



St Maroun's College, Dulwich Hill

An independent Catholic co-educational College in the Maronite tradition, committed to excellence in education, friendship, faith and honesty.

Co-educational from Kindergarten to Year 12

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APPLICATION FOR ENROLMENT

Name of Student:

Family Details

Family Surname

Mail to

[eg Mr & Mrs Smith]

Address

Suburb/City

Post Code

Family Phone Number

Other

Current Parish

Student Details

First Name

Commencement Year or Date

Middle Name

1st Australian School Year (eg: 2001):

Surname

Previous School

Year Level

Preferred Name

Religion

Gender (please tick)

Male

Female

Nationality

In which country was the student born?

Australia

Other (please specify): _____

Date of Birth

Year eg: Kinder, Year 7

Indigenous Identifier:

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

Yes, Aboriginal

Yes, Torres Strait Islander

Special Circumstances:

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. mature age, living apart from parental supervision, medical condition, subject of a court order, State arranged out of home care)

Yes

No

If yes, please provide a brief description of the circumstances.

Previous Behavioural History

St. Maroun's College has a responsibility to assess and manage any risk of harm to its staff and students.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this school?

Yes No If yes, please provide a brief description of the circumstances

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

Has the student any past history of violent behaviour? Yes No If yes, please provide details

Did this involve being suspended or expelled from any previous school?

Yes No

If yes, was this for (please tick):

- a. Actual violence to any person
- b. Illegal drugs?
- c. Possession of weapon or any item used to cause harm or injury?
- d. Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes No If yes, please provide a brief outline of these matters

International Students

Does the Student hold a Visa to Australia? Yes No

Office Use Only:

Residence Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee	Visa Sub Class:
Date of Arrival in Australia :	Visa Number:
Passport Number:	Visa Expiry Date:
OSHC Membership Number:	OSHC Expiry Date:
Confirmation of Enrolment – Course Code:	Course Description:
Confirmation of Enrolment Number:	Course Start Date: Course End Date:

Contact Details			
Details	Mother/Guardian 1 Residing at Same Address	Father/Guardian 2 Residing at Same Address	Non-Residential Parent (If applicable)
Title			
First Name			
Middle Name			
Surname			
Address – Street			
Suburb & Post Code			
Home Phone Number			
Work Phone Number			
Fax			
Mobile			
Email Address			
Occupation			
Occupational Group (Refer to insert "List of Parental Occupations)	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> (incl trade cert)	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> (incl trade cert)	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> (incl trade cert)
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify:
Country of Birth			
Are you an Australian Citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality			
Religion			
Primary Contact for Fees & Correspondence			
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?			Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)
SIGNATURE			

Emergency Contact Details

Please nominate a person **other than a parent** who may be contacted in the event of an emergency, if parents cannot be contacted

Title	
First Name	
Surname	
Address - Street	
Suburb & Post Code	
Home Phone No.	
Business Phone No.	
Mobile Phone No.	
Relationship to Student	

Main Languages

Does the student/mother/guardian 1/father/guardian 2 speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often)

	Student	Mother Guardian 1	Father Guardian 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other – please specify			

NOTE:
Parents/Guardians are required to bring copies of their child’s Birth Certificate, Baptismal Certificate and most recent School Reports (including the most recent NAPLAN results). The enrolment interview cannot proceed without this documentation.

Checklist:

I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Citizenship documentation/ confirmation (if both parents born overseas)
- Most recent previous school reports and external test results (where applicable) eg. BST, ELLA
- LOTE Choice: FRENCH ARABIC SPANISH (High School Only)
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunisation Certificate (primary school applications only)
- Learning Support
- If recently arrived in Australia (<12mths), inform English coordinator for NAPLAN exemption

Enrolment Conditions

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 Enrolment is dependent on the School receiving the first term's fees in the year of entry not less than 4 months prior to the start of the term, or such shorter time agreed in writing by the School. If the fees are not received by the due date the enrolment will lapse.
- 1.3 The acceptance of the offer must be accompanied by a non-refundable fee of \$250 (\$150 for Maronite Sisters of the Holy Family Preschools).

2. Conditional Enrolment

- 2.1 All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The School may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a pre-requisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

3. Progress of Student

If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

4. Fees and Charges

- 4.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 Fees and Charges may also have levied, co-curricular activities and sport.
- 4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.
- 4.4 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.6 If fees are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.
- 4.7 If Fees and Charges are not paid within 60 days of the due date the enrolment of the Student's enrolment may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.8 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 4.9 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.

5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NES) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 If parent/carer(s) wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.
- 5.3 If the required notice of withdrawal of a Student is not given the parent/carer(s) must pay a School term's fees plus GST.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply from time-to-time
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the goals and values of the School
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as Speech Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
- 6.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community
- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7. Obligations of Parent/Carer(s)

The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,
- 7.2 are required to support the goals, values and activities of the School, and
- 7.3 on a regular basis read the weekly Newsletter

The Parent/carer(s) must promptly advise the School:

- 7.4 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned
- 7.5 if the Student is absent from the School due to ill health or other reason
- 7.6 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/carer(s) also:

- 7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct,
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education
- 7.10 Must not use social media to denigrate the School, staff, students or other members of the School community

8. Health and Safety

- 8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs
- 8.2. Parent/carer(s) must complete and return to the School the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.
- 8.3. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4. Parent/carer(s) must observe School security procedures for the protection of students
- 8.5. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 8.6. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- 9.2. The School may change its programs and activities and the content of these programs and activities without notice.
- 9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

10. Reports

The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

11. Leave

If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

12. Suspension & Termination of Enrolment

- 12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - a) a serious breach of the School's rules or Code of Conduct
 - b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
 - c) where the Principal or School Council believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- 12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. Privacy

The Parent/guardian(s) acknowledge that they have read the School's privacy policy.

14. Other

Acceptance of enrolment is also consent to photographs, videos and/or work samples of the student to be placed in the College's records, displayed from time to time around the College, and published in College publications, on its website and in other marketing and promotional material.

15. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

16. Definitions

In the terms and conditions: Parent means the parent/guardian(s) who entered into the contract of enrolment with the School

School means Saint Maroun's College

Student means the student who is named in the contract of enrolment

Each of us agrees that our obligations to the College, as set out above, are joint and several.
I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer) and/or DATE: _____
_____ (Mother/Carer)

Please note: **Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee.**

For Office Use Only:					
Interviewer:					
Enrolment Fee:					
Enrolment Accepted:	YES		NO		
Risk Assessment Noted:	YES		NO		
Comments:					
Enrolment Fee Paid by:	Cash	Credit Card	Cheque	Date:	Staff:

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 the 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/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/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, greenkeeper, 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]

Group 8: Currently not in paid work

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, tick '8' in the appropriate box