



## 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.
- A copy of the two most recent school reports including NAPLAN results, a copy of the student's birth certificate, immunisation records, visa, health care card and Dept. of Veterans Gold or White Card if applicable must accompany this application.

### STUDENT DETAILS

*Please note: If you require help with this form please phone the School Secretary 5437 5800*

Are you a current Caloundra City Private School family? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Childs Surname:		
Given Names:		Preferred Name:
Gender:		Date of Birth:
Current Postal Address:		
Present School:		Present Year Level:
Desired Level of Entry ( <i>please circle</i> ): <u>Junior School</u> : Kindergarten P 1 2 3 4 5 6 <u>Senior School</u> : 7 8 9 10 11 12		
Desired Year of Entry:		Desired Term of Entry:
Previous ELC, Kindergarten, Schools attended:		
School	Grade(s)	Year(s)
School	Grade(s)	Year(s)
If transferring from another school, please state the reason for transfer:		

### OFFICE USE ONLY

Year Group: ..... Application Fee Paid: ..... Parent Code: .....  
 House Group: ..... Confirmation Fee Paid: ..... Student Code: .....



**Is the student of Aboriginal or Torres Strait Islander origin?**

No  Aboriginal  Torres Strait Islander  Aboriginal and Torres Strait Islander origin

**Does the student or their guardians speak a language other than Standard Australian English at home?**

No  Yes, student  Yes, guardian 1  Yes, guardian 2

If Yes, please indicate the one that is spoken most often:

	Student	Guardian 1	Guardian 2
Aboriginal or Torres Strait languages or dialects			
Asian language			
European language			
Other (please specify)			

**In which country was the student born?**  Australia  Other:

**If your child is not an Australian Citizen, does he/she have Australian Resident Status?**

Yes -> Please provide a CERTIFIED copy of his/her passport and CERTIFIED copy of Proof of Australian Residency.

No -> Please provide VISA entry details below, 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  No If 'Yes' state interview date: .....

**Please list the student's hobbies, activities or interests:** .....  
 .....  
 .....

**Does student play a musical instrument? (please indicate which instrument)** .....

**Responsibilities undertaken (eg school monitor, prefect):** .....  
 .....  
 .....

**Has Student been prevented from attending school in the last 12 months as a consequence of serious behaviour issues?**  Yes  No

If yes, please specify: .....  
 .....

**With whom does the child live?**  Parent/Guardian 1  Parent/Guardian 2  Both

Other, please specify: .....

Name of Stepparent 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. The School cannot enforce custody issues without a copy of the relevant Court Orders.)



## MEDIA CONSENT

Do you consent to your child's photograph and name being used on our website, social media and press?

Yes  No

If no, do you consent for your child's

### Photograph only

Yes  No

### Name only

Yes  No

## OTHER CHILDREN IN THE FAMILY

Please note: 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 CCPS
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

## EMERGENCY CONTACTS

**NOT PARENTS OF ENROLLED CHILD/REN AS THEY ARE CONTACTED FIRST!** 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. Only people who are listed on the enrolment form will be permitted to collect your child, unless you have made alternative arrangements with the teacher on the day. Any person not known by Staff will be asked to present ID before your child will be released into their care.

Emergency Contact 1 (NOT PARENT OF CHILD)	
Given Name:	Surname:
Title:	Relationship to Family:
Telephone (Home):	Mobile:

Emergency Contact 2 (NOT PARENT OF CHILD)	
Given Name:	Surname:
Title:	Relationship to Family:
Telephone (Home):	Mobile:

### PLEASE ATTACH:

- A COPY OF SCHOOL REPORTS IF APPLICABLE
- A COPY OF BIRTH CERTIFICATE IF APPLICABLE
- A COPY OF IMMUNISATION RECORDS IF APPLICABLE
- A COPY OF VISA IF APPLICABLE
- A COPY OF HEALTH CARE CARD IF APPLICABLE
- A COPY OF DEPARTMENT OF VETERANS AFFAIRS GOLD OR WHITE CARD IF APPLICABLE





## PARENT/GUARDIAN DETAILS

Parent/Guardian 1		
Title:	Given Name:	Surname:
Residential Address:		Postcode:
Postal Address:		Postcode:
Telephone (Home):	Mobile:	
Email:		
Occupation:	Position Held:	
Employer:		

Parent/Guardian 2		
Title:	Given Name:	Surname:
Residential Address:		Postcode:
Postal Address:		Postcode:
Telephone (Home):	Mobile:	
Email:		
Occupation:	Position Held:	
Employer:		

I/We would like the weekly newsletter emailed to: .....

## BILLING NAME AND EMAIL ADDRESS

Name: .....

Email address: .....



## PARENT OCCUPATION GROUPS

Please ensure ALL areas are completed.

**What is the occupation group of the Parent/Guardian 1?** .....

Please select the appropriate parental occupation group from the list below

**What is the occupation group of the Parent/Guardian 2?** .....

Please select the appropriate parental occupation group from the list below

### **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/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]

...list continued on the next page



**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]

**What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent' or 'below'. Mark one box only)*

	Parent/Guardian 1	Parent/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

**What is the level of the highest qualification the parents/guardians have completed? (Mark one box only)**

	Parent/Guardian 1	Parent/Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

**HOW DID YOU HEAR ABOUT CALOUNDRA CITY PRIVATE SCHOOL?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Newspaper article/ad | <input type="checkbox"/> Word of Mouth     | <input type="checkbox"/> Just passing by Internet |
| <input type="checkbox"/> CCPS Website         | <input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> Search                   |
| <input type="checkbox"/> TV/Radio Advert      | <input type="checkbox"/> CCPS Parent/Staff | <input type="checkbox"/> Other .....              |



## 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.

- I/We enclose the Enrolment Application Fee of \$95. (if transferring from Pelican's Nest to Kindergarten)
- I/We enclose the Enrolment Application Fee of \$150.
- I/We understand that there will be an Enrolment Confirmation Fee of \$750 payable should a place be offered. Your payment of the Confirmation Fee constitutes acceptance of the Terms and Conditions contained in this Enrolment Application. The \$750 will be credited to your school fee account at \$250 each year the student completes years 5, 6 and 7 and continues to the next consecutive year.
- I/we acknowledge that the Enrolment Application Fee is non-refundable and will not be deducted from future school fees.
- I/We have read the Parent Handbook (see school website) which includes the Code of Behaviour, and Uniform Policy 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 agree/do not agree to have our child's image used for promotional/marketing purposes.
- 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.

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Signature of Parent/Guardian 1

Date

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Signature of Parent/Guardian 1

Date



