APPLICATION FOR ENROLMENT

(Full Fee Paying Overseas Students)

Kilvington Grammar School

STUDENT DETAILS

Student's Family Name

Given Names

Preferred Name

Date of Birth

Gender Male ☐ Female ☐

Please attach a copy of your child's Birth Certificate, Visa and Passport as proof and for our records if not an Australian citizen.

Passport Number Expiry Date

Visa Number

Visa Subclass Expiry Date

Nationality on Passport

Present School

Present Level

Religious Denomination

The child lives with ☐ Both parents ☐ Mother ☐ Father ☐ Other

Main language spoken at home

ADMISSION TO KILVINGTON

Calendar Year

Year Level

If sibling/s has attended or is currently attending Kilvington

Name/s

Year Level House

Age and gender of siblings _____ ☐ M ☐ F

_____ ☐ M ☐ F

If mother is a past student please state

Maiden Name

Family Birth order of student

WHY HAVE YOU CHOSEN TO APPLY AT KILVINGTON GRAMMAR?

Please rank from 1 being the most important, to 5 being the least important.

☐ Family Connection
☐ Resources and Facilities
☐ Location
☐ Recommendation of Friend
☐ School Model
☐ Class Size
☐ Academic Excellence
☐ Nurturing Environment
☐ Focus on Individual Needs
☐ Sporting Programs
☐ Performing Arts Programs
☐ Music Programs
☐ International Program
☐ Open Entry Policy
☐ Pastoral Care
☐ Size of School
☐ Other

HOW DID YOU HEAR ABOUT KILVINGTON GRAMMAR?

☐ Word of Mouth (friend/family)
☐ Attending Open Morning / School Tour
☐ Website
☐ Newspaper Advertisement
☐ Online Advertising
☐ Radio
☐ Billboard
☐ Other

2 Leila Road, Ormond Victoria 3204
T (03) 9578 6231 | F (03) 9578 3378 | E enquiries@kilvington.vic.edu.au
kilvington.vic.edu.au

Please see over…

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LEARNING SUPPORT

Are you aware of any special education requirements your child may have? ☐ Yes ☐ No

☐ English as a second language.

What languages are spoken at home? _____

☐ Support programs in literacy

☐ Support programs in numeracy

☐ Specialist reports (this may include speech pathology, WISC etc.)

Other _____

It is important that you disclose information relating to your child's learning needs so that the School can plan appropriately. Failure to disclose this information may jeopardise the School's ability to offer your child a place.

FAMILY DETAILS

Parent	Parent
Title *(Dr / Mr / Mrs / Miss / Ms / Rev / Prof)*	Title *(Dr / Mr / Mrs / Miss / Ms / Rev / Prof)*
Family Name	Family Name
Given Names	Given Names
Address *(street address only)*	Address *(street address only)*
Postcode	Postcode
(Country Code) (Area Code) Home Telephone	*(Country Code) (Area Code)* Home Telephone
(Country Code) (Area Code) Business Telephone	*(Country Code) (Area Code)* Business Telephone
(Country Code (rea Code) Mobile	*(Country Cod) (Area Code)* Mobile
Email	Email
Occupation	Occupation
Company	Company
Nationality shown on Passport	Nationality shown on Passport
Passport Number	Passport Number
Are you a single parent? ☐ Yes ☐ No	Are you a single parent? ☐ Yes ☐ No
Are you sole custodian? ☐ Yes ☐ No	Are you sole custodian? ☐ Yes ☐ No
Student resides with:	Student resides with:
☐ Both parents ☐ Mother ☐ Father ☐ Legal Guardian	☐ Both parents ☐ Mother ☐ Father ☐ Legal Guardian
Address	Address
Postcode	Postcode

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MEDICAL INFORMATION

Are you aware of any medical conditions your child may have? ☐ Yes ☐ No

If Yes, please indicate (eg. anaphylaxis, asthma, diabetes, epilepsy, sight/hearing, dietary restrictions, allergies, psychological medical conditions)

Other

Does your child take any prescribed medication regularly? ☐ Yes ☐ No

If Yes, please indicate

STUDENT EMERGENCY DETAILS

Title *(Dr / Mr / Mrs / Miss / Ms / Rev / Prof)*

Family Name

Given Names

Address *(street address only)*

Postcode

LEGAL GUARDIAN DETAILS

Title *(Dr / Mr / Mrs / Miss / Ms / Rev / Prof)*

Family Name

Given Names

Address *(street address only)*

Postcode

Title *(Dr / Mr / Mrs / Miss / Ms / Rev / Prof)*

Family Name

Given Names

Address *(street address only)*

Postcode

AGENT'S DETAILS

If being introduced by an approved Agent, please complete the following details:

Name of Agency

Address of Agency *(street address only)*

Postcode

Contact Name

Agency Telephone Number

Mobile Number

Email

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LEGAL GUARDIANSHIP APPOINTMENT

Kilvington Grammar requires all international students who attend the School to have a legal guardian from the time of their enrolment. Families must complete the application form online at **www.studentguardians.com**.

All overseas students MUST have a legal guardian in Melbourne who is a mature person of good character. The legal guardian must be over 25 years of age. The legal guardian must have a special interest in the student and fulfill the obligations of legal guardianship. Legal guardians have an obligation to attend Parent/Teacher interviews on behalf of parents, to relate to the School as a support person for the student and to make contact with parents where appropriate about the progress of the student. Kilvington has a reputation for working as a close community and would welcome legal guardians of overseas students into that community. Kilvington acts in a supervisory role ensuring the welfare of each student is responsibly undertaken by the legal guardian. We see this as a vital part of our responsibility to overseas students. Kilvington reserves the right to appoint an alternate legal guardian in the event the parent nominated legal guardian does not fulfill their responsibilities under this agreement. Families are responsible for any/all legal guardianship fees.

Personal information will be handled in accordance with our Privacy Policy (available on Kilvington's website) and the Privacy Act 1988 (Cth). The School may disclose your personal information to the TPS and government agencies.

ACCOMMODATION, SUPPORT AND GENERAL WELFARE ARRANGEMENTS

Where the School takes on the responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for students under the age of 18 years, the School must not delegate, outsource or contract out that responsibility.

ENROLMENT PROCESS

An Application for Enrolment form needs to be completed and returned to the Director of Admissions together with:

☐ Application for Enrolment *(please complete in PRINT all sections and sign/date application in English)*

☐ Copy of birth certificate or extract

☐ Copy of current passport which clearly displays the date of birth and passport information including the passport photo

☐ Copy of Visa

☐ Copy of AEAS (or equivalent) test

☐ Copy of latest school report

- Upon receiving the completed Application for Enrolment form, the School places the child on the wait list for entry into the year and level sought. The wait list will be in order according to the date of application but preference will be given to the siblings of existing students and the children of past students. Submitting this application for enrolment does not guarantee a place.
- If the School requires additional information about a child, the family/agent should assist or authorise the School to obtain such information. There may then be a need for further discussions between the School and the family.
- A confirmation of enrolment is only offered in writing. The confirmation of enrolment will provide details of the student's enrolment and relevant conditions of enrolment which the family need to consider when accepting the offer.
- If the application is not considered successful, this will be communicated to you and/or your Agent.
- An Offer of Enrolment may be made, in which case a formal letter will be sent to the family including the School's Business Regulations, and Confirmation of Enrolment documents for completion and return.
- When the family returns the Confirmation of Enrolment documentation together with the Enrolment Fee, the Certificate of Enrolment will be issued.
- The Enrolment fee is due when a place is formally accepted for each child entering the School.

From time to time we will send you information about School events and news. If you do not wish to receive this information please contact: privacy@kilvington.vic.edu.au.

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DECLARATION

I have read and noted the Fees and Regulations for Enrolment stated in the Business Regulations and the obligations of legal guardianship and I agree to be bound by these or any regulations of the School, which may from time to time be in force. Furthermore, I accept responsibility for such fees as may be charged in relation to the above student. A full refund of the Tuition Fees less a 5% or $500 Administration Charge will be paid if a student does not take up the offered place. This Agreement does not remove the right to take further action under Australia's Consumer Protection Laws.

I have read and noted all additional obligations stated in the Enrolment Policy (available on the Kilvington website under Admissions).

I have read all the information provided and collected in this application form and understand the School's Privacy Policy (available on the Kilvington website under *Admissions*).

SIGNATURES

_____ _____

Signature of Student (optional) *Date*

_____ _____

Signature of Parent/Legal Guardian *Date*

_____ _____

Signature of Parent/Legal Guardian *Date*

This application requires the signature of both parents / legal guardians. If this is not completed, please indicate the circumstances.