

ENROLMENT APPLICATION



ST JOSEPH'S
COLLEGE MILDURA

ENRICH
INSPIRE
ACHIEVE

ENROLMENT APPLICATION

STUDENT'S FULL NAME

APPLYING FOR (e.g .Yr 7) YEAR IN THE YEAR 20

INFORMATION IN THIS APPLICATION IS **STRICTLY CONFIDENTIAL**.

Please ensure that ALL sections of this form are completed and return to:

Tracy Aston
Admissions & Communications Manager
St Joseph's College
154 Twelfth Street
Mildura VIC 3500

Please direct all enquiries to

Tracy Aston
Admissions & Communications Manager
Tel 03 5018 8034

OFFICE USE ONLY

Date received

Date entered

House Allocated

Homeroom

Family Code

Student Code

Application Fee Paid

Data Entry By

ABOUT THIS ENROLMENT APPLICATION

SECTIONS

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Entering Information

Please enter all requested information. If a field is not applicable or relevant, enter a dash (-) and when an entire section is not applicable diagonally cross (\) the entire section. Please enter current and concise information, avoiding abbreviations.

A DOCUMENTS REQUIRED

A copy of your child's Birth certificate

A copy of Citizenship papers, Passport, Visa or travel documents for non-Australian resident or non- Australian born

A copy of your child's Baptismal certificate and first Eucharist certificates

Custody and/or Court Order documents if applicable

Immunisation Certificate

For Year 7

- Naplan statement (to help identify learning difficulties/strengths)

For Years 8-12

- A copy of your child's current and previous year's school reports

B CONDITIONS OF ENROLMENT

Application for enrolment of your child at St Joseph's College means that you are choosing a Catholic education, which requires a commitment to support the vision and aims of the College and a willingness to cooperate in their implementation.

Enrolment is provided in the following order:

- Siblings of currently enrolled students
- Non Catholic from Catholic Primary Schools
- Catholics from feeder Primary Schools
- Others at the discretion of the Principal
- Other Catholics

The Principal reserves the right to vary the application of the enrolment guidelines in special situations.

If an offer of enrolment is made by the College, the Parent/s or Legal Guardian/s understand that acceptance of the offer will be conditional upon them agreeing to and signing the College Enrolment Agreement and returning it to the Admissions and Communications Manager at the College by the date advised by the College.

C STUDENT DETAILS

(Copy of birth certificate to be supplied)

First Name		Middle Name/s		
Preferred First Name		Surname		
Date of Birth	/	/	Gender	Male Female Other
Country of Birth		Place of Birth		
Religion		Language Spoken at Home		
Home street number and name				
Suburb			Postcode	
Home Phone		Victorian School No. (VSN)		
Commencement Year at SJC (e.g. 2022)		Year Level Commencing at SJC (e.g. Yr 7)		
Current School			Year Level	
Nationality: Are you a Refugee or were you one anytime in the last 7 years? Yes No				
Please provide details)				

If not born in Australia, Citizenship Status*

Please tick the relevant category below and record the visa subclass number as per government requirements.

(Original documents to be sighted and copies to be retained by the college)

Australian citizen not born in Australia	Australian citizen	(Australian passport or naturalisation certificate number/ document for travel if country of birth is not Australia)
Australian passport number		
Naturalisation certificate number		
Visa subclass recorded on entry to Australia		
Date of arrival in Australia		

Not currently an Australian citizen, please provide further details as appropriate below.

Permanent resident (if ticked, record the visa subclass number) _____

Temporary resident (if ticked, record the visa subclass number) _____

Other/visitor/overseas student (if ticked, record the visa subclass number) _____

* Please attach visa/ImmiCard/letter of notification and passport photo page.

1st Australian School	1st Australian School Year
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Home Care Arrangements

Living with immediate family	Kinship care	Shared parenting , e.g. one week with each parent
Carer/guardian	Out-of-home care	Days with Parent A/Guardian 1 _____
Other Please specify _____		Days with Parent B/Guardian 2 _____

Court Orders or Parenting Orders (If applicable)

Are there any current court orders or parenting orders relating to the student? Yes No
If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

Is there any other information you wish the school to be aware of? _____

C STUDENT DETAILS CONTINUED

Indigenous Identifier

Is the student Aboriginal / Torres Strait Islander? Yes No

If YES, please tick one Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Place In Family

Write B or G in each square to indicate each boy and girl in the family, starting with the eldest.

Draw a circle around the position of this student. Oldest Youngest

Siblings currently attending St Joseph's College (if relevant)

Name _____ Year Level _____ House _____

Name _____ Year Level _____ House _____

Name _____ Year Level _____ House _____

Siblings currently attending Primary School (if relevant) Name of Primary School _____

Name _____ Year Level _____ House _____

Name _____ Year Level _____ House _____

Name _____ Year Level _____ House _____

Siblings who previously attended St Joseph's College (if relevant)

Name _____ Year Level _____

Name _____ Year Level _____

Please state briefly why you chose St Joseph's College for your child's education

Student's Medical Details

Name of Student's Doctor _____

Address of Clinic _____

Phone Number _____ Anaesthetic Permission given

Childhood immunisation completed (e.g. tetanus) Yes No No permission

Copy of immunisation certificate to be supplied.

Has your child ever suffered from asthma? Yes No

Does your child have an asthma plan? Yes No

Does your child have Anaphylaxis (severe allergic reaction) Yes No Allergic to _____

My child has been prescribed an Adrenaline autoinjector (EpiPen®) Yes No Expiry Date _____

Has your child experienced any of the following conditions?

Diabetes Glandular Fever Back problems Allergies Other conditions

Epilepsy Arthritis Phobias Physical Disability

If you have ticked any of the above please provide details below

Please indicate any medication which your child is required to take regularly (at school)

PLEASE NOTE: No Paracetamol can be administered to students by office / teaching staff.

Private Health Fund _____ Membership No. _____

Medicare No. _____ Ref No. _____ Expiry date _____

C STUDENT DETAILS CONTINUED

Ambulance Cover

All transport will be at the expense of the parent/s concerned if they are not covered by an Ambulance Subscription or holders of a Pensioner Concession Card, Health Care Card or Health Benefits Card.

Please tick one of the following boxes to indicate the ambulance cover applicable to this student

Ambulance Subscription Membership Number _____

No Ambulance Cover (expense to be paid by parent/s)

Private Health Insurance covers Ambulance transport (please confirm this with your provider before ticking this box)

Do you hold one of the concession cards shown below?

Pensioner Concession Card holder

Health Care Card holder

Health Benefits Card holder

Additional Needs

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes No

Does your child present with

- | | | | |
|---|--|----------------------|-----------------------|
| Autism (ASD) | ADD/ADHD | Behavioural Concerns | Acquired Brain Injury |
| Intellectual Disability/
Developmental Delay | Vision Impairment | Mental Health Issues | Giftedness |
| Oral Language/
Communication Difficulties | Physical Impairment | Hearing Impairment | |
| | Other condition (please specify) _____ | | |

Has your child ever seen a

- | | | | |
|---|-------------------------|------------------|--------------------|
| Paediatrician | Psychologist/Counsellor | Psychiatrist | Physiotherapist |
| Audiologist | Occupational Therapist | Continence Nurse | Speech Pathologist |
| Other Specialist (please specify) _____ | | | |

Have you attached all relevant information/reports? Yes No

Has your child ever suffered any of the following emotional conditions?

- | | | |
|----------------|---------------------------|------------------|
| Anxiety | Panic Attacks | Depression |
| Low Self Worth | Difficulty making friends | Eating Disorders |

If you have ticked any of the above, or there is any other emotional condition of which the teachers who care for your child should be aware, please give details below

Aptitude, Behaviour, Friends, Fears, etc.

Previous School Permission

Name of Previous School

Address

I/We give permission for the school to contact the previous school and to gather relevant reports and information to support educational planning Yes No

D PARENT/LEGAL GUARDIAN DETAILS

Parent/Legal Guardian 1

Title	First Name			
Middle Name/s	Surname			
Date of Birth	/	/		
Mobile	Home Phone	Work Phone		
Email address (for Newsletter and P.T interviews)				
Residential address				
Mailing address				
Relationship	Parental Guardian	Yes	No	Gender Male Female
Occupation	Employer			
Occupational Group (Must be completed) <small>(refer to "List of Parental Occupation Definition" at end of document)</small>	Group 1	Group 2	Group 3	Group 4
Birth Country	Nationality	Religion		
Do you speak a language other than English at home?	Yes	No	If YES, please list _____	
What is the highest year level of School Education you completed?	Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent	Year 9 or equivalent
What is the highest year of School Education you completed?	Bachelor Degree or above	Diploma/ Advanced Diploma	Certificate I or IV (incl. trade cert.)	No non-school qualification
Former student	House	Chisholm	MacKillop	McAuley Padua Xavier

Parent/Legal Guardian 2

Title	First Name			
Middle Name/s	Surname			
Date of Birth	/	/		Maiden Name
Mobile	Home Phone	Work Phone		
Email address (for Newsletter and P.T interviews)				
Residential address				
Mailing address				
Relationship	Parental Guardian	Yes	No	Gender Male Female
Occupation	Employer			
Occupational Group (Must be completed) <small>(refer to "List of Parental Occupation Definition" at end of document)</small>	Group 1	Group 2	Group 3	Group 4
Birth Country	Nationality	Religion		
Do you speak a language other than English at home?	Yes	No	If YES, please list _____	
What is the highest year level of School Education you completed?	Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent	Year 9 or equivalent
What is the highest year of School Education you completed?	Bachelor Degree or above	Diploma/ Advanced Diploma	Certificate I or IV (incl. trade cert.)	No non-school qualification
Former student	House	Chisholm	MacKillop	McAuley Padua Xavier

D PARENT/LEGAL GUARDIAN DETAILS CONTINUED

Non-Resident Parent / Legal Guardian

Title		First Name			
Middle Name/s			Surname		
Date of Birth		Maiden Name			
Mobile	Home Phone	Work Phone			
Email address (for Newsletter and PT interviews)					
Residential address					
Mailing address					
Relationship	Parental Guardian	Yes	No	Gender	Male Female
Occupation	Employer				
Occupational Group (Must be completed)					
<small>(refer to "List of Parental Occupation Definition" at end of document)</small>					
	Group 1	Group 2	Group 3	Group 4	
Birth Country	Nationality	Religion			

Do you speak a language other than English at home? Yes No If YES, please list _____

What is the highest year level of School Education you completed?	Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent	Year 9 or equivalent
What is the highest year of School Education you completed?	Bachelor Degree or above	Diploma/ Advanced Diploma	Certificate I or IV (incl. trade cert)	No non-school qualification
Former student	House	Chisholm	MacKillop	McAuley Padua Xavier

E EMERGENCY CONTACTS

PLEASE NOTE: Not to be the Student's parent. Only Emergency Contacts that are listed will have permission to take the student from the College, unless otherwise advised by Note / Phone Call etc. Please ensure you provide Emergency Contacts from the local area, as they must be able to pick up the student if required.

Emergency Contact #1

Title	Given Names			
Surname	Relationship to student			
Mobile	Home Phone	Work Phone		

Emergency Contact #2

Title	Given Names			
Surname	Relationship to student			
Mobile	Home Phone	Work Phone		

F PARISH/SACRAMENT DETAILS

Parish (in which student resides)

Mildura Buronga Merbein Red Cliffs Other _____

Sacrament	Date Received	Parish Received	A copy of the Baptism certificate must be provided
Baptism	____/____/____	_____	
Reconciliation	____/____/____	_____	
Eucharist	____/____/____	_____	
Confirmation	____/____/____	_____	

G TRAVEL Distance to School _____ km

What is the most frequent method of travel this student will use to get to / from school?

To School	Walk	Bicycle	Car	Bus
From School	Walk	Bicycle	Car	Bus

H ENROLMENT APPLICATION FEES

Submit an Application for Enrolment form and pay an application fee of **\$100**. In the event that a place is not able to be offered, (which is unlikely to affect any families with other children already at the College), the fee will be refunded.

\$100 Enrolment Application Fee Cash Cheque Credit Card

Card Holder's Name	Card Type	Visa	Mastercard
Card No.	Expiry Date	/	

I DECLARATION

I/We declare that:

- (a) I/we acknowledge that I/we have made numerous disclosures in this Application Form which I/we warrant are true and accurate, and which will be relied upon by the College subject to entering into an enrolment agreement to enrol the child in a form specified by the College.
- (b) I/we acknowledge, understand and accept that there are certain expectations, obligations and guarantees required of parents/ carers/guardians of the College's students, so that a harmonious relationship may be established for the duration of the child's enrolment at the College, as set out in the General Terms and Conditions and policy documents available on the College website and Mercy Education website, which may be subject to change from time to time by the College and by the Mercy Education Ltd Board and advised in writing by the College to the parents, and to which I/we have read and agree to abide by.
- (c) I/we will ensure that the information I/we have provided is kept up to date throughout the period of enrolment and I/we will notify the College promptly of any changes to that information (e.g. change of residential address, changes to parenting orders, changes to student medical details, learning needs, etc.).
- (d) If any information provided is misleading or incomplete the College may refuse to consider the Application or, if an offer of enrolment is made and/or accepted, the offer may be withdrawn or rescinded.
- (e) The College may seek clarification or further information from me/us to assist it to consider the Application.
- (f) There is no court order that prevents me/us from seeking enrolment of the child at the College.
- (g) Submission of this Application does not guarantee an offer of enrolment from the College.

Parent/Legal Guardian 1 Name

Signature

Date

Parent/Legal Guardian 2 Name

Signature

Date

Privacy Policy

This Application form is treated as a confidential document and personal information you provide will be used for College purposes only. The College Privacy Policy is available on the College website.

Please Note: The submit button is disabled on all mobile devices, including iPads. If using a mobile device please ensure you save the document and then forward the form via email to taston@sjcmda.vic.edu.au when complete.

Adobe Reader, or equivalent software (Foxit), must be installed on your device to complete this form. If you require any assistance please contact Mrs Tracy Aston, Admissions and Communications Manager via email.

J GLOBAL FEES – ARRANGEMENT AND COMMITMENT

Upon acceptance at the College both parents/legal guardians are jointly and severally liable for payment of all fees and charges in relation to the student named in this Application Form whilst the student is enrolled at the College subject to an enrolment agreement.

I/we recognise and accept my/our financial commitment to pay all fees and charges for the duration of the student's enrolment at the College in accordance with the School Fee Policy.

I/we acknowledge that regardless of fee account status, students are permitted access to all core College programs and activities. However, if significant fees and charges are outstanding, the College may limit or refuse access to optional College programs (such as instrumental music lessons, College Debutante Ball, and overseas or interstate travel programs).

I/we acknowledge that in instances where a student exits the College without providing one term's notice in writing or equivalent to the Admissions and Communications Manager, one term's fees will apply, as per the College fee policy (points 14.2 and 14.3). Charging of the fee is not a penalty for withdrawal without notice but a calculation of genuine economic loss incurred by the college.

Payment Methods

We have several methods of payment for Global School Fees including direct debit, cash and EFTPOS. Fees are charged in full at the start of the year and arrangements can be made to pay fees by direct debit instalments on a weekly, fortnightly or monthly basis.

It is our policy that financial hardship should not prevent any child from attending St Joseph's College because of a family's genuine inability to pay the required school fees. Any family experiencing financial difficulties is entitled to fee assistance; our Business Manager will be able to discuss this with you in a sensitive and confidential manner.

Parent/Legal Guardian 1 Name

Address

Email

Signature

Date

Parent/Legal Guardian 2 Name

Address

Email

Signature

Date

FOR SPLIT ACCOUNTS

Where school fees and charges are to be allocated to more than one individual, please complete below:

Fee Payer 1 Name

% of Fee Allocation

Address

Email

Signature

Date

Fee Payer 2 Name

% of Fee Allocation

Address

Email

Signature

Date

Any changes to the designated fee payer/s listed on this enrolment form must be submitted to the College in writing by BOTH parties.

K PARENTAL OCCUPATION DEFINITION

**Parental Occupation is defined as the main work undertaken by the parent/guardian.
If a parent/guardian has more than one job, report their main job.**

Group 1

- 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].

Group 2

- Other business managers, arts/media/sports persons 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.

Group 3

- 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/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, green-keeper, 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].