

ENROLMENT APPLICATION



St Margaret's School
Berwick Grammar School

1. Details of student applicant (please use BLOCK LETTERS)

Application to enter year level Year ELC Junior School Senior Girls Senior Boys

Family name / surname Sex: Female Male Other

Given name Date of birth

Preferred name Religion

Applicant's address

Applicant's telephone number in home country (including international and area codes)

The applicant lives with:

Both parents Mother Father Other

Is there any court order (pending) or agreement in relation to this applicant?

No Yes (Please attach documentation if order/agreement is in place)

In which country was the student born? Australia Other Nationality

Is the student of Aboriginal or Torres Strait Islander origin? (for persons of both Aboriginal and Torres Strait Islander origin, please tick both boxes)

No Aboriginal Torres Strait Islander

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

No, English only Yes, other please specify

Please complete the following, where applicable and provide copy of Visa Grant Notice:

Passport number Expiry date

Visa Number Visa subclass Date of arrival in Australia

2. English proficiency (overseas students)

Language/s spoken confidently Date of English proficiency test (AEAS)

Study of English at school for years AEAS Report No Yes

3. Academic records

School/Kindergarten currently attending Location of school (country)

Current year level Date of completion

Name of last school attended Victorian School Number (VSN)

Do you give St Margaret's School and Berwick Grammar School permission to contact current/previous School? No Yes

4. Parent details

Parent 1 / Guardian 1

Dr Mr Mrs Ms Miss Other

Family name / surname Given names

Relationship to applicant

Address (if different to applicant)

Telephone (including international and area codes) Home

Mobile Work

Email

Occupation

Does the Parent 1 / Guardian 1 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only Yes, other please specify

Parent 2 / Guardian 2

Dr Mr Mrs Ms Miss Other

Family name / surname Given names

Relationship to applicant

Address (if different to applicant)

Telephone (including international and area codes) Home

Mobile Work

Email

Occupation

Does the Parent 2 / Guardian 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only Yes, other please specify

5. Agent Details

If the student has been referred by an approved Education Agent, please complete the following:

Name of Agency

Agent contact name

Address

Telephone (including international and area codes)

Email

9. Please return the following documents

- Completed and signed Enrolment Application form (this form)
- Application fee of \$100 (non-refundable). Cheques / money orders made payable to St Margaret's School.
- Child's Immunisation History Statement from Medicare
- Copy of birth certificate or passport with birth date (translated to English)
- Copy of Australian Visa Grant Notice (overseas students, if already received)
- Copy of most recent school reports (translated to English)
- Copy of most recent NAPLAN test report
- Copy of AEAS test report (students from non English speaking background)
- Copy of specialists' reports (if any)



Postal Address:
Admissions
St Margaret's and Berwick Grammar School
PO Box 138
Berwick Victoria 3806
Australia
T: +61 3 9703 8111 F: +61 3 9703 8121
E: enrol@stmargarets.vic.edu.au

10. Privacy statement

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000 and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

The National Privacy Principles contained in the Commonwealth Privacy Act require St Margaret's School and Berwick Grammar School to advise all families, future, current and past, of the need from time to time to disclose personal information to other people providing services to the School, or others who provide information related to your child's educational needs. Information such as medical and personal details of students and their families will be held by the School, before and during the course of the student's enrolment. The School will also hold and may utilise information to assist with maintaining the school's past student database and for fundraising purposes.

The School has a duty of care throughout your child's period of enrolment and may need to disclose to others such as organisers of excursions, camps and sports programs information to assist in the duty of care of your child. There will also be times when information may need to be provided regarding fundraising and social activities.

11. Declaration statement (Application will not be processed unless Declaration is signed)

I/We

acknowledge that I/we have made a full and frank disclosure of all required and relevant information in this application. I/We are aware that failure to make a full and frank disclosure may result in the cancellation of this application and/or cancellation of a student's enrolment. I/We also acknowledge that I/we have read and understood the information from the School, and agree to abide by all school policies for the duration of the enrolment.

I/We also acknowledge that I am liable/we are jointly and severally liable for all fees, interest and charges stated in each School account relating to the student above, and for any expenses, cost or disbursements incurred by St Margaret's School or Berwick Grammar School in recovering outstanding monies.

Parent 1 / Guardian 1

Parent 2 / Guardian 2

Signature

Signature

This application requires the signature of both parents. If both signatures are not appended, the circumstances should be stated below.

St Margaret's and Berwick Grammar School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.

BERWICK CAMPUS - 27-47 Gloucester Avenue, Berwick Vic 3806

OFFICER CAMPUS - 80 Tivendale Road, Officer Vic 3809

POSTAL ADDRESS:

St Margaret's and Berwick Grammar School
PO Box 138, Berwick Vic 3806.



CRICOS Provider No. 00344J
CRICOS Provider: St Margaret's School
Course Name: Secondary Years 7 to 12
CRICOS Course Code: 019219C

ABN: 49 004 260 995

