



Caloundra City School Pty Ltd

Trading as Caloundra City Private School

ABN 22 098 292 150

CRICOS Reg No: 03241C

Pelican Waters Blvd, PELICAN WATERS

+61 7 5437 5800

admin@ccps.qld.edu.au

www.ccps.qld.edu.au

INTERNATIONAL ENROLMENT APPLICATION

- Completion of this form does not guarantee a place at Caloundra City Private School. Applicants will be advised in writing of their enrolment status.
- During the year preceding that in which entry is desired, an interview is normally arranged to discuss the enrolment further. If entry is desired at short notice and we are able to offer a place, an interview must be arranged prior to commencement.
- Documents to accompany this form are:

Two most recent school reports

Immunisation records

Completed Subject Choices Form if applicable

Written evidence of proficiency in English as a second language

Application for Course Credit if School grants Course Credit

Copy of current Passport, Visa Class and number

Student Details

Please Note: If you require help with this form please phone the School Secretary +61 (07)5437 5800

Surname:			
Given Names:		Sex:	<input type="radio"/> Male <input type="radio"/> Female
Preferred Name:		Date of Birth:	
Present School:			
Present School:		Present Year Level:	
Has Student been prevented from attending school in the last 12 months as a consequence of serious behaviour issues? No Yes (please detail reason):			
Desired Level of Entry (please circle) Junior School - Preparatory 1 2 3 4 5 6 Senior School 7 8 9 10 11 12			
Desired Year of Entry:		Desired Term of Entry:	
Previous School/s attended:			
School	Grade(s)	Year(s)	
School	Grade(s)	Year(s)	
School	Grade(s)	Year(s)	
If transferring from another school, please state the reason for transfer			

Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No <input type="radio"/>	Aboriginal Yes <input type="radio"/>	Torres Strait Islander Yes <input type="radio"/>
--------------------------	--------------------------------------	--

In which country was the student born?	
Australia <input checked="" type="radio"/>	Other please specify:

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)				
		Student	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
No	English only	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Yes	Other (please specify):			

If your child is not an Australian Citizen, does he/she have Australian Resident Status? Yes No
(please provide a copy of the applicant's passport and Australian Residency)

If you answered No, Please provide VISA entry details, Visa Number and CERTIFIED copy of Visa.

Visa No: _____ Details: _____

If no VISA entry details exist, please explain the travel conditions. _____

Religious Denomination:	Has your child been interviewed?	
	Yes <input checked="" type="radio"/> No <input checked="" type="radio"/>	

Does student play a musical instrument? (please indicate which instrument)	Responsibilities undertaken (please list, e.g. school monitor, prefect)

With whom does the child live?

Mother Father Both Guardian Host Family

Other (please specify)

Name of Stepmother or Stepfather if applicable:

Are there any Legal / Court Orders existing regarding this student? Yes No

If you answered yes to the above question, please provide us with a copy of the Court Order/Report)

MEDIA CONSENT:

Do you consent to your Child's photograph being used on our Website, in Advertising etc.

Yes No

Other Children in the Family

All children must be enrolled separately. Children listed here **will not** automatically be enrolled

Full Name	Date of Birth	Entry Year	Entry Year Level	Enrolled at CCS
				Yes <input type="radio"/> No <input type="radio"/>
				Yes <input type="radio"/> No <input type="radio"/>
				Yes <input type="radio"/> No <input type="radio"/>
				Yes <input type="radio"/> No <input type="radio"/>

Parent/Guardian Details

Mother/Parent 1/ Guardian (please circle)	Father/Parent 2/Guardian 2 (please circle)
Surname:	Surname:
Title (e.g Mr Dr):	Title (e.g Mrs Dr):
Given Name:	Given Name:
Residential Address:	Residential Address:
Postcode:	Postcode:
Postal Address:	Postal Address:
Postcode:	Postcode:
Telephone (Home): (Please indicate if silent)	Telephone (Home): (Please indicate if silent)
Fax (Home):	Fax (Home):
Mobile:	Mobile:
E-mail:	E-mail:
Occupation:	Occupation:
Position Held:	Position Held:
Employer:	Employer:
I/We would like the weekly newsletter emailed to:	
Billing Name and Email Address (if different from above)	
Name:	
Email Address:	
Enrolment Agent details if known:	

Emergency Contacts: Parents are always contacted first, if not contactable please provide other persons authorised. If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Emergency Contact 1	Emergency Contact 2
Surname:	Surname:
Title (eg. Mrs Dr):	Title (eg. Mr Dr):
Given Name:	Given Name:
Telephone (Home):	Telephone (Home):
Mobile:	Mobile:
Relationship to Family:	Relationship to Family:

Parent Occupation Groups

What is the occupation group of the Mother/Parent1/Guardian1? Please select the appropriate parental occupation group from the attached list			
What is the occupation group of the Father/Parent2/Guardian2? Please select the appropriate parental occupation group from the attached list			
<ul style="list-style-type: none"> If the person is not currently in <u>paid</u> work but has had a job in the last 12 months or has retired in the last 12 If the person has not been in <u>paid</u> 			
What is the level of the highest qualification the parents/guardians have completed?	Mother/Parent 1/Guardian 1 Mark one box only	Father/Parent 2/Guardian 2 Mark one box only	
Bachelor degree or above	<input type="radio"/>	<input type="radio"/>	
Advanced diploma/Diploma	<input type="radio"/>	<input type="radio"/>	
Certificate I to IV (including trade certificate)	<input type="radio"/>	<input type="radio"/>	
No non-school qualification	<input type="radio"/>	<input type="radio"/>	
What is the highest year of primary or secondary school the parents/guardians have completed? (For persons who have never attended school, mark)	Mother/Parent 1/Guardian 1 Mark one box only	Father/Parent 2/Guardian 2 Mark one box only	
Year 12 or equivalent	<input type="radio"/>	<input type="radio"/>	
Year 11 or equivalent	<input type="radio"/>	<input type="radio"/>	
Year 10 or equivalent	<input type="radio"/>	<input type="radio"/>	
Year 9 or equivalent or below	<input type="radio"/>	<input type="radio"/>	

How did you hear about Caloundra City Private School?			
Newspaper article/ad <input type="checkbox"/>	Radio Advertisement <input type="checkbox"/>	TV <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Real Estate Agent <input type="checkbox"/>	Yellow/White Pages <input type="checkbox"/>	Just passing by <input type="checkbox"/>	CCPS staff member <input type="checkbox"/>
CCPS Parent <input type="checkbox"/>	CCPS Website <input type="checkbox"/>	Internet Search <input type="checkbox"/>	Directory <input type="checkbox"/>

Student Learning Support

The following information will assist us to provide an optimum learning environment for your child:

personal development.

Does your child have any Special Need Requirements: Yes No

Gifted & Talented	<input type="checkbox"/>	Hearing Impaired	<input type="checkbox"/>
Sporting Excellence	<input type="checkbox"/>	Academic Excellence	<input type="checkbox"/>
Physically Impaired	<input type="checkbox"/>	Learning Support	<input type="checkbox"/>
Speech and Language	<input type="checkbox"/>	Visually Impaired	<input type="checkbox"/>
Intellectually Impaired	<input type="checkbox"/>	Autism Spectrum Disorder	<input type="checkbox"/>
Behavioural Impairment	<input type="checkbox"/>	ADD/ADHD	<input type="checkbox"/>

Other Please provide details below

Has your child previously required learning support? Yes No

Does your child require any learning assistance? Yes No

Has your child ever had a specialist assessment by any of the following? Yes No

Speech Pathologist	<input type="checkbox"/>	Physiotherapist	<input type="checkbox"/>
Psychologist	<input type="checkbox"/>	Optometrist	<input type="checkbox"/>
Occupational Therapist	<input type="checkbox"/>	Audiologist	<input type="checkbox"/>

Please describe:

(eg serious illnesses, life-threatening allergies etc)

school?

MEDICAL A FULL MEDICAL FORM WILL BE GIVEN TO YOU AT TIME OF COMMENCING SCHOOL TO BE FILLED IN AND RETURNED.

Declaration

I/We hereby apply for admission of:

..... Student's name and surname
 whose details appear on the Application Form, subject to the terms and conditions listed below.

- The **Enrolment Application Fee is \$150.00**.
- The **Enrolment Confirmation Fee is \$1,000.00** payable should a place be offered.
- I/we acknowledge that the Enrolment Application Fee and the Enrolment Confirmation Fees are non-refundable and will not be deducted from future school fees.
- I/We have read the **Code of Practice, Appendix and School Handbook** and agree to be bound by the terms and conditions as set out in this Application and as contained in the Prospectus and in particular, acknowledge the following:
 - The School retains the right to vary the terms and conditions of enrolment from time to time as required.
 - I/We agree to support the philosophy of the School and to cooperate with the School in all matters therein, including matters of School discipline, and if requested, meet with the Principal or designated nominee from the Senior Administration Team.
 - I/We acknowledge that an enrolment at Caloundra City Private School implies acceptance of the School Code of Conduct by our son or daughter.
 - I/We undertake to be responsible for and to pay punctually, as they fall due, all fees and expenses in accordance with the terms set forth in the Schedule of Fees issued by the School from time to time and I/we acknowledge that I/we am/are liable to pay such fees and expenses.
 - I/We acknowledge that, unless otherwise agreed in writing with the School, both parents/guardians are jointly and severally liable for payment of all fees and charges levied by the School from time to time and should any fees or charges not be paid by the due date, then the enrolment of the student may be cancelled at the sole discretion of the School.
 - I/We understand the **TERMINATION POLICY** - Should parents wish to terminate their child's enrolment prior to completion of schooling to Year 12, then written notice must be received by the School by no later than the first day of the term at the end of which it is intended they should leave, or if it is intended that they should leave during the term, by no later than the first day of the preceding term. Parents failing to comply with this requirement will pay or forfeit (as the case may be) to the School, **one term's fees in lieu of notice**.
 - I/We undertake to keep the School informed at all times of any change in our postal, residential and other details.
 - I/We have read the attached Privacy Policy and agree to abide by its terms.
 - I/We understand that the personal information provided in this form and any subsequent interview and enrolment process will be used for the provision of educational services, administration and accounting purposes and for the purpose of processing this enrolment application.

Signature of Father / Guardian

Signature of Mother / Guardian

.....Date

.....Date

Privacy Information

1. The School collects personal information, including sensitive information about students and parents or collecting this information is to enable the School to provide schooling for your child.
2. Some of the information collected is to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health eg notification of contagious diseases and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions images and information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website and for other promotional/marketing purposes.
8. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the students have provided information in confidence.
9. The School from time to time engages in fundraising activities. Information received from you may be used to solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details, eg name, address and home telephone number in a class list or School directory. If you do not agree to this you must advise the School.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, so that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. On occasion information such as academic and sporting achievements, pupil activities and other news may be published in the school newsletter, magazines or newspapers and may be published on the web site.

General Advice:

This form is an Enrolment form only and does not constitute an offer of a place. Applicants will be advised in writing of the status of their application.

Once the application is received the steps in the Enrolment Process normally include:

- An invitation to an enrolment information session and interview prior to enrolment.
- If a place is available, a formal offer of a place will be made in writing and it will require acceptance of the written agreement together with the payment of the invoice issued.

List of Parental Occupation Groups

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 controller]

Group 2: Other business managers, arts/media/sportspersons 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/refuge/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]

Laborers 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 (Laborer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor}