

# ELC TO YEAR 12

## APPLICATION FOR ENROLMENT



**Alphington**  
GRAMMAR SCHOOL

**Year Level** (i.e. Year 4): ..... **Year of Entry** (i.e. 2022): .....

**Preference** (ELC only): 3 Year Old ☐ 4 Year Old ☐ **Year of Entry** (i.e. 2022): .....

3 Year Old available Monday ☐ Wednesday ☐ Friday ☐ Minimum 2 days

4 Year Old available Monday, Tuesday, Wednesday, Thursday, Friday. Minimum 3 days

**Days of Attendance:** Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

### Student details

**Date of Application:** .....

Last Name: .....

Middle Name: .....

First Name: .....

Preferred Name: ..... Date of Birth: .....

Gender: Male ☐ Female ☐ Other ☐ (Please specify): .....

Language spoken at home (other than English) ..... Country of Birth: .....

Current School: ..... Current Year Level: .....

Victorian School Number (VSN): if known .....

#### Student Citizenship Information:

Passport Number (Overseas Students Only): .....

Passport Expiry (Overseas Students Only): .....

Visa Type (Overseas Students Only): ..... Visa Number (Overseas Students Only): .....

#### Student will reside with:

☐ Both Parents ☐ Both Parents (shared custody) ☐ Mother Only ☐ Father Only

☐ Homestay (Overseas Students Only) ☐ Other (Please provide details): .....

Is there a court order in place? ☐ Yes ☐ No

#### Learning needs

Does your child have any special needs eg intellectual, hearing, vision or emotional? ☐ Yes ☐ No

If yes, please provide details: .....

Has your child taken part in any English or Maths extension programs? ☐ Yes ☐ No

If yes, please provide details: .....

### Parent/Guardian details

#### Parent 1/Guardian:

Title & Last Name: .....

Middle Name: .....

First Name: .....

Preferred Name: .....

Gender: Male ☐ Female ☐

Other ☐ (Please specify): .....

Relationship to student: .....

Home address: .....

Home Telephone: ..... Mobile: .....

Email (home): .....

Occupation: .....

Telephone (work): .....

Email (work): .....

#### Parent 2/Guardian:

Title & Last Name: .....

Middle Name: .....

First Name: .....

Preferred Name: .....

Gender: Male ☐ Female ☐

Other ☐ (Please specify): .....

Relationship to student: .....

Home address: .....

Home Telephone: ..... Mobile: .....

Email (home): .....

Occupation: .....

Telephone (work): .....

Email (work): .....

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## Alphington Alumni

Please identify any family relations that have attended Alphington in the past:

First Name: ..... Last Name: .....

☐ Past Student

Graduating Year: .....

First Name: ..... Last Name: .....

☐ Past Student

Graduating Year: .....

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## Alphington Connection

Please identify any existing family relations currently attending or intending to attend Alphington:

First Name: ..... Last Name: .....

☐ Current Student

Year Level: .....

☐ Future Student

☐ Future Student

Year / Level Applied: .....

Relationship to student (i.e. brother, sister)

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Year / Level Applied: .....

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## Other Information

*There is no obligation to complete this section, however, your answers will assist us in improving our service.*

What brought Alphington to your attention?

Please tick appropriate boxes (✓)

☐ Family

☐ Friends

☐ News Item

☐ Open Days / Tours

☐ Website

☐ Employer

☐ Advertisements or promotional materials

☐ Other (please specify)

What prompted you to enrol your child at Alphington?

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## Registration fee

☐ \$110 Application Fee

Please note that the Application Fee is a non-refundable amount and payable for each child.

## Payment details

Payment type: Direct Deposit BSB: 033-057 Acc: 336462

Credit Card MasterCard ☐ Visa ☐ Amex ☐

Card Number:

Expiry Date:  Amount: \$

Card Holder's Name:  Expiry Date:

☐ I give authority for my credit card to be debited with \$110 (per child) being a non-refundable payment of the enrolment application fee for Alphington Grammar School (surcharge applies).

\*Credit Cards incur a 1% surcharge. Amex cards incur a 1.5% surcharge. This surcharge will be added to the payment amount.

## Terms and Conditions

☐ I / We confirm that we have read the School Business Regulations including the conditions of entry and have understood and will abide by the terms, conditions and policies of The School. By signing below we undertake to notify the School immediately of any change of information in this application and acknowledge that our child may be placed on a waiting list. I/We confirm that we have supplied Alphington Grammar School with all relevant information about the student and understand that failure to provide relevant information may lead to refusal/termination of enrolment.

**This application requires the signature of both parents. If both signatures are not appended, the circumstances should be indicated. If parents are divorced or separated, only one signature is required if there is evidence of sole custody or a residency order.**

The following fields require signatures by hand.

Parent 1:  Date:

Parent 2:  Date:

Signature of Guardian /Parent Liaison (if applicable):  Date:

## Please return

Please ensure copies of the following documents are included with your application. Please submit by email (scanned or photographed):

- ☐ 1. Birth Certificate
- ☐ 2. Immunisation Record (Medicare Statement)
- ☐ 3. School Reports and/or Specialist Reports (most recent)
- ☐ 4. NAPLAN (if available)
- ☐ 5. Visa / Citizenship / Passport Documents (if applicable)
- ☐ 6. Copy of a recent English Proficiency Test (Overseas Students Only)

### Alphington Grammar School

18 Old Heidelberg Road, Alphington Victoria 3078 | PO Box 5007, Alphington Victoria 3078 | ABN: 11 007 434 362  
☎ 03 9497 4777 | 📠 03 9497 3479 | ✉ info@ags.vic.edu.au | www.ags.vic.edu.au

# Business Regulations - Domestic

These Business Regulations set out the terms and conditions on which students are enrolled at Alphington Grammar School.

By enrolling your child at the School, parents accept and agree to be bound by these Conditions of Enrolment through the acceptance of an offer for enrolment. If there is more than one Applicant, each applicant is bound by the Terms and Conditions of Enrolment including joint and several liability for payment of fees.

## Application fee

An application for admission must be completed and submitted to the School Registrar, together with a AUD\$110 application fee. The Application Fee covers administrative costs and is non-refundable.

## Priority

An application for admission does not guarantee an offer of enrolment. Applications may be assessed and applicants invited for an interview in the following order of priority: siblings to current students, children of alumnae, connection to school then by date of application. There is an advantage to submit an early application.

## Admissions/Interview

For Year 7 entry, applications should be submitted approximately two years prior to the requested entry. Prospective students will be invited to an interview, at that time families will be asked to provide the School with relevant information about their child's academic, learning, medical, physical, social and emotional needs, and/or any matter which may affect the School's ability to meet their child's educational needs.

For all other year levels of entry an invitation to interview will occur up to eighteen months prior to commencement.

Overseas students will be allocated available places by date of application, subject to interview and sufficient English language skills to succeed in course offerings.

An offer of enrolment may be made at the discretion of the Principal, in accordance with the School's Enrolment Policy, and will be conditional on the Principal being satisfied as to the suitability of the applicant and the ability of The School to meet the applicant's educational needs.

## Confirmation of Enrolment

If an offer of enrolment is received, the parents/guardians confirm their acceptance of these terms and conditions (as varied from time to time) by

- Signing and returning Confirmation of Enrolment Form
- Payment of non-refundable Confirmation Fee of AUD\$1250.

## Fees

The parents/guardians agree to pay tuition fees and other charges in relation to the enrolment of their child.

Tuition fees and other charges are set by the School Board and may be changed from time to time at its discretion. Parents/guardians will be issued with a Schedule of Fees and Payments each year and will be bound by its terms.

The Schedule of Fees and Payments is available at <https://www.alphington.vic.edu.au/enrolments/fees-and-charges/>

The Applicant(s), if more than one, are jointly and severally liable for the payment of all fees and charges invoiced by the School in relation to a student's enrolment. This joint and several liability continues regardless of any changes to the relationship between the Applicants, any Court Order as between the Applicants, or any child support or other arrangement between the Applicants regarding payment of fees.

Students admitted to School during a Term will be charged Tuition and Consolidated Fees on a pro rata basis.

No refund of fees paid for or waiver of any fees outstanding will be made if a student is withdrawn from the School during a Term or is absent for any reason. The School reserves the right to refuse a student permission to enter a new Term while any part of the fees or part of the fees or charges for the previous quarter is outstanding, unless parents/guardians obtain a formal written agreement from the School Business Manager and/or the Principal.

If the student is withdrawn at the insistence of the School, the parents/guardians remain liable for all fees and charges to the date of notification of the student's enrolment at the School being terminated but shall be discharged from any further financial obligations.

In the case of prolonged illness (one school Term or more), an application, including a medical certificate, may be made to the Principal for some remission of tuition Fees.

The School has the authority to take such action deemed necessary to recover unpaid fees or charges, including costs of recovery, without any further notice.

Payments made by all credit cards will incur a surcharge.

## Sibling Discount

A 10% sibling fee discount on tuition fees applies to the second child attending Alphington and a 30% fee discount on tuition fees to third or subsequent children of the one family who are attending The School at the same time. The discounts do not apply to the first child or to students in receipt of any other discount or scholarship.

## Scholarships

The School Council offers scholarships annually, details of which are available from the School Registrar.

## Continued Enrolment

Subject to these Conditions of Enrolment, once enrolled, a student remains enrolled at The School from year to year until the completion of Year 12.

During the course of their student's enrolment, Applicant(s) are required to inform The School of any change to their contact details, and any relevant information concerning their child, such as:

- reports or assessments pertaining to the student's learning, medical, physical, social and psychological needs
- any change in family circumstances which may affect the student's life at school
- any Court Orders that may impact on the student and of which The School should be made aware.

Parents/guardians are responsible for ensuring the ongoing accuracy and currency of student and family information provided to the School in writing.

## Student Participation

Parents or guardians agree that their children will participate in all parts of the timetabled school program including camps and Gateways, and in those aspects of the co-curricular program, which the School deems compulsory.

This includes Sports, Physical Education and Performing Arts programs, including events scheduled wholly or partly outside the timetabled school day.

Failure to comply with this requirement may lead to a student's enrolment being suspended or terminated.

Parents/guardians agree to allow their children to attend all School camps, excursions, sport, experiential programs and other co-curricular activities and, agree to meet the costs associated with such programs.

## School Policies

The enrolment of students is conditional upon students and parents/guardian observing all other relevant policies and directions of The School, as determined by The School. These may change from time to time to meet the operational needs and obligations of The School. By applying for enrolment, parents/guardians accept these terms and conditions. These terms and conditions may be varied at any time by The School, by written notice to parents via The School's communication systems, and will apply from the time they are promulgated.

## Student Discipline

The School reserves the right to discipline any student. A student may be suspended or expelled if, in the opinion of the Principal, the student is guilty of breaking any of the School's rules and regulations, or is guilty of behaviour prejudicial to the welfare of the School, its staff or its students.

A student who is suspended shall not enter upon the School grounds for any purpose during the period of suspension without the express permission of the Principal and will be the sole responsibility of his/her parents or guardian during this period. Parents/guardians should refer to the School Policies contained in the School Parent Information Handbooks.

## Attendance

Students returning to School after holidays must join their classes on the dates fixed for resuming. Students shall not leave School at the end of term until published closing dates.

Parents/guardians must apply in writing to the Head of School for approval for such student absence from School.

## Uniform

The Applicant agrees to support the School's Uniform Policy and accepts that the student will wear the correct uniform, unless there is a medical or religious reason requiring some alteration to the uniform and, at all times when wearing the School uniform, act in a way that reflects well on the School.

## Leave of Absence

All requests for an extended leave of absence must be submitted to the Head of School for approval at least one Term in advance. Apart from leave for medical reasons, requests for leave of absence are discouraged.

Where a student's leave of absence is approved, full School Fees are still payable for the duration of the absence.

## Withdrawal of a Student

Parents/guardians who wish to withdraw their child from the School must provide the Principal with one full Term's notice in writing.

Failure to comply will incur a fee equivalent to one quarter the Annual School Fees and Charges. If a student leaves during the term without the appropriate notice, no refund will be made for the remainder of the term.

## Cancellation of Enrolment

At the discretion of the Principal, and in addition to any other right of cancellation in these Terms and Conditions of Enrolment, the enrolment of a student may be cancelled where:

- the student's application or attitude to her studies is unsatisfactory
- the student or the Applicant(s) fails to adhere to The School's rules, regulations or policies (including the Student Code of Conduct and Parent Code of Conduct) or engages in conduct which is prejudicial to the School, its students or staff
- tuition fees are not paid in full by the due date, or within such time as agreed by The School in writing
- the Principal considers that the relationship of trust and co-operation between the Applicant(s) and The School, or its staff, has broken down irretrievably
- the student or the Applicant(s) fails to meet visa requirements.

There will be no refund of tuition or other fees for failure to attend any compulsory school activities or, where a student's enrolment is cancelled.

## Medical

The Applicant(s) must notify The School if there are changes to the physical and/or mental health of the student at any time and provide any relevant information or reports, as requested by The School, in a timely manner. The School reserves the right to assess and determine its ability to provide ongoing education to a student.

If a student sustains an injury or illness while attending School or taking part in School activities and the Applicant(s) cannot be contacted, The School is authorised to:

- administer such first aid as it considers reasonably necessary; and/or
- consent to the student being transported by ambulance, and receiving any medical, dental, or surgical treatment deemed necessary by a medical practitioner

This authority exists in addition to any other medical consent provided by the Applicant(s) to The School.

The Applicant(s) will be responsible for any expenses arising from the ambulance transport, or medical, dental, surgical or hospital treatment of the student.

The Applicant(s) will ensure that the student is appropriately immunised in accordance with the applicable laws. The School reserves its right to exclude a student in certain circumstances if the student is not appropriately immunised and this will be strictly enforced in line with the School's legislative obligations.

## Variations to Conditions of Enrolment

The School reserves the right to vary these Terms and Conditions of Enrolment from time to time. Applicant(s) will be notified of material changes in writing.

The enrolment, or continued enrolment, of a student will signify acceptance by the Applicant(s) of any variation(s) to the Terms and Conditions of Enrolment.

## Privacy

The School collects personal information about students and the Applicant(s) both prior to, and during the course of, a student's enrolment at The School.

The School's Privacy Policy sets out the manner in which the School collects, uses, protects, discloses and provides access to personal information. The policy, which also sets out the process for managing complaints about privacy, can be viewed on the website.

## Student Property

Students are responsible for any personal belongings brought to school, including, but not limited to, musical instruments, sporting equipment, electronic devices and clothing. The School will not be liable for any loss or theft of, or damage to, such belongings, regardless of where the possessions are kept.

## Consents

This section applies to all programs and activities run by The School, both curricular and co-curricular, and any activities within the scope of activities expected of a student of The School. This includes before and after school care and any travel undertaken in the course of, to or from School activities.

The Applicant(s) agrees and consents to the following:

- the student may access the services of School specialists such as the Nurse and Student Wellbeing Coordinators. The Applicant(s) consents to those services being provided to the student and for confidentiality between student and specialist
- to be maintained without reference to the Applicant(s) where deemed appropriate;
- the School may arrange first aid and medical treatment in the event of an emergency and agrees to be responsible for all cost of any such treatment, e.g. ambulance expenses;
- to cover all costs relating to loss or damage to School property arising from the use or possession of such property by the student and/or Applicant(s).

The School may include photographs and/or audio/visual material of the student in print and online for distribution within The School community or outside the School. The Applicant(s) consents to such use and disclosure of the student's photographs and/or audio/visual material unless such consent is expressly withdrawn via written notification to The School prior to the use of such material.

In signing the Enrolment Acceptance, the Applicant(s) consent to The School using both the Applicant's and the student's personal information for the purposes of receiving School marketing communication such as our School magazine or invitations to Open Morning, by mail or email.

## Disclosure of Information

Parents/guardians must disclose all relevant details regarding medical or other conditions, which may affect The School's approach to meeting the needs of the student, and consideration of any extra services and facilities, which may be required. The School reserves the right to obtain further information regarding the student, for example by conducting reference checks with the student's school.

Failure to provide relevant information may lead to the student's enrolment being declined or terminated.

## Governing Law

The laws of the State of Victoria apply and all parties submit to the exclusive jurisdiction of the courts of Victoria.

## Definitions

**Applicant** means the person/s set out in the Enrolment Acceptance, being the parent(s) and/or legal guardian(s) of the student listed in the Enrolment Acceptance and if more than one, each of them jointly and severally.

**School** means Alphington Grammar School, ABN 11 007 434 362, CRICOS 01376D.

**School Policies and Rules** means School policies, rules and guidelines as detailed on our Website or provided to you by other means, as amended from time to time.

**Terms and Conditions of Enrolment** means these Terms and Conditions of Enrolment, including any subsequent amendments made by the School.

**Enrolment Acceptance** means the agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

**Fees** means tuition and additional charges set out by The School and outlined in the annual Fee Schedule, available on our website.

**Local Student** means

- an Australian citizen;
- a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- an Australian permanent resident;

**Overseas Student** means a student who is not a local student and who is a temporary resident on student Visa status (500).

**Parent/guardian** refers to parent, guardian or parent liaison

**Principal** means the Principal of the School, or the Principal's authorised delegate.

**Student** means the student set out in the Enrolment Acceptance.

**Website** means [alphington.vic.edu.au](http://alphington.vic.edu.au)