- Notification must be given immediately of a change of address or change to any of the above particulars.

I / We the undersigned have read and agree to the above "Conditions of Application"

_____/_____/_____
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