

Application for enrolment



St Mark's Coptic Orthodox College ABN 64 796 481 099
52 Australis Avenue
Wattle Grove NSW 2173 Australia
PO Box 747 Moorebank NSW 1875 Australia
Tel: +61 2 9825 6768 Fax: +61 2 9825 6489
Web: www.stmarks.nsw.edu.au
CRICOS Provider No:02342F

HOW TO ENROL

1. Application

- Complete the Application for Enrolment and return the form together with:-
- Enrolment Application Fee (Non-refundable).
- Copy of student's birth certificate and immunisation records.
- If not Australian citizen, proof of the passport must also be presented.
- Copy of student's last two years school report (if applicable).
- Two written family references.

International students must also provide:

- Copy of student's passport and entry visa.
- Copy of language school reports.

Please note that application for enrolment does not in itself constitute enrolment.

2. Interview

Upon receipt of Application for Enrolment form, your child will be placed on our list of applicants for the relevant year. An interview will be arranged with a senior member of staff.

3. Letter of Offer

Following the interview, the Head of College will write to notify you on the result of your enrolment application. Enrolment is offered in accordance with St Mark's Conditions of Enrolment.

4. Acceptance Of Offer

If successful, the student's place is secured upon receipt of an Acceptance Offer form together with the enrolment fee. The enrolment fee is considered a firm commitment and is non-refundable. The enrolment fee is considered firm commitments and is non-refundable.

5. Commencement Details

You will be notified of commencement dates, orientation days and any other relevant details in the term prior to commencement.

6. Tuition Fees

Tuition fees are payable by the first day of the terms to which they apply. In the case of International students, the full year's tuition fee is payable in advance.

CONDITIONS OF ENROLMENT

1. I am aware that the \$165 Enrolment fee that must be paid is refundable only if the child is not accepted by the College.
2. If a place is offered to me for my child/children, I agree to pay the first term fee within twenty one days of acceptance of the place. I understand that the fee is not refundable.
3. I understand that I must give at least one term's written notice to the Head of College of the intention for my child to leave the College, otherwise one term's fees will be payable in lieu of notice.
4. I understand that acceptance of my child/children will depend on the outcome of an interview and availability of places in the College. I also acknowledge that this application form does not ensure enrolment and the College's decision is final.
5. The college under the Commonwealth Privacy Act is required to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. St Mark's Coptic Orthodox College regularly uses images of students in a variety of ways to recognise excellent achievement, to inform parents and the local community of College matters, to publicise events and to promote our College.
 - College communications such as parents newsletters, websites and magazines
 - Promotional materials such as prospectus, brochures, posters and videos
 - Or any medium relation to College-related activities such as articles for newspapers.We request your permission to use images of your child in some or all of the ways listed above. You are of course at liberty to withdraw consent at any time by contacting the college in writing. A consent form is supplied in your enrolment kit.
6. I understand that before my child is granted access to using the computer resources in the College he must read and agree with the following requirements:
 - a. Must respect the Coptic Orthodox values of the College.
 - b. Must only knowingly view and use what the community considers to be appropriate and acceptable material.
 - c. Accept the limits the College places on the type of Internet sites that can be accessed.
 - d. Must follow all legal and copyright regulations relating to software and intellectual property right.
 - e. Must not provide any personal information over the Internet/e-mail.

BUSINESS ARRANGEMENTS

1. Acceptance of a place at St Mark's is confirmed by the payment of an Enrolment Fee. The Enrolment Fee is considered a firm commitment and is non-refundable.
2. The amounts of the enrolment and tuition fees are determined by the College Council from time to time and are subject to variation without notice.
3. Fees are payable on the first day of the term to which they apply. In the case of international students, the full year's tuition fee is payable in advance.
4. The parents/guardians of a student are jointly and severally responsible for payment of his/her fees.
5. If fees are not paid within 14 days of the commencement of term and there has been no notification/agreement made to the Head of College, an administration fee of 10% will be charged for late payment.
6. If difficulties arise in meeting payments within the specified time frame, special arrangements, in writing, must be made to the Head of College/College Council.
7. Failure to meet the requirements for fee payment may prevent the student from commencing a new term.
8. A pro rate charge is made for students entering the School during a term. If a student leaves the College during a term, no refund will be made in respect of the remaining portion of the term.
9. Other costs for items such as camps, excursions or materials may be charged to student's account and will be payable under the same conditions as College fees.
10. A term's notice in writing must be given to the Head of College before the withdrawal of a student from the College, or a full terms fees will be payable. The same applies to withdrawal from an extra subject.
11. The College has accident insurance for all enrolled pupils with worldwide cover. Benefits include: lump sum payment of permanent disability; certain non-medicine expenses; and benefits for broken bones or damaged teeth. Further details can be obtained from Office.
12. The College does not take any responsibility for insuring the cost of medical or dental expenses in the case of accident to a student while playing sport or taking part in College activities. Parents are therefore advised to consider taking out appropriate insurance cover. A number of organisations offer comprehensive accident insurance.
10. The College does not undertake insurance of students' personal belongings. It is recommended that parents obtain suitable cover for their children's effects.

Saint Mark's

Application for enrolment

STUDENT INFORMATION

FAMILY NAME

GIVEN NAME

PREFERRED NAME

DATE OF BIRTH

GENDER

Male Female

PLACE AND COUNTRY OF BIRTH

NATIONALITY

RELIGIOUS DENOMINATION

CHURCH
ATTENDED

CHURCH WHERE BAPTIZED

DATE OF CHILD'S BAPTISM

CHURCH
INVOLVEMENT

VERY INVOLVED MODERATELY INVOLVED
RARELY INVOLVED NOT INVOLVED

IS THE STUDENT AN ABORIGINAL
OR TORRES STRAIT ISLANDER

No Yes

PROPOSED
YEAR OF ENTRY 20

PROPOSED
LEVEL OF
ENTRY

PREK/K/1/2/3/4/5/6/7/8/9/10/11/12

PRESENT SCHOOL
(If applicable)

Please provide a copy of the most recent school report and any other information regarding the student's schooling eg, special needs.

DATE OF STUDENT ARRIVAL IN
AUSTRALIA (If applicable)

YEAR OF
ENTRY

20

TERM

GRADE

HAS ENTRY TO ANOTHER
SCHOOL EVER BEEN REFUSED

No Yes

STUDENT METHOD OF
TRAVEL TO THE COLLEGE

Private Public Transport Church Bus

STUDENT MOBILE NUMBER

BOARD OF STUDIES NUMBER

FULL FEE PAYING OVERSEAS
STUDENT?

No Yes

AUSTRALIAN RESIDENT?

No Yes

STUDENT INTERESTS

EMERGENCY DETAILS

PERSONS TO CONTACT
IF PARENT(S) UNAVAILABLE

MR/MRS/MS/MISS/DR SURNAME

FIRST NAME

RELATIONSHIP TO STUDENT

TELEPHONE

(H)

(W)

(M)

DOCTOR'S NAME

TELEPHONE

(H)

(W)

(M)

STUDENT HEALTH INFORMATION

Please indicate if your child has been immunized against any of the following:

POLIO: No Yes MEASLES: No Yes MUMPS: No Yes
 DIPHTHERIA: No Yes TETANUS No Yes
 RUBELLA (German Measles) No Yes

Does the student suffer from allergies or chronic complaints (eg, Asthma)?

No Yes

LIST

Is the student on a permanent medication?

No Yes

LIST

Does the student require the medication to be administered?

No Yes

Any special difficulties?

No Yes

LIST

Is there any other medical information of which Saint Marks should be aware of that could affect his/her schooling?

No Yes

LIST

MEDICARE NUMBER

EXPIRY DATE

PRIVATE HEALTH FUND NUMBER

EXPIRY DATE

HEALTH CARE CARD NUMBER

EXPIRY DATE

DISCLOSURE STATEMENT The disclosure of all medical, psychological/psychometric and educational testing information relating to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at Saint Mark's. Such information is important in assessing the appropriateness of an enrolment at Saint Mark's for the purposes of duty of care and educationally, to support fully the student's academic needs and progress.

Failure to provide a full and accurate disclosure of the required information may lead to the termination of enrolment by the School.

INTERNATIONAL STUDENTS

This section must be completed if you do not have permanent residency in Australia

PASSPORT NUMBER

COUNTRY OF ISSUE

VISA TYPE

EXPIRY DATE

LANGUAGES SPOKEN

GUARDIAN'S NAME

GUARDIAN'S ADDRESS

TEL (HOME)

TEL
(BUSINESS)

EMAIL

PARENTS/GUARDIAN INFORMATION

FATHER

MOTHER

SURNAME

SURNAME

GIVEN NAME

GIVEN NAME

RESIDENTIAL ADDRESS

RESIDENTIAL ADDRESS

POST CODE

POST CODE

COUNTRY

COUNTRY

TEL (HOME)

TEL (HOME)

TEL (BUS)

TEL (BUS)

MOBILE

MOBILE

EMAIL

EMAIL

POSTAL ADDRESS

POSTAL ADDRESS

POST CODE

POST CODE

OCCUPATION

OCCUPATION

EMPLOYER

EMPLOYER

WORK ADDRESS

WORK ADDRESS

POST CODE

WORK EMAIL

WORK EMAIL

LANGUAGE SPOKEN AT HOME OTHER THAN ENGLISH

Mother

Father

Student

STUDENT LIVES WITH Both parents Mother Father Guardian Parents divorced Mother/Father deceased

NAME OF STEP-FATHER/STEP-MOTHER (IF APPLICABLE)

	NAME	AGE	SCHOOL
DETAILS OF OTHER CHILDREN IN THE FAMILY	1	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	2	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	3	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	4	Male <input type="checkbox"/> Female <input type="checkbox"/>	
DETAILS OF ANY FAMILY MEMBERS WHO HAVE ATTENDED ST MARK'S, INCLUDE FINAL YEAR AND HOUSE			

PAYMENT DETAILS

PAYMENT OPTIONS Cheque or money order, made out to St Mark's Coptic Orthodox College Cash Visa Mastercard

AMOUNT PAID \$

CARD NUMBER

EXPIRY

NAME ON CARD

CARD HOLDERS
SIGNATURE

DATE

2 0

DECLARATION

I/We hereby apply to enrol the above student at St Mark's Coptic Orthodox College.

I/We understand that acceptance of this Application form by the College does not constitute enrolment of the student.

Should the student be accepted for enrolment at St Mark's, I/we undertake to conform to the School's regulations and Conditions of Enrolment.

I/We authorise the College to contact the child's doctor and previous School if deemed necessary in relation to this application.

SIGNATURE OF
MOTHER/GUARDIAN

DATE

2 0

SIGNATURE OF
FATHER/GUARDIAN

DATE

2 0

CHECKLIST

Please ensure that all required documents and the application fee are forwarded together with this completed application form.

Enrolment Application Fee (non-refundable)

Certified copy of student's birth certificate and official immunisation records

Copy of student's most recent school report (if applicable)

Two written family references

Copy of student's passport and entry visa (international students only)

Copy of language school reports (international students only)

HOW DID YOU FIND OUT ABOUT St MARK'S	<input type="checkbox"/> Sibling at St Mark's	<input type="checkbox"/> Media
	<input type="checkbox"/> Family Association	<input type="checkbox"/> Publications
	<input type="checkbox"/> Referral	<input type="checkbox"/> Church
	<input type="checkbox"/> Website	<input type="checkbox"/> Other

The information supplied on this form is required by St Mark's to manage the enrolment application. No personal information will be disclosed outside the School without your express consent except when required by law. A copy of St Mark's Privacy Policy is available on the St Mark's website.

RETURN TO

Enrolments Officer
PO Box 747 Moorebank
NSW 1875 Australia

For further information contact The Head of College or the Enrolments Officer.