



Office Use
Enrolment Year: _____
Year Level: _____

Student Enrolment Application and Agreement

Family Information

Family Surname			Is this child the first from his/her family to enrol at this College?	<input type="radio"/> Yes <input type="radio"/> No	
Student's Position in Family	1 st , 2 nd , 3 rd etc	Number of Boys in family		Number of Girls in family	
Please list other children presently or previously enrolled at St Brigid's College? (Name & Year Level or year student left)					
Please list other children possibly to enrol at St Brigid's College in the future (Name & Current Age)					
Catholic Parish in which student resides			Language (Spoken at home)		
Health Fund			Ambulance Fund	<input type="radio"/> Yes <input type="radio"/> No	
Health Fund number			Medicare number		
Healthcare Card	<input type="radio"/> Yes <input type="radio"/> No	<i>Please provide a photocopy.</i>	Healthcare Card Number:		Exp: _____

Primary Contact Details

Email Address		Mobile No.	
All School Correspondence/SMS Messages (unless otherwise directed) will be sent to this email address/mobile phone no.			

Student Information

Student Information		Office Use Only	Student Code:		
		Office Use Only	Family Code:		
Student's Name	Surname		First and Middle Name		
Preferred Name			<input type="radio"/> Male <input type="radio"/> Female		
Does the Student have a Victorian Student Number?	<input type="radio"/> Yes Please provide VSN _____ (this is a 9-digit number, should be on school reports) <input type="radio"/> Yes but VSN is unknown <input type="radio"/> No (This will only apply if the student has never been enrolled in a Victorian School)				
Residential Address					
Phone	Home:		Student Mobile (if Applicable):		
Date of Birth (Attach copy of Birth Certificate)	Country of Birth:		Nationality:		
Year to Commence (e.g. 2020)	Entry Yr Level (e.g. Yr 7)		If born overseas, please attach copy of Passport and Visa and indicate 1st Aust. School Year		
Current School			Current or Previous Year Level	First Aust. School	
				First Aust. School year	
Please attach a copy of the most recent end of semester school report.					
House Colour– If older siblings/parent attended St Brigid's			<input type="radio"/> Melleray(Red) <input type="radio"/> Clontarf(Blue)		
			<input type="radio"/> Kildare(Green)		

Student Information.....continued

Special Needs

Indicate whether the student applying for enrolment has any known or suspected special needs (please tick Yes or No for each of the following):

Physical Needs <input type="radio"/> Yes <input type="radio"/> No	Medical Needs <input type="radio"/> Yes <input type="radio"/> No	Educational Needs <input type="radio"/> Yes <input type="radio"/> No	Behavioural Needs <input type="radio"/> Yes <input type="radio"/> No	Allergies <input type="radio"/> Yes <input type="radio"/> No	Other Special needs <input type="radio"/> Yes <input type="radio"/> No
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If you have answered yes to any of the above, please provide **full details** of those needs and any assessment/ intervention/ support that he/she may be currently receiving (**Supporting documentation must be provided**).

If this enrolment application is successful it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs

Has the child received funding under the Students with Disabilities Programme during their schooling? Yes No

If so, please give details.

Has the child been involved in any specific education program or had extra help in any of the following areas? Yes No **If yes, please tick and attach further comment/documentation if required.**

Academic	<input type="radio"/> Reading <input type="radio"/> Mathematics	<input type="radio"/> Writing <input type="radio"/> Language (ESL)
Health	<input type="radio"/> Health <input type="radio"/> Neurological Disorders <input type="radio"/> Behavioural / Emotional Problems <input type="radio"/> Sight (Physical Dysfunction or Discrimination) <input type="radio"/> Physical Problems or Disability (Coordination, mixed hand preference for writing etc. laterality) <input type="radio"/> Other Health Issues (eg. Autism, Aspergers Syn.)	<input type="radio"/> Speech <input type="radio"/> Gross/Fine Motor Skills <input type="radio"/> Developmental Disorders

Diagnosis of Learning Needs
 I give permission for my child to be assessed to aid in the diagnosis of learning needs. (*Contact will be made with you, by the school, should this need arise*).

Signed Parent / Guardian 1. _____ 2. _____

Language Other Than English Studies (LOTE)
Has the child studied a LOTE? Yes No
If so, which language(s)? _____
Which grades did they study this/ these language(s) in? _____

* Does student speak a language other than English at home? Yes No * If 'Yes' specify other language _____

Religion _____ Sacraments Baptism Reconciliation Eucharist Confirmation

* Is this child of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

Student's Medical Details

Allergy to Anaesthetic Yes No Unknown

Immunisation Measles Rubella Tetanus Hep. B

Medical Conditions	<input type="radio"/> Permanent Disability	<input type="radio"/> Diabetes <input type="radio"/> Epilepsy
Medical Notes	<input type="radio"/> Permanent Medication	<input type="radio"/> Migraines
Medication Details	<input type="radio"/> Allergy Food <input type="radio"/> Anaphylaxis <input type="radio"/> Asthma	<input type="radio"/> Hearing <input type="radio"/> Other

Please provide full information regarding medication or other medical details that the School should be aware of. Attach documents if required and/or if insufficient space provided.

1. Details of Student's Father				Are you a past student or staff member of St Brigid's College?		<input type="radio"/> Yes <input type="radio"/> No	
Name							
		<i>Title</i>		<i>Surname</i>		<i>First and Middle Name</i>	
Date of Birth				Does student reside with father?		<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No	
Residential Address							
Postal Address		If different to above					
Phone - Home				Phone - Work			
Mobile				Email			
* Do you speak a language other than English at home?			<input type="radio"/> Yes <input type="radio"/> No		* If "Yes" specify language		
* What is the highest year of school completed?				<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below			
* What is the level of any qualifications completed?			<input type="radio"/> Bachelor degree or above		<input type="radio"/> Advanced diploma/Diploma		
			<input type="radio"/> Certificate I to IV (incl trade certificates)		<input type="radio"/> No non-school qualification		
Country of Birth				Nationality		Religion	
* Occupation						* Occupation Code	
Employer						See last page for code details	

2. Details of Student's Mother				Are you a past student or staff member of St Brigid's College?		<input type="radio"/> Yes <input type="radio"/> No	
Name							
		<i>Title</i>		<i>Surname</i>		<i>First and Middle Name</i>	
						<i>Maiden Name (If past student)</i>	
Date of Birth				Does student reside with mother?		<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No	
Residential Address		If different to above					
Postal Address		If different to above					
Phone - Home				Phone - Work			
Mobile				Email			
* Do you speak a language other than English at home?			<input type="radio"/> Yes <input type="radio"/> No		* If "Yes" specify language		
* What is the highest year of school completed?				<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below			
* What is the level of any qualifications completed?			<input type="radio"/> Bachelor degree or above		<input type="radio"/> Advanced diploma/Diploma		
			<input type="radio"/> Certificate I to IV (incl trade certificates)		<input type="radio"/> No non-school qualification		
Country of Birth				Nationality		Religion	
* Occupation						* Occupation Code	
Employer						See last page for code details	

3. Details of Step-Parent/Legal Guardian (if applicable)							
Name							
		<i>Title</i>		<i>Surname</i>		<i>First and Middle Name</i>	
						Relationship to Student	
Are you a past student or staff member of St Brigid's College?				<input type="radio"/> Yes <input type="radio"/> No		<i>Maiden Name (If past student)</i>	
Does the student reside with this contact?			<input type="radio"/> Yes (Full time) <input type="radio"/> Yes (Shared Custody) <input type="radio"/> No				
Residential Address							
Postal Address							
Phone - Home				Phone - Work			
Mobile				Email			
* Do you speak a language other than English at home?			<input type="radio"/> Yes <input type="radio"/> No		* If "Yes" specify language		
* What is the highest year of school completed?				<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 <input type="radio"/> Year 9 or below			
* What is the level of any qualifications completed?			<input type="radio"/> Bachelor degree or above		<input type="radio"/> Advanced diploma/Diploma		
			<input type="radio"/> Certificate I to IV (incl trade certificates)		<input type="radio"/> No non-school qualification		
Country of Birth				Nationality		Religion	
* Occupation						* Occupation Code	
Employer						See last page for code details	

Local Emergency Contact - Other than Parents/Guardians.

This person will only be contacted, in an emergency, when Parents / Guardian are unavailable

Name			<input type="radio"/> Male <input type="radio"/> Female
Relationship to Student			
Phone Home		Phone Other	

Court Documents

Are there any orders of a court made under the Family Law Act which affect the residence of the child and or govern the contact between the child and non-custodial parent, and/or payment of school costs?

Yes No

If yes, copies of relevant court documents will be required prior to acceptance of enrolment.

Travel Details - The Catholic Education Office requests we gather this information in case of an emergency

To School Options	<input type="radio"/> Walks to School <input type="radio"/> Rides a bicycle or scooter to school <input type="radio"/> Car/motor vehicle to school gates <input type="radio"/> Bus to school gates <input type="radio"/> Combination of car and public transport <input type="radio"/> Taxi or other modes	Accompanied	<input type="radio"/> Adult Accompaniment <input type="radio"/> Independent <input type="radio"/> Unknown	
		Bus Route Name		
		Bus Number		
		Distance		
From School Options	<input type="radio"/> Walks home or to a carers' residence <input type="radio"/> Rides a bicycle or scooter to home/carers <input type="radio"/> Car/motor vehicle picked up from school <input type="radio"/> Bus from school gates <input type="radio"/> Combination of car and public transport <input type="radio"/> Taxi or other modes	Accompanied	<input type="radio"/> Adult Accompaniment <input type="radio"/> Independent <input type="radio"/> Unknown	
		Bus Route Name	<i>If the same as morning write 'as above'</i>	
		Bus Number		
		Distance		

Allowances

CONVEYANCE ALLOWANCE

The Victorian Government provides a Conveyance Allowance which is payable to parents of students who do not have access to a free government transport service and meets the requirements of eligibility (other conditions can apply):
 MUST travel 4.8km or more to the nearest NON-Government School by the shortest practicable route calculated by the school; or

MUST travel 4.8km or more to the nearest free school bus service or public transport

Do you believe you may be eligible for this allowance? Yes No

VOLUNTEERING IN THE CANTEEN AT ST BRIGID'S COLLEGE

A distinctive mark of St Brigid's College is the emphasis on working together: students, teachers and parents - and also with the wider community - to educate and develop the whole child which encompasses spiritual, academic, emotional, physical and social development. This whole of community approach extends to a shared responsibility for the wellbeing and safety of all at St Brigid's College.

As part of the Child Safe Standards, St Brigid's College is required to demonstrate evidence of our commitment to safer recruitment of staff including, teachers, volunteers and contractors. This requirement extends to the engagement of parent volunteers and involves more open and transparent screening and supervision practices. Volunteers continue to be a valued and vital aspect of our College and we welcome and encourage involvement of parent volunteers to share their skills, experience and expertise.

St Brigid's College is able to provide an onsite Canteen service to our students. This can only be achieved through the very kind volunteer help from parents. Our volunteers are integral to the College experience for our students and provide an important link to the community.

If you are interested in becoming a volunteer in the Canteen at St Brigid's College could you please complete the information below.

Parent Name/s:

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AVAILABILITY TO VOLUNTEER IN CANTEEN

	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	9.15am – 11.15am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Fortnightly	<input type="checkbox"/>
	Monthly	<input type="checkbox"/>
	Once per term	<input type="checkbox"/>

**Indicative dates/times only.
This will be confirmed prior to the
start of the school year**

PREVIOUS CHILD-RELATED EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
	FROM	TO		

(Note: You must list all previous employers. If more space is required, attach a separate sheet.)

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and tick each checkbox to acknowledge your acceptance of each point (below):</i>	
I am applying for volunteer work with St Brigid's College	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information above is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at St Brigid's College.	<input type="checkbox"/>
Signature: _____	Date: _____

Privacy Statement

The personal information you have provided will help us to assess you as a valued volunteer of our College and will be treated as confidential. Information provided by you in this form may be checked by the College with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).

Enrolment Agreement to be signed by all parties

I/We hereby apply for enrolment at St Brigid's College, the above student, and acknowledge and understand in its entirety, this Application for enrolment form. I/We also confirm our acceptance of terms and conditions of this agreement. I/We also declare that all information provided in this form is to the best of my/our knowledge, true and correct.

I/We understand the Acceptance of enrolment for our child into St Brigid's College Horsham, implies agreement by me/us to accept and support all the rules, regulations and decisions of the College.

Students agree to participate in all College events such as;

- the Commencement Mass, Easter Liturgy, and End of Year Presentations Liturgy
- Year Level retreats, camps and excursions
- the House Sporting Events for swimming and athletics.

Tuition Fee & Charges Arrangements

I/We, the undersigned, agree to pay the approved school fees each year in accordance with the following:

- the approved fees are to be paid in full within 30 days of request (unless otherwise agreed).
- The obligation of 2 or more fee payers to pay the approved fees is joint and several for 100% of the fees, unless agreed otherwise with the College.
- If demanded I/we agree to pay interest at a rate of 10% per annum calculated on a daily basis on any overdue fees.
- My/our agreement to pay the approved fees is intended to be legally binding on me/us and not released by any time or forbearance given or granted by the College.
- Approved fees means the annual fees as set and billed to me/us by the College each year covering all compulsory charges (as reduced by any discount applying, if any). Approved fees also includes fees for optional items that are chosen.
- Any change to the designated fee payer/s listed here on this Enrolment Application must be submitted to the College in writing, preferably on the school's appropriate form, and signed by all interested parties. Failure to make such an arrangement could result in contact with a Debt Collection Agency.
- If any circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Business Manager regarding same.

SIGNED I/We have read, clearly understand and agree to all conditions in this Enrolment Agreement.

Father / Legal Guardian - Print Name

Mother / Legal Guardian - Print Name

Signature: _____

Signature: _____

Email Address for Fee Statements: _____

AND for

Split/Separated Family *(For separated or mixed families where the fees are to be shared and each fee payer charged separately) - Please nominate percentage to be paid by each fee payer in the box provided (must total 100%). Splitting of fees does not remove the joint and several obligations described above.*

SIGNED I/We have read, clearly understand and agree to all conditions in this Enrolment Agreement.

_____ 1 st Fee Payer - Father/Legal Guardian - Print Name	%	_____ 2 nd Fee Payer - Mother/Legal Guardian - Print Name	%
Signature _____		Signature _____	

Email Address for Fee Statements: _____

Email address for Fee Statements: _____

I would like to receive: Student Reports Yes No
 School Newsletters Yes No

I would like to receive: Student Reports Yes No
 School Newsletters Yes No

Have you included:

- \$60 Enrolment Admin Fee**
 Copy of Health Care Card (if you have one)
 Passport and Visa (If applicable)
 Birth Certificate
 Last Student Report
 Last NAPLAN Results
 Medical Testing Reports (If applicable)

Office Use Only:	Receipt No.	Application Received:	Staff Member: _____
		_____ / _____ / _____	

* Several questions on this application form (marked with an asterisk) have been added following instructions from the Federal Government. The data will be used as part of a new reporting process for all schools in Australia.

As from 2005, when Australian students complete national tests, such as NAPLAN, their results will be linked to certain information about the background of the students, such as their language background, their parents' level of education and their occupations. This information will be analysed and used to give direction for the development of specific programs and to direct funds to areas of schooling where they are most needed. The collection of this information has been agreed to by all Australian Education Ministers.

Privacy Information

This confidential Application for Enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that St. Brigid's College, Horsham can register your child and allocate staff and resources to provide for their educational and support needs. All staff at St. Brigid's College are required by law to protect the information provided by this enrolment form.

Health information

We collect Health information so that staff at St. Brigid's College can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. St. Brigid's College depends on you to provide all relevant health information as withholding some health information may put your child's health at risk.

Family Court Orders

St. Brigid's College requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to the school. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that St. Brigid's College may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the school.

Student Background Information

This includes information about a person's country of birth, aboriginality, languages spoken and parent occupation. This information is collected so that St. Brigid's College receives appropriate resource allocations for their students. It is also used by the Catholic Education Office and Government Departments to plan for future educational needs. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and will not otherwise be disclosed to others without your consent or as required by law.

Immunisation Status

This assists St. Brigid's College in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data, so no individual is identified.

Updating Your Child's Records

Please advise St. Brigid's College immediately should there be any changes to information on this form.

Access to Your Child's Record Held by School

In most circumstances you can access your child's records. Please contact the Principal to arrange this.

Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this.

If you have any concerns about the confidentiality of this information, please contact the Principal.

Address: 97 Robinson Street (P.O. Box 542) Horsham 3400
Phone (03) 5382 3545 email: info@stbc.vic.edu.au

Occupation Group

Please select the appropriate group from the following list of parental occupations. If you are not currently in paid work but have had a job in the last 12 months, please use your last occupation to select from the list.

If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

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]

OCCUPATION GROUP B

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*

OCCUPATION GROUP C

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

OCCUPATION GROUP D

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, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand]
- *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

OCCUPATION GROUP N

Not in paid work in the last 12 months.

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