Saint Ignatius College Geelong

A Jesuit Partner School
27 Peninsula Drive, Drysdale. Vic. 3222
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Application for Enrolment

Entry Year Level: _____ **to commence from: 20** _____

Name of Student: _____ _____ _____
Name on Birth Certificate *First Name* *Middle Name* *Surname*

Victorian Student Number (VSN): | | | | | | | | | |

See our website for enrolment policy in full: www.ignatius.vic.edu.au/enrolments-How-To-Enrol

Student Details

Date of Birth: / /	Previous School:
Sex: Male ☐ Female ☐	Year Level:
Religion:	Current language studied:
Sacraments: (please tick) Baptism ☐ Reconciliation ☐ Eucharist ☐ Confirmation ☐	Does the Student speak language(s) other than English at home: Yes ☐ No ☐
Country of Birth:	If Yes, please list:
Nationality:	**Indigenous Identifier:** Aboriginal/Torres Strait Islander: Yes ☐ No ☐
If born overseas, please provide a copy of Passport, Visa and or proof of Residence Status.	If Yes, please tick ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal & Torres Strait Islander
Sports House: (If siblings already attend)	

How will the student travel to school: Bus ☐ Car ☐ Other ☐ Distance (Kms):

Siblings Details

How many children in the family? Boys: _____ Girls: _____

	Full Student Name	Age	School Currently Attending	Yr Level
Child				
Child				
Child				

Declaration for Payment of Fees

Please nominate who is responsible for the payment of all fees, levies, camp payments and other associated costs for your son/daughter while he/she is a student at Saint Ignatius College.

Name / Names: _____

Email school fees to be sent to: _____

This arrangement will remain in place unless the College is notified in writing of any changes and signed by both parents.
We have your permission to discuss your account with fellow Catholic Colleges in Geelong if necessary.

Signature:
Mother/Guardian

Signature:
Father/Guardian

Office Use Only

Date Received Stamp

Student Code: _____ **Family Code:** _____

Letter sent: _____

Commencement Date: _____

Homeroom: _____ **House:** _____

☐ **Completed on SAS**
☐ **Fees Allocated**
☐ **Bus**
☐ **Medical**
☐ **Acceptance Fee Paid**

Student Special Needs

(Please tick Yes or No for each of the following)

Behavioural Needs	Educational Needs	Medical Needs	Allergies	Other Needs	Physical Needs
Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

☐ **Does your school currently receive special funding for your child?**

If you answered yes to any of the above, please provide **full details** of those needs and any assessment/intervention/support the student may be currently receiving (supporting documentation must be provided). In order to adequately support your child it is important to indicate any suspected or diagnosed special needs. **Non disclosure of specialised learning needs or medical needs may result in the termination of your child's enrolment application at this College.**

Medical Details

Doctor's Name: _____ Phone Number: _____

Student's Medicare Number: _____ Private Health Cover: Yes ☐ No ☐ Ambulance: Yes ☐ No ☐

Medical Conditions and allergies	Details / Medications

Parent / Guardian Contact Details

Details	**Parent 1 / Guardian** (Residing at same address)	**Parent 2 / Guardian** (Residing at same address)
Title (Mr, Mrs, Ms)		
First Name		
Surname		
Relationship to student		
Residential Address - Street		
Suburb & Post Code		
Postal Address (If different)		
Home Phone No:		
Business Phone No:		
Mobile Phone No:		
Email Address		
Employer		
Occupation		
Occupational Group (Refer to Occupations bottom of the next page)	Group A ☐ Group B ☐ Group C ☐ Group D ☐ Group N ☐	Group A ☐ Group B ☐ Group C ☐ Group D ☐ Group N ☐
Highest Year of School Education	Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below ☐	Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below ☐
Level of Highest Qualification	Bachelor degree or above ☐ Diploma/Advanced Diploma ☐ Certificate I to IV (incl trade cert) ☐ No non-school qualification ☐	Bachelor degree or above ☐ Diploma/Advanced Diploma ☐ Certificate I to IV (incl trade cert) ☐ No non-school qualification ☐
Do you speak a language(s) other than English at home?	Yes ☐ No ☐ If Yes, List below:	Yes ☐ No ☐ If Yes, List below:
Country of Birth		
Nationality		
Religion:		
Current Parish:		

Additional Contact Details

Details	Non Residential Parent (If applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address Is this person to be an emergency contact Yes ☐ No ☐	
Title (Mr, Mrs, Ms)		
First Name		
Surname		
Relationship to student		
Residential Address - Street		
Suburb & Post Code		
Home Phone No:		
Business Phone No:		
Mobile Phone No:		
Email Address		**Only persons listed in this document are eligible to pick up students during the School day, unless otherwise notified by parents.** **Please supply custody and/or court order documents if applicable.**
Employer		
Occupation		
Occupational Group (Refer to Occupations bottom of the this page)	Group A ☐ Group B ☐ Group C ☐ Group D ☐ Group N ☐	
Highest Year of School Education	Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below ☐	
Level of Highest Qualification	Bachelor degree or above ☐ Diploma/Advanced Diploma ☐ Certificate I to IV (incl trade cert) ☐ No non-school qualification ☐	
Do you speak a language(s) other than English at home?	Yes ☐ No ☐ If Yes, List below:	
Country of Birth		
Nationality		
Religion		

Occupational Groups

Occupation Group is defined as the **main** work undertaken by the parent / guardian. If you have more than one job, select your main group.

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job in the last 12 months, or have retired 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, select 'N'.

Group A: Senior management in large business organisation, government administration and defence and qualified professionals.
Group B: Other business managers, arts/media/sportspersons and associated professionals.
Group C: Tradesmen/women, clerks and skilled office, sales and service staff.
Group D: Machine operators, hospitality staff, assistants, labourers and related workers.
Group N: Not been in paid employment in the past 12 months.

Conditions of Enrolment

Please read before signing:

- Application for enrolment of your child in a Catholic school means that you are choosing a Catholic Education for your child. It requires your commitment to support the vision and mission, values and aims of the school and a willingness to co-operate in their implementation. Specifically it means:
  - Religious Education is a core subject.
  - Catholic values are emphasised.
  - Academic excellence and the acquisition of skills are promoted within a Catholic framework.
- Parents will take an active part where possible in the activities of the College and ensure every effort is made for your child to attend all College excursions and events at which student attendance is compulsory.
  Such events include:
  - Parent / Student Teacher conferences
  - Year Level Camps and Retreats
  - Saint Ignatius Feast Day
  - School Athletics Carnival
  - School Swimming Carnival
  - Physical Education Program
  - Year 12 Valedictory
  - Careers Information Sessions
  - VET / VCAL Programs
  - College Masses, Liturgies and Mosaic
- Students shall comply with any requirements the College may make in respect of uniform, general appearance, behaviour, application to coursework and study and participation in the College's program of activities as outlined in the College Planner.
- Parents will volunteer to support the College where and when possible for one or more of the volunteer programs - Parents and Friends' Association (PFA), Canteen helpers, Second-hand uniform shop helper, College events, Working Bees etc.
- The Principal reserves the right to cancel the enrolment of any student whose influence is regarded as harmful to the interest of other students.
- In the event of injury/illness of a student, the Principal or staff member will take whatever action is considered necessary for the wellbeing of students. The parent/guardian will be notified to seek permission for operation/anaesthetic as applicable.
- Photographs of your child may be used in the College Website, promotional material and other school publications including digital information services. If you do not wish to have this personal information or image used, it is your responsibility to contact the College in writing.
- The College will not be responsible for loss or damage to clothes, property, etc. of a student no matter how the damage was caused. It is suggested that parents ensure that their own insurance policy provides adequate cover.
- The parent/guardian will be responsible for all breakages and damage to College property caused by the student. The cost of repairs or replacement will be added to the student's account.
- Fees are payable in accordance with payment terms listed on the College's schedule of tuition fees and charges. These include any debt collection costs.
- At least one term's notice must be given in writing to the Principal by the parent/guardian if the student is to be withdrawn. In this instance, one full term's fees will be retained and the balance of any fees paid in advance will be refunded.
- I agree to purchase a laptop in Year 7 and again in Year 10 that is endorsed by the College.
- A non-refundable enrolment fee is payable on acceptance of a place. A percentage of this fee will be applied against the first year's Tuition Fees. The balance represents an administration charge.
- It is compulsory as a parent / guardian, when you receive an invitation from the College, to join CareMonkey and enter details for your child / children prior to commencement at the College.

Parent / Guardian Authorisation

Copies of the following documents (if applicable) must be attached when lodging this application:

- Birth Certificate ☐
- Certificate of Sacraments received - Baptism ☐ First Eucharist ☐ Reconciliation ☐ Confirmation ☐
- Copy of most current school report ☐ Naplan Report ☐ Custody and/or court order documents ☐
- Citizenship papers, passport, visa or travel documents for non-Australian residents or non-Australian born Students ☐

Do you give your child permission to access the services of the College's Student Wellbeing Department? Yes ☐ No ☐

We, the undersigned, accept the above conditions of enrolment and acknowledge responsibility for all fees and charges on behalf of our child. (***Both parents signatures are required***).

Signature: _____ Date: _____

Printed Name: _____ Mother / Female Guardian (Circle one)

Signature: _____ Date: _____

Printed Name: _____ Father / Male Guardian (Circle one)

Some parents make application to enrol their child at a number of secondary schools. If you have excersised this right please indicate your order of preference:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Privacy Information: *Any personal information you provide, will only be used by SICG for the purposes of the College.*
The information will not be supplied to any other party. The school's Privacy Policy is available on the school's website. (www.ignatius.vic.edu.au)