APPLICATION FOR ENROLMENT

Enrolment Process

🔍 Read the ‘Conditions of Enrolment’ and then complete the ‘Application for Enrolment’.

🔍 Return the completed and signed ‘Application for Enrolment’ to the College with the Application Fee and required documents.

🔍 Applications are checked and a written confirmation of receipt is provided.

🔍 Your child is placed on a list of prospective students for available vacancies at the College.

🔍 Enrolment interviews are undertaken with each applicant and their child in accordance with the College’s enrolment policy.

🔍 Successful applicants are provided with a formal ‘Offer of Enrolment’ for their child.

🔍 Applicants accept or decline the offer within fourteen (14) days by returning the ‘Acceptance of Offer of Enrolment’ signed by each applicant. All acceptances must be accompanied by payment of the specified Acceptance Fee.

🔍 Confirmation of enrolment is provided by the College in writing upon receipt of both the signed ‘Acceptance’ and the Acceptance Fee.

🔍 The Application Fee and Acceptance Fee payable are set out in the Schedule of Fees & Charges.
Please use this 'Application for Enrolment' to apply for a position for your child on the College’s pre-enrolment register.

Note: Submission of a completed Application for Enrolment does not constitute either an offer or acceptance of enrolment at the College.

Instructions

- Complete the Application for Enrolment, Parts A-E by printing in BLOCK LETTERS in the response boxes, circling answers, or ticking options.
- Write ‘NA’ if not applicable.
- Wherever you see this symbol a document copy must be attached.
- Wherever you see this symbol a signature is required.
- Send one Application per child to the College with the Application Fee and all documentation.
- Retain a copy for your own records.

Checklist

Before sending, ensure you have completed and enclosed the following:

- Non-refundable application fee payable by cash, cheque (payable to Rouse Hill Anglican College) or credit card.
- Copy of child’s birth certificate or passport (whichever is applicable)(Part A).
- Evidence of Australian Citizenship or resident status (including copy of visa) for both Parents/Guardians and the child, if the child or both parents were born overseas (Part A).
- Copies of medical or specialists reports (Part A)
- Signed Application and Declaration (Part E)

Return the completed form and documentation to:

The Registrar
Rouse Hill Anglican College
PO Box 3296, ROUSE HILL NSW 2155
enrolments@rhac.nsw.edu.au

PRIVACY OF INFORMATION

1. The Anglican Schools Corporation (both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School’s legal obligations, particularly 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 is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. 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 and agencies, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
7. In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.
8. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.
9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
10. The Corporation’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. Pupils 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 privacy of others, where access may result in a breach of the School’s duty of care to the pupil, or where pupils have provided information in confidence.
11. The Corporation’s Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website.
14. We may include pupils’ and pupils’ parents’ contact details in a class list and School directory.
15. 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
16. The School may utilise service providers to provide certain services including data storage to the school and its staff and students. The School may provide your personal information to such service providers in connection with the provision of these services. The School’s email service provider may store and process emails outside Australia. The School’s service provider may also store data outside Australia.
**PART A: STUDENT DETAILS**

<table>
<thead>
<tr>
<th>Proposed Start</th>
<th>Year: 20</th>
<th>Term:</th>
<th>Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K Program Preference (From 2019)</td>
<td>☐ 3 Day Program (Monday - Wednesday)</td>
<td>☐ 2 Day Program (Thursday &amp; Friday)</td>
<td></td>
</tr>
</tbody>
</table>

Your child must turn **4 before 30 April** in the year commencing Pre-K

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Second name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender (please circle)</th>
<th>Male</th>
<th>Female</th>
<th>Date of birth</th>
<th>/</th>
<th>/</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Residential address</th>
<th>Suburb</th>
<th>Postcode</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Postal address (if different to the above)</th>
<th>Suburb</th>
<th>Postcode</th>
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<table>
<thead>
<tr>
<th>Home phone</th>
<th>Present or previous school attended</th>
<th>Name of church currently attended (if applicable)</th>
<th>Religion/denomination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Australian citizen? (please circle)</th>
<th>Yes</th>
<th>No</th>
<th>Main language/s spoken at home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of birth (if not Australia)</th>
<th>Visa category &amp; number (include copy of visa or proof of residence status)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any health issues or other concerns? (including allergies) (please circle)</th>
<th>Yes</th>
<th>No</th>
<th>If “Yes”, please provide brief description and attach any relevant documentation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Any diagnosed learning difficulties? (speech therapy, etc.) (please circle)</th>
<th>Yes</th>
<th>No</th>
<th>If “Yes”, please provide brief description and attach any relevant documentation</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are there any court orders or parenting plans in force regarding the student? (please circle)</th>
<th>Yes</th>
<th>No</th>
<th>If “Yes”, please provide brief description and attach any relevant documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the student of Aboriginal or Torres Strait Islander origin? (please circle)</th>
<th>Yes</th>
<th>No</th>
<th>If “Yes”, please indicate:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aboriginal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Torres Strait Islander</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Both Aboriginal and Torres Strait Islander</td>
</tr>
</tbody>
</table>
**PART B: PARENT/GUARDIAN DETAILS**

**Parent/Guardian 1**
(This person will be the **first contact** for matters relating to the student’s welfare)

<table>
<thead>
<tr>
<th>Relationship to child</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>First name</td>
</tr>
<tr>
<td>Preferred name</td>
<td>Title</td>
</tr>
<tr>
<td>(to be used in all correspondence)</td>
<td>Mr/ Mrs/ Ms/ Miss/ Dr/ Rev</td>
</tr>
</tbody>
</table>

**Home address**

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Student lives here (please circle)**

- All the time
- Part-time
- Not at all

**Home phone**

**Mobile phone**

**Mailing address (if different to above)**

**Suburb & postcode**

**Email address**

**Occupation**

**Work phone**

**Work place (organisation)**

**Language most often used at home**

**Country of birth (if overseas, copy of Australian Passport or visa required)**

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**Parent/Guardian 2**

<table>
<thead>
<tr>
<th>Relationship to child</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td>First name</td>
</tr>
<tr>
<td>Preferred name</td>
<td>Title</td>
</tr>
<tr>
<td>(to be used in all correspondence)</td>
<td>Mr/ Mrs/ Ms/ Miss/ Dr/ Rev</td>
</tr>
</tbody>
</table>

**Home address**

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Student lives here (please circle)**

- All the time
- Part-time
- Not at all

**Home phone**

**Mobile phone**

**Mailing address (if different to above)**

**Suburb & postcode**

**Email address**

**Occupation**

**Work phone**

**Work place (organisation)**

**Language most often used at home**

**Country of birth (if overseas, copy of Australian Passport or visa required)**

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**PART C: CUSTODY**

The following information is important to help avoid confusion or embarrassment

Please complete if relevant

- □ Parents married
- □ Parents de facto
- □ Parents separated
- □ Parents divorced
- □ Mother deceased
- □ Father deceased

With whom should communication take place regarding day to day matters?

- □ Parent/Guardian/Carer 1
- □ Parent/Guardian/Carer 2
  (Where both parents reside together correspondence will be addressed jointly)
- □ Other person (specify):
Details of any other significant caregiver/guardian who shares an address with the student

<table>
<thead>
<tr>
<th>Name</th>
<th>(Title)</th>
<th>(First Name)</th>
<th>(Last name)</th>
</tr>
</thead>
</table>

Relationship to child

At which address listed on page 2 of this application does the caregiver reside? 1 / 2 (please circle)

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Email</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Occupation</th>
<th>Work phone</th>
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</table>

PART D: SIBLING DETAILS

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Date of birth</th>
<th>Current school (if applicable)</th>
<th>Grade</th>
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<tbody>
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Past association with Rouse Hill Anglican College

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<th>First name</th>
<th>Last name</th>
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Year left

PART E: APPLICATION AND DECLARATION

✓ I/We apply to have the prospective student named in Part A enrolled at Rouse Hill Anglican College.
✓ I/We certify that all personal details supplied with this application are true and correct.
✓ In the event of acceptance by Rouse Hill Anglican College, I/we agree to be bound by the Conditions of Enrolment as stated on the back page of this application and by the regulations that may be made from time to time for the conduct of Rouse Hill Anglican College, including the requirement for participation in all activities that are organised by the College as part of its regular academic and co-curricular program.
✓ I/We acknowledge and accept that, as set out in the Prospectus for the College, a copy of which I/we have received and read, Christianity will be taught as the spiritual and moral basis of life, and students will be encouraged to come to a personal faith in Jesus Christ.
✓ I/We enclose an application fee with this Application for Enrolment as listed in the current Fees and Charges schedule and I/we acknowledge and agree that this fee is not refundable.
✓ In the event of Acceptance by the College, I/we agree to be jointly and severally responsible for the payment of all fees and charges and agree to pay the current fees and charges as specified from time to time by the College. Invoices for fees and charges will normally be sent to both parents/guardians jointly.

SIGNATURE OF APPLICANTS

(Both parents/guardians are to sign unless there is only one parent/guardian.)

<table>
<thead>
<tr>
<th>Signature Parent/Guardian 1</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Signature Parent/Guardian 2</th>
<th>Date</th>
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We enclose the non-refundable Application Fee in accordance with the current Schedule of Fees, or Authorise the charge of the non-refundable Application Fee to my credit card (details below)

Amount $ Method of payment

- Mastercard
- American Express (1% surcharge applies)
- Visa
- Cheque
- Cash

Card holder name
Card number Expiry date
Cardholder signature

For office use only:

Date Received Date Paid
Receipt No Amount
CONDITIONS OF ENROLMENT

(Please retain a copy for your records)

These Conditions form part of the enrolment contract between the Parents and Anglican Schools Corporation from 1 Jan 2012.

Interpretation

"Corporation" means The Anglican Schools Corporation, ABN 63 544 529 806.

"Parents" means the Student's mother and father; or, where the Student has only one parent, that parent. "Parents" also includes the Student's guardian.

"Student" means the person who is enrolled as a student at the School.

"School" means the school or college of the Corporation at which the Student is enrolled.

Fees and Charges

1. The Parents are to pay the School all fees and charges for school fees, extra subjects, excursions, camps and the supply of other goods and services to the Student, as determined by the Corporation or incurred on behalf of the Student from time to time (Fees and Charges).
2. The Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an account for Fees and Charges within 21 days of the due date they will be liable to pay an overdue charge which reflects the administrative and financial cost to the Corporation in collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Office of the Corporation.
3. If an account for Fees and Charges is not paid within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry to the Student and/or terminate the Student's enrolment.
4. The Parents are to give at least one term's notice in writing to the Principal before terminating the Student's enrolment. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the School one term's school fees, plus GST as applicable. The Parents agree that this amount is a genuine estimate by the School of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.
5. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, or expulsion.
6. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment.

Students' Obligations

8. Students are to demonstrate high standards of behaviour by:
   a. abiding by the School rules as they apply from time to time;
   b. acting courteously and considerately to each other and to staff at all times;
   c. support the goals and values of the School;
   d. attend and, as required, participate in:
      i. chapel services and assemblies;
      ii. the School sports programme;
      iii. important School events such as Speech Day / Night or other events determined by the Principal;
      iv. camps and excursions that are an integral part of the School curriculum;
   e. wear the School uniform as prescribed and follow conventional standards of appearance in accordance with the School's guidelines and the expectation of the School community; and
   f. attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

Parents' Obligations

9. The Parents:
   a. are to accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in the management and administration of the School;
   b. acknowledge the Corporation's Philosophy of Education published on the Corporation's website www.sasc.nsw.edu.au;
   c. are to support the goals, values and Christian foundation and activities of the School;
   d. are to read the School newsletter;
   e. are to advise the School in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parent or has mail returned to it;
   f. are to ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;
   g. are to communicate with students, parents, principals and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
   h. are to 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.

Exclusion of Students

10. The Principal may in his or her absolute discretion, but subject to affording the Student procedural fairness, suspend or expel the Student for:
   a. breaches of rules or discipline;
   b. behaviour prejudicial to the welfare of the School, its staff or students; or
   c. where parents have failed to comply with these Conditions of Enrolment.

Leave

12. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term are only on receipt of written application from the Parents by the Principal. Parents are to explain in writing to the Principal any absence for a part or whole day during term time, including late arrival at the beginning of the day.

Confidentiality of Information

The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

Special needs, Health and Safety

The Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. The Parents are to complete the Student's medical form accurately and provide annual updates.

The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all students.

16. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and the Parents are not readily available to authorize such treatment, the Parents authorize the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.

17. The School's personal property is not insured by the School, and the School does not accept any responsibility for loss or damage to the Student's personal property.

18. Parents are to observe School security procedures for the protection of students.

19. In accepting these conditions the Parents:
   a. acknowledge that the School may from time to time collect personal information about parents and students for the School's function or activities;
   b. authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the School's education, health, care, welfare and development; and
   c. acknowledge that they have read the School's Privacy Policy and Standard Collection Notice, as displayed on the School's website, or as otherwise published.

20. The Principal may publish photographs and videos of the Student to be placed in the School's records displayed from time to time around the School; and published in School publications, on its website and in any other marketing and promotional material, unless the Principal has been advised or is advised in writing that the Parents do not give this permission.

Court Orders and Provision of Reports

21. The Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.

22. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

General

23. The Corporation may change these Conditions of Enrolment with effect from the beginning of a calendar year, provided the Corporation gives the Parents at least two weeks' notice.

24. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.