



Student's Personal Details

Family Name

Given Names

Preferred Name

Date of Birth Gender M F

Country of Birth Please provide a copy of birth certificate

Is the student an Australian citizen? Yes No*

* If No, please supply a copy of student's current passport and visa

Passport No.

Visa Sub Class Visa Number

Language spoken at home

Year Level Required Year of Entry

Is the student of Aboriginal or Torres Strait Islander descent?

No Aboriginal Torres Strait Islander

Religious Affiliation

Is the student baptised? Yes No

Is the student confirmed? Yes No

Student's Education Details

Schools previously attended	Start Date	Finish Date	Year levels
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FAMILY DETAILS - Student's Primary Residence

Father Stepfather Guardian Other

Title (Mr, Mrs, Dr, Other)

Family Name

Full Given Names

Residential Address

Postcode

Postal Address

Postcode

Telephone (home)

Telephone (mobile)

Telephone (work)

Email

Occupation

Employer

Country of Birth

Language/s Spoken

Religious Affiliation

Marital Status

Relationship to Student

FAMILY DETAILS - Student's Primary Residence

Mother Stepmother Guardian Other

Title (Mr, Mrs, Dr, Other)

Family Name

Full Given Names

Residential Address

Postcode

Postal Address

Postcode

Telephone (home)

Telephone (mobile)

Telephone (work)

Email

Occupation

Employer

Country of Birth

Language/s Spoken

Religious Affiliation

Marital Status

Relationship to Student

ONLY COMPLETE THIS SECTION IF STUDENT RESIDES /SPENDS TIME AT ANOTHER RESIDENCE

FAMILY DETAILS - Secondary Contact Details for Student

Father Stepfather Guardian Other

Title (Mr, Mrs, Dr, Other)

Family Name

Full Given Names

Residential Address
 Postcode

Postal Address
 Postcode

Telephone (home)

Telephone (mobile)

Telephone (work)

Email

Occupation

Employer

Country of Birth

Language/s Spoken

Religious Affiliation

Marital Status

Relationship to Student

FAMILY DETAILS - Secondary Contact Details for Student

Mother Stepmother Guardian Other

Title (Mr, Mrs, Dr, Other)

Family Name

Full Given Names

Residential Address
 Postcode

Postal Address
 Postcode

Telephone (home)

Telephone (mobile)

Telephone (work)

Email

Occupation

Employer

Country of Birth

Language/s Spoken

Religious Affiliation

Marital Status

Relationship to Student

ONLY COMPLETE THIS SECTION IF STUDENT'S BIRTH PARENTS ARE NOT RESIDING TOGETHER

Parents separated Yes No Student lives with father only Yes No

Parents divorced Yes No Student lives with mother only Yes No

Father deceased Yes No Student lives in shared arrangement Yes No

Mother deceased Yes No Student lives with Legal Guardian Yes No

With whom should the College communicate regarding day to day matters?

Family Court or other relevant Court Order Yes* No
**If Yes, the College must be given a copy of any relevant documentation and subsequent revisions /updates.*

Other Children in the Family (complete a separate application for each)

Name	Age	Current School	Year Level	Enrolled at ILC
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

Student's Learning Needs Through the enrolment process which will follow, Immanuel Lutheran College will consider the educational needs of the applicant and the resources required to meet those learning needs.

Has the student ever participated in a learning enrichment program? (e.g. gifted and talented, academically accelerated) Yes* No

*If Yes, please provide details

Has the student ever accelerated a year? Yes* No

*If Yes, please provide details

Has the student ever repeated a year? Yes* No

*If Yes, please provide details

Has the student ever received Learning Support/Special Aide Assistance? Yes* No

*If Yes, please provide details (e.g. how many hours per day or per week?)

Has the student ever attended any specialised agencies, special schools, units or centres? Yes* No

*If Yes, please provide details

Please provide copies of any Education Adjustment Plans or Negotiated Curriculum Plans developed for the student.

Does the student have a diagnosis of any of the following impairments? (Please check the boxes that apply)

- | | |
|--|---|
| <input type="checkbox"/> Vision | <input type="checkbox"/> Non Verbal Learning Disorder |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Speech/Language |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Social/Emotional |
| <input type="checkbox"/> Autism/Aspergers | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Learning Difficulty | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Other (specify below) | |

Has the student received any medical or educational assessments or reports? (e.g. speech pathology, hearing, visual, psychological, paediatric specialists or occupational therapist) Yes* No

*If Yes, please provide details below

Type of assessment/report

Date of testing

Name of Professional

Do you have a report/s from the above health professional? Yes* No

(*If Yes, and willing to provide a copy, please attach to application)

Has behaviour management ever been an issue with the student in a school or any other educational setting? Yes* No

*If Yes, please provide details

Has the student ever been suspended (internally or externally), excluded or expelled from school or any other educational setting? Yes* No

*If Yes, please provide details

Student's Medical Needs

Does the student have any significant medical conditions? (eg. asthma, diabetes, severe allergy, seizures etc.) Yes* No

*If Yes, please provide full details

Does the student require a medical management plan? (eg. Severe asthma, allergies, diabetes, epilepsy) Yes* No

- 1.0 A priority for enrolments is to ensure that Immanuel Lutheran College creates a community that will both nurture and support students in their faith and reveal the gospel of Christ to all members. When children are enrolled, parents will undertake to support the beliefs and values that underpin Immanuel Lutheran College.
- 1.1 Application for admission of a student can only be made on this official application for enrolment form and accompanied by:
- (a) non-refundable application fee (children of former students are exempt);
 - (b) copy of the prospective student's birth certificate, extract of birth entry or passport;
 - (c) copies of school reports from the previous two years;
 - (d) national testing reports, i.e. Years 3, 5, 7 and 9 - copies can be obtained from your child's school;
 - (e) current relevant medical reports/information - e.g. allergies, asthma or diabetes (this is required for the purpose of enabling Immanuel Lutheran College to assess how to meet any medical or health needs of the student);
 - (f) other relevant allied health professional reports which may refer to social/emotional, behavioural or additional learning needs that are pertinent to the student, e.g. speech, language or occupational therapists, psychologist or audiologist - in some cases an updated report may be requested by the College (this is required for the purpose of enabling Immanuel Lutheran College to assess how to meet any health or other needs of the student);
 - (g) if any court or parenting order exists pertaining to the guardianship arrangements for the student, this must also be provided.

All the above information/reports must be presented with this application. This application will not be assessed until all of the above information/reports have been provided (where applicable).

- 1.2 In determining an offer of enrolment, the following factors shall be considered:
- (a) siblings (of existing students) and children of former students;
 - (b) students returning from an approved leave of absence;
 - (c) capacity to resource identified additional learning and/or support needs - where a student has been identified as having additional needs, an initial enrolment interview with parents may be requested and an assessment of the students' needs may be undertaken by the Immanuel Lutheran College or an independent body; and
 - (d) date of receipt of application.
- 1.3 Tours of Immanuel Lutheran College are conducted upon request as an early phase of the enrolment process.
- 1.4 Programs and subjects offered may vary from time to time.
- 1.5 If a vacancy arises throughout the year in any year level, the Enrolment Registrar will contact families in the wait list pool to organise a formal interview. This can be with the Principal or their delegate. Where possible, both parents are asked to accompany their child to this interview and the two most recent school reports must be provided prior to the interview.
- 1.6 **Immanuel Lutheran College's expectations of parents:**
- (a) involvement in and commitment to Immanuel Lutheran College;
 - (b) prompt payment of term fees by the specified date;
 - (c) willingness to work through issues, when they arise in an atmosphere of mutual respect;
 - (d) willingness to obtain additional assessment/s if requested to assist in the student's future learning;
 - (e) abide by the conditions as stated in the enrolment agreement and other Immanuel Lutheran College policies; and
 - (f) agree to adhere to Immanuel Lutheran College procedures, e.g. wearing correct uniform.
- 1.7 **Immanuel Lutheran College's expectations of students:**
- (a) attendance requirements (as governed by the *Education General Provisions Act 1989* and other relevant Acts, including the *ESOS Act* governing the enrolment of international students);
 - (b) behavioural expectations;
 - (c) educational expectations;
 - (d) homework expectations;
 - (e) uniform policy;

- (f) participation in all programs of the College - camps, excursions, carnivals, sporting, cultural and co-curricular activities as required; and
- (g) involvement in all aspects of Christian Studies, chapel devotions and assemblies.

Any matters relating to additional needs of the student will be raised in discussion.

In confirming an enrolment, parents accept or agree to adhere to all Immanuel Lutheran College policies. A range of policies are available on the Immanuel Lutheran College website www.immanuel.qld.edu.au If an offer of enrolment is made, parents and students are asked to complete all necessary documentation and amend any personal details which may have changed. Enrolments are confirmed on receipt of payment of the Enrolment Confirmation Fee within 14 days of receiving the offer.

- 1.8 Should the enrolment not proceed, the Enrolment Confirmation Fee is non-refundable.
- 1.9 The Principal reserves the right to offer or decline to offer a place, and to offer subjects or activities within the constraints of the College.
- 1.10 A separate refund policy applies to the enrolment of international students which states clearly the procedures in place for the return of fees paid in advance if the enrolment of an international student is terminated. A copy of this policy is available on the Immanuel Lutheran College website www.immanuel.qld.edu.au

I/We understand that the initial and continuing enrolment of my/our child at Immanuel Lutheran College is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our child.

I/We hereby apply to enrol the afore-named student at Immanuel Lutheran College.

I/We undertake to support the ethos of Immanuel Lutheran College and its rules, regulations and work programs, including any subsequent changes that may be introduced.

I/We accept that the Principal of Immanuel Lutheran College reserves the right to cancel my/our child's enrolment at Immanuel Lutheran College in the following circumstances:

- for breach of the rules and regulations;
- for non-payment or late payment of Immanuel Lutheran College fees;
- if I/we have provided any false or misleading information to Immanuel Lutheran College;
- if I/we have failed to disclose relevant information that was requested by Immanuel Lutheran College;
- if my/our child's circumstances change and those circumstances affect the ability for Immanuel Lutheran College to provide the necessary resources to accommodate my/our child's needs.

I/We understand that once a student commences at Immanuel Lutheran College, one full term's notice in writing to the Principal is required before a student is withdrawn from the College, or a term's fees will be charged in lieu of notice. This does not apply to students exiting at the end of Year 12. All offers of place are made at the discretion of the Principal of Immanuel Lutheran College.

I/We give permission for Immanuel Lutheran College to contact my/our child's previous/current school or nominated health professional _____ to seek further documentation.

I/We have read, understood and agree to the terms and conditions of the enrolment policy.

Name (Parent/Guardian 1)

Signature _____ Date _____

Name (Parent/Guardian 2)

Signature _____ Date _____

Who will be responsible for the payment of fees?

PRIVACY POLICY

Immanuel Lutheran College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

Privacy Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student'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 schooling to the student and to enable the student 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 school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time may need to disclose personal or sensitive information to others for administrative, safety and education purposes. This includes to other schools, government departments, state authorities, medical practitioners and people providing services to the College, including but not limited to specialist visiting teachers, sports coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Secure measures will be taken for the storing of information with service providers situated out of Australia (eg in the 'Cloud').
8. The College's Privacy Policy sets out how parents or students 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 student or where students have provided information in confidence.
9. Information held by the College will be either de-identified or destroyed when no longer of use to the College.
10. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint. Parents have a right to make a written complaint to the Principal if they consider these Privacy Principles have been breached.
11. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines [and/or on our website]. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines [and/or on our website]. The College will obtain separate permissions from the student's parent or guardian prior to publication.
13. We may include contact details of students and/or parents in class lists and our College parent directory, the "Buzz Book". Parents may elect to opt out of these listings by providing notice in writing to the Receptionist/Administration Assistant located in the College's Main Administration Building.
14. 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.

ENROLMENT APPLICATION FEE PAYMENT DETAILS

The Application Fee is \$150.00 per family and can be paid by the following methods:

Cheque /Money Order (payable to Immanuel Lutheran College)

Visa

MasterCard

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name on Card

Expiry Date

 /

Payment amount of \$

CCV Code

Signature: _____

Date: _____

ENROLMENT CHECKLIST

Please use the checklist to confirm that all documentation is enclosed with this application:

1. A completed and signed application for each student
2. Copies of the student's two most recent school reports
3. Years 3,5,7 & 9 Literacy & Numeracy (NAPLAN) test results
4. Copies of any legal documentation pertaining to residency arrangements or custodial/Family Court/Domestic Violence Orders
5. A copy of the student's birth certificate/birth extract/passport
6. Copies of any relevant specialist/health professional reports and assessments
7. A copy of the student's visa (if applicable)

PLEASE RETURN THE COMPLETED APPLICATION FORM AND ALL ATTACHED DOCUMENTATION TO:

The Enrolment Registrar
Immanuel Lutheran College
PO Box 5025
MAROOCHYDORE BC QLD 4558

T: 07 5477 3441
F: 07 5477 3477
E: dabineti@immanuel.qld.edu.au
W: www.immanuel.qld.edu.au

How did you find out about Immanuel Lutheran College?

- Internet/Website
- Advertising (newspapers/publications/billboards)
- Radio/Television
- Word of mouth (please provide details below)
- Other (please specify below)

Please provide feedback as to why you have selected Immanuel Lutheran College for your son/daughter?

Past Students ("Old Scholars") of Immanuel Lutheran College

If any family members are past students please provide details:
(Please provide maiden name if applicable)

Name Year Left

Name Year Left