

# Application for Enrolment



West Moreton  
Anglican College

In pursuit of individual excellence



## Student Particulars

It is a requirement that all sections of this enrolment application form are completed in full. Failure to complete all items may delay the process of enrolment.

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Is the student known by any other name? \_\_\_\_\_

Is the student Aboriginal  No  Yes Torres Strait Islander  No  Yes Both  No  Yes

Language/s spoken at home: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Student resides with:  Both parents  Father  Mother  Other

If Other, please provide name/s and relationship to student: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Level of entry requested: (please circle as appropriate) Year of entry (e.g. 2013) \_\_\_\_\_

Preparatory 1 2 3 4 5 6 7 8 9 10 11 12

## Current School / Kindergarten / Child Care Centre

Current school: \_\_\_\_\_ Current year level: \_\_\_\_\_

Schools previously attended:

1. \_\_\_\_\_ Year attended (e.g. 2011) \_\_\_\_\_

2. \_\_\_\_\_ Year attended (e.g. 2011) \_\_\_\_\_

3. \_\_\_\_\_ Year attended (e.g. 2011) \_\_\_\_\_

4. \_\_\_\_\_ Year attended (e.g. 2011) \_\_\_\_\_

## Family Connections

Do you have a child who is enrolled or is currently attending the College?  No  Yes

If Yes, please provide details:

Student: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Student: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Student: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

## Family Information

| Please complete all details:  | Father / Stepfather / Legal Guardian | Mother / Stepmother / Legal Guardian |
|---|--------------------------------------|--------------------------------------|
| Title: Mr/Mrs/Ms/Dr   |                                      |                                      |
| Surname:  |                                      |                                      |
| Given Names:  |                                      |                                      |
| Residential Address: House No.,<br>Street, Suburb, State & Postcode   |                                      |                                      |
| Postal Address: PO Box, Suburb,<br>State and Postcode or "As Above"   |                                      |                                      |
| Home Telephone:   |                                      |                                      |
| Business Telephone:   |                                      |                                      |
| Mobile:   | <input type="checkbox"/>             | <input type="checkbox"/>             |
| <p>The College utilises SMS messaging to communicate with parents for a variety of reasons, including student absenteeism when parents have not contacted the College. Please indicate by ticking the relevant box next to the mobile number identifying which parent is to receive the College SMS communications.</p>   |                                      |                                      |
| Email:  |                                      |                                      |
| <p><input type="checkbox"/> Parent email addresses are used internally by the College to send up to date information about your child and the College. Parent email addresses will never be disclosed to anyone outside the College. By ticking this box, you are agreeing to receive information about your child and the College via email, and, acknowledging that the College will not disclose your email address to anyone outside the College.</p> |                                      |                                      |
| Religious Affiliation:  |                                      |                                      |
| Occupation:   |                                      |                                      |

## Family Circumstances

Married   
  De Facto   
  Separated   
  Divorced   
  Other \_\_\_\_\_

Are there any Parenting Plans, Specific Issue Orders, Consent Orders (relating to residence/contact) or Care and Protection Orders in place that affect the student?   
 No   
 Yes (If Yes - please attach relevant Court documents)

Is there another parent whose details should be recorded?   
 No   
 Yes

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Should general correspondence be sent to this parent?   
 No   
 Yes   
 Reports?   
 No   
 Yes   
 Accounts?   
 No   
 Yes

## Emergency Contact

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_





## Financial Agreement

Please provide an email address for billing purposes: \_\_\_\_\_

Please note all accounts will be emailed. No paper invoices will be issued.

By signing this section of the enrolment form, I/we acknowledge that:

- I/we are jointly and severally liable for all applicable fees and charges as set by the West Moreton Anglican College Council from time to time;
- All tuition fees are payable in advance and penalties may apply for late payment, including termination of enrolment;
- Notice of withdrawal must be provided to the College in writing at least one full term in advance of leaving. In the absence of such notice, a term's tuition fee is payable in lieu;
- West Moreton Anglican College may contact any previous school to confirm or obtain information in relation to this enrolment, and has my/our permission to do so;
- Should the College need to refer any outstanding fees and charges to a Collection Agency, or start legal action to recover fees, any collection costs incurred by the College shall be added to the total amount outstanding and become payable by me/us.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

### Split Bills

The College may, if requested and with the agreement of all parties, agree to invoice parents separately for nominated shares of the tuition fees. Please note that all parties to the enrolment contract remain jointly and severally liable for all fees regardless of the existence of a split bill arrangement. If you wish to arrange a split bill facility, please provide the billing details below and sign the acknowledgement form at the bottom of this section.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Billing email address

\_\_\_\_\_  
Billing Percentage

\_\_\_\_\_  
Name

\_\_\_\_\_  
Billing email address

\_\_\_\_\_  
Billing Percentage

By signing this section of the enrolment form, we acknowledge that:

- We are jointly and severally liable for all applicable fees and charges as set by the West Moreton Anglican College Council from time to time. This liability extends to the amounts owed by all parties to this split billing arrangement should amounts remain unpaid;
- West Moreton Anglican College has my permission to disclose details of my account for this enrolment to any other party to this split bill arrangement should they deem it necessary to do so. This disclosure will be limited to details regarding amounts unpaid only;
- All tuition fees are payable in advance and penalties may apply for late payment, including termination of enrolment. This will apply to all parties to this split bill arrangement;
- Notice of withdrawal must be provided to the College in writing at least one full term in advance of leaving. In the absence of such notice, a term's tuition fee is payable in lieu;
- West Moreton Anglican College may contact any previous school to confirm or obtain information in relation to this enrolment, and has my/our permission to do so;
- Should the College need to refer any outstanding fees and charges to a Collection Agency, or start legal action to recover fees, any collection costs incurred by the College shall be added to the total amount outstanding and become payable.
- Should any member of this split billing arrangement withdraw their authority to be a party to this financial commitment, the ongoing costs will automatically revert to the remaining party. The College will provide written advice to all parties should this occur.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

## Australian Government Reporting Requirements

The collection of the following information is a requirement of the Australian Government for reporting student outcomes.

### Father / Stepfather / Male Legal Guardian

Do you speak a language other than English at home? (If more than one language is spoken, indicate the one that is spoken most often).

No, English only  Yes (please specify) \_\_\_\_\_

What is the highest year level of primary or secondary school you have completed?

Year 12 or equivalent  Year 10 or equivalent  
 Year 11 or equivalent  Year 9 or equivalent

What is the level of highest qualification you have completed?

Bachelor degree or above  Certificate I to IV (including trade certificates)  
 Advanced Diploma / Diploma  No non-school qualification

Please select a profession from the list on the next page which best describes your current occupation from the Occupation Group List.

Group 1 (Senior Management)  Group 3 (Tradesmen/women)  
 Group 2 (Other Business Managers)  Group 4 (Machine Operators)

If you are **not** currently in paid work, but have had a job in the last 12 months or have retired in the past 12 months, please identify your last occupation. \_\_\_\_\_

If you have **not** been in paid work in the last 12 months, please tick this box.

### Mother / Stepmother / Female Legal Guardian

Do you speak a language other than English at home? (If more than one language is spoken, indicate the one that is spoken most often).

No, English only  Yes (please specify) \_\_\_\_\_

What is the highest year level of primary or secondary school you have completed?

Year 12 or equivalent  Year 10 or equivalent  
 Year 11 or equivalent  Year 9 or equivalent

What is the level of highest qualification you have completed?

Bachelor degree or above  Certificate I to IV (including trade certificates)  
 Advanced Diploma / Diploma  No non-school qualification

Please select a profession from the list on the next page which best describes your current occupation from the Occupation Group List.

Group 1 (Senior Management)  Group 3 (Tradesmen/women)  
 Group 2 (Other Business Managers)  Group 4 (Machine Operators)

If you are **not** currently in paid work, but have had a job in the last 12 months or have retired in the past 12 months, please identify your last occupation. \_\_\_\_\_

If you have **not** been in paid work in the last 12 months, please tick this box.



## Occupation Groups

### GROUP 1

#### Senior Management in large business organisations, 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]

### GROUP 2

#### Other business managers, arts/media/sportspersons and associated 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

### GROUP 3

#### Tradesmen/women, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a four 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 clerk**
  - **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - **Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### GROUP 4

#### 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, kitchenhand, 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].

## Enrolment Policy

The following is the process of enrolment for students into West Moreton Anglican College:

### 1. Requirements to lodge this Application for Enrolment

- A copy of the full Birth Certificate must accompany this form (legal requirement).
- This document **MUST** be signed by each parent and/or guardian. If only one parent signs, a letter (or Court document) must accompany this form to advise of the reason why only one parent has signed the form.
- The \$45.00 non-refundable Application Fee must accompany this form.

### 2. Application for Enrolment

- a. When this form, and the required **Application Fee of \$45.00** is received, the information contained therein is used to set up a file for the student.
- b. A letter confirming the receipt of the Application Fee is sent to parents as soon as possible. The letter contains advice concerning the next stage in the enrolment process.
- c. If a registration is received during the year prior to the student's expected commencement, and providing a vacancy exists at the desired entrance level, parents will be requested to confirm the enrolment request immediately.
- d. Should the application be subsequently withdrawn, the Application Fee is not refundable.

### 3. Confirmation of Application

- a. Early in the year, prior to the student's commencement within the College, you will be contacted by the Registrar to see if you proceed with an enrolment.
- b. Places in the College are allocated in the date order of the receipt of the Application Fee, however the College reserves the right to allocate places at its discretion in special circumstances.
- c. At the time of Confirmation of Application the **Enrolment Fee of \$180.00** will be required.
- d. Other than in circumstances deemed by the College to be exceptional, the Enrolment Fee is not refundable.

### 4. Family Deposit

- a. At the time of forwarding the Enrolment Fee of the first child of a family into the College, the **Family Deposit of \$300.00** will be required.
- b. This is a once only payment which covers all subsequent members of the family who might enrol and is fully refundable when the last child in the family leaves the College, provided all fees and charges owing have been paid.

### 5. Testing

All students are required to undertake an online academic examination prior to attending an interview with the relevant Head of School.

The exam will take place on designated dates throughout the year prior to the student commencing at the College.

### 6. Interview

- a. During the period following the receipt of the Enrolment Fee and the student's commencement, the Head of the School into which the student is entering will contact parents to arrange a mutually suitable time for an interview.
- b. This interview will provide an opportunity for the College to get to know the student and to ensure that the College has the educational programs to support the student's requirements.

### 7. Confirmation of Enrolment

- a. At the conclusion of the Enrolment Interview, the Head of School will be able to advise if Confirmation of Enrolment will be recommended to the Principal.
- b. Advice to this effect will be posted within a week of the holding of the interview.

### 8. Disclosure

It is a requirement that parties fully disclose pertinent information in relation to the student's medical, psychological and learning history and needs at the time of enrolment. Failure to disclose this information may result in the termination of the enrolment.

### 9. Notice

Once a student has commenced attendance at the College, a term's notice is required if the student is to be withdrawn. In the absence of such notice, a term's tuition fee is payable in lieu.

### 10. Acceptance of Enrolment Policy and Privacy Policy

I / We have read and accept the above **Enrolment Policy of West Moreton Anglican College**, including the enclosed **Privacy Policy** and confirm this by my/our signature(s) below. We wish to forward herewith this Application for Enrolment on behalf of our son/daughter and enclose the relevant fee.

Please check that the following are enclosed with this completed application form:

- A copy of the student's full Birth Certificate
- The Application Fee of \$45.00 is attached
- The enrolment fee of \$180.00 is attached (if start date is within six months)
- The family deposit of \$300.00 is attached (if start date is within six months)

Note: If required, payments can be made by credit card over the phone by calling the Registrar on (07) 3813 4520.

\_\_\_\_\_  
Signature of Father / Stepfather / Male Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother / Stepmother / Female Guardian

\_\_\_\_\_  
Date

[Both Parents / Guardians are to sign and date before returning]



## Why West Moreton Anglican College?

It would be of considerable assistance to the College if you would be kind enough to indicate the following:

- a. how you found out about the College, and;
- b. the main reasons for your seeking enrolment within West Moreton Anglican College.

- A.  Open Day                       Print Advertising                       Billboard Advertising  
 Word of Mouth                       Radio Advertising                       Website  
 Open for Business Day                       Other (please specify)

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- B.  Co-education                       Academic Program                       Extra-Curricular Program  
 Broad Curriculum                       Discipline                       Proximity to College  
 Christian Ethos                       Cost                       Recommended

Other factors: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Model Release

At times WestMAC undertakes advertising campaigns under the direction of the Public Relations Manager. Images of students may be used on billboards, web pages, mobile displays or printed publications. No payment will be made for the child's services as a photographic model. If you are happy for the College to use your child's photograph, please tick yes and place your signature where indicated. If not, please tick no and place your signature where indicated.

Yes       No      Signature \_\_\_\_\_

## For office use only

Amount received: \_\_\_\_\_ Receipt number: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent Code: \_\_\_\_\_ Student Code: \_\_\_\_\_



Est 1994

**West Moreton  
 Anglican College**  
 Ipswich Queensland

In pursuit of individual excellence

### WEST MORETON ANGLICAN COLLEGE

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 CRICOS PROVIDER NUMBER 01329M