

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 signed with:
 - (a) Enrolment Application Fee (Non-refundable. Paid prior to attending any interview. No guarantee of enrolment. **Kindergarten cut-off date 30 May of each year.**
 - (b) Copies of student's Birth Certificate, Baptism Certificate and Immunisation Certificate
 - (c) Evidence of Australian citizenship must be produced. If not an Australian citizen, copies of all documentation stating visa/residency status and Passport.
 - (d) Copies of most recent two school reports (other than Kindergarten application), ALL NAPLAN results (dependent on Stage completed). (All Reports to be officially translated into English if Reports are from overseas)
 - (e) Copies of two family references (1 x character and 1 x professional) from non-related individuals
- Please Note: Completing and forwarding all the above does not constitute nor guarantee enrolment.

2. Interview

- Upon receipt of all the above and payment of the non-refundable Application Fee of \$220 receipted, applicants will be informed of an interview time with you and a member of the Executive to discuss your child's application.

3. Letter of Offer

- Following the interview, a letter will be forwarded to you on the result of your enrolment application. If successful, you will receive a Letter of Offer outlining all Conditions & Requirements for the Application to be confirmed and processed resulting in a guarantee placement.
- If successful, the student's position is secured upon receipt of the Acceptance Offer and all fees-in-advance required within three (3) weeks of the Letter of Offer. NB: fees in advance are non-refundable unless a written withdrawal request is received by the Head of College with at least one (1) full term notice in advance. Bond is also refundable on exit with written request only.

4. Waiting List

- Clarity for the Waiting List possibilities is as follows:
- Student on W/L for a particular year/group is informed that position is available -
 - Option 1 - position is accepted and application process continues with requirement payments prior to commencement;
 - Option 2 - position is not accepted for varied reasons and parents do not wish to proceed for the applied-for vacancy position. Process stops here and name is withdrawn, noted with withdrawal date/notification reasons etc. Parent may reapply in future with new application process commenced to apply for a new position when one becomes available.
- In normal circumstances: W/L names are rolled over into the next year without re-application if no position has been offered by the College for the applied-for year.

5. Commencement Details

- You will be notified of commencement dates, orientation dates if applicable, text/resource lists and uniform requirements.
- Tuition fees must be paid and receipted prior to student commencement date. International students: 50% of annual fee is required once offer is made, with the remaining six-month fee paid within the first six-month period in advance.
- All fees K – 12 are paid term in advance.

CONDITIONS OF ENROLMENT

1. I am aware that the Application Fee \$220 paid prior to interview is non-refundable.
2. If a position is offered for my child/children, I understand that all stated fees-in-advance Plus Bond required in the Letter of Offer will be paid within the twenty-one (21) days of the Offer.
3. Any fees are non-refundable without written request to the Head of College forward at least one (1) full term's notice of withdrawal.
4. I understand the acceptance of my child/children will be determined following the Interview process in conjunction with the availability of positions for the requested class/year.
5. I understand that the Application Form and its process does not constitute enrolment at the College. This is only confirmed after receiving a Letter of Offer.
6. Under the Privacy Act, the College is required to gain parental/guardian permission before using and audio/visual material of their child/children. This includes only approved school related websites, school promotional material, school social media pages, advertisements, film, flyers, paper or electronic format. By signing this Enrolment Application and/or accepting an Offer, you consent your permission to use the audio/visual content for the authorized purposes stated above. If you do not wish for this to occur, or withdraw your permission, you are able to do so by writing to the Head of College requesting withdrawal of audio/visual use including your child/ren.
7. I understand that before my child is granted access to using the computer system/network, they and you agree and abide by the following requirements:
 - a. Maintain and respect the Ethos of the College
 - b. Refrain from accessing or viewing or forwarding any private, or unsuitable material
 - c. Accept all copyright and intellectual property created by others in acknowledging the source

BUSINESS ARRANGEMENTS

1. Acceptance of a position at St Mark's College is only confirmed following required payment of Enrolment fees
2. All fees including Application, Enrolment, Tuition, Activities and Levies are determined by the College Board annually and are subject to change
3. Fees are payable term in advance. Initial term fees are required before student may commence.
4. International students must forward 50% of annual fee prior to commencement, followed by 50% increments semester in advance
5. The signatories on the Enrolment Application form are jointly responsible for the payment of all required fees
6. Fees are to be paid within 14 days of term commencement or will face a 10% surcharge for late payment, or by written request to Head of College and only if an approved plan may cover the fees required within a reasonable payment period.
7. If difficulties arise in meeting payment within the specified timeframe, requests for extension may be made to Head of College followed with completion of a full and detailed Financial Questionnaire to include documentation showing all expenses, repayment schedules, bank accounts, tax returns to the Head of College. This will then be investigated through checks to determine if and what assistance may or may not be forwarded.
8. Failure to honour final notices for fee payments will prevent students from being admitted to class until such payments are made
9. A prorated charge may be made for students entering the College during a term for the remainder of the term.
10. Students being withdrawn from the College during term are not eligible for a refund for the remaining weeks of that term
11. Parents considering withdrawing their child/ren from the College MUST forward in writing to the Head of College with at least 1 full term's notice in order to qualify for any fees paid in advance and/or refund after existing account cleared.
12. Failure to give 1 full term's written notice will result in forfeiting any refund due, and/or family bond in lieu of notice
13. The same principle applies to withdrawing from a subject/course
14. The College premises, students and staff are fully covered via approved Insurance policies for all College and related college activities including excursions, national and international travel for school related purposes, sport. Parents are however welcome and encouraged to take out their own insurance for their child/ren as they so wish.

Attach
Photo here

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 copies of the two most recent school reports, NAPLAN and any other information regarding the student's schooling.

DATE OF STUDENT ARRIVAL IN
AUSTRALIA (If applicable)

YEAR OF
ENTRY

20

TERM

GRADE

PASSPORT NUMBER

COUNT
RY OF
ISSUE

VISA TYPE & EXPIRY DATES

STUDENT MOBILE NUMBER

NESA NUMBER (if applicable)

AUSTRALIAN RESIDENT?
TRAVEL-TYPE TO & FROM
COLLEGE.

Citizen Resident

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, Anaphylaxis)?

No Yes

LIST

Is the student on 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 Mark's 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 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 our duty of care, educationally, and to fully support the student's academic needs, development and progress.

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

PARENTS/GUARDIAN INFORMATION

FATHER

SURNAME

GIVEN NAME

RESIDENTIAL ADDRESS

POST CODE

COUNTRY

TEL (HOME)

TEL (BUS)

MOBILE

EMAIL

POSTAL ADDRESS

POST CODE

OCCUPATION

EMPLOYER

WORK ADDRESS

POST CODE

WORK EMAIL

MOTHER

SURNAME

GIVEN NAME

RESIDENTIAL ADDRESS

POST CODE

COUNTRY

TEL (HOME)

TEL (BUS)

MOBILE

EMAIL

POSTAL ADDRESS

POST CODE

OCCUPATION

EMPLOYER

WORK ADDRESS

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)

DETAILS OF OTHER CHILDREN IN THE FAMILY

NAME

AGE

SCHOOL

1

Male Female

2

Male Female

3

Male Female

4

Male Female

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 two most recent school reports (if applicable)

Two written character, or professional references from non-related individuals/firms

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 Enrolments Officer on 02 9825 6768 or enrolments@stmarks.nsw.edu.au