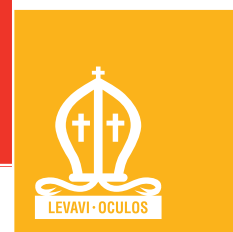


APPLICATION FOR ENROLMENT



STUDENT DETAILS (BLOCK LETTERS PLEASE)

FAMILY NAME

MALE FEMALE

GIVEN NAMES

PREFERRED NAME

DATE OF BIRTH

RELIGIOUS AFFILIATION

NATIONALITY

YEAR LEVEL APPLIED FOR (EG ELC4 PART TIME, YEAR 7)

YEAR OF ENTRY

PRESENT SCHOOL OR PRESENT PRESCHOOL CENTRE

VICTORIAN STUDENT NUMBER

ANY PREVIOUS SCHOOLS

CONNECTIONS WITH YARRA VALLEY GRAMMAR

CURRENT FAMILY CONNECTIONS WITH YARRA VALLEY GRAMMAR (EG BROTHER, SISTER, COUSIN, ETC)

NAME AND RELATIONSHIP

YEAR LEVEL AND HOUSE

PAST FAMILY CONNECTIONS WITH YARRA VALLEY GRAMMAR (EG FATHER, UNCLE, MOTHER – MAIDEN NAME)

NAME AND RELATIONSHIP

FINAL YEAR AT YVG (EG 1990)

YEAR LEVEL (EG YEAR 12)

HOUSE (ANNELLS/BLUE ARNOTT/RED HUGHES/YELLOW PLUMMER/GREEN)

APPLICATION FOR ENROLMENT

PARENT DETAILS (BLOCK LETTERS PLEASE)

STUDENT RESIDES WITH: BOTH PARENTS MOTHER FATHER GUARDIAN
AT THIS ADDRESS

POSTCODE

HOME TELEPHONE _____ HOME FACSIMILE _____

FATHER

FAMILY NAME _____ TITLE (MR, DR, PROF, REVD ETC) _____

GIVEN NAMES _____ PREFERRED NAME _____

ADDRESS (COMPLETE ONLY IF DIFFERENT FROM CHILD) _____

TELEPHONE

OCCUPATION _____

EMPLOYER/COMPANY _____

BUSINESS ADDRESS _____

BUSINESS TELEPHONE _____ FACSIMILE _____

EMAIL _____ MOBILE _____

MOTHER

FAMILY NAME _____ TITLE (MRS, MS, DR, PROF, REVD ETC) _____

GIVEN NAMES _____ PREFERRED NAME _____

ADDRESS (COMPLETE ONLY IF DIFFERENT FROM CHILD) _____

TELEPHONE

OCCUPATION _____

EMPLOYER/COMPANY _____

BUSINESS ADDRESS _____

BUSINESS TELEPHONE _____ FACSIMILE _____

EMAIL _____ MOBILE _____

APPLICATION FOR ENROLMENT

GUARDIAN (IF APPLICABLE)

FAMILY NAME

TITLE (MR, MRS, MS, DR, PROF, REVD ETC)

GIVEN NAMES

PREFERRED NAME

ADDRESS (COMPLETE ONLY IF DIFFERENT FROM CHILD)

TELEPHONE

OCCUPATION

EMPLOYER/COMPANY

BUSINESS ADDRESS

BUSINESS TELEPHONE

FACSIMILE

EMAIL

MOBILE

APPLICATION PROCESS

PLEASE RETURN:

- (i) The completed Application for Enrolment Form (this form)
- (ii) A copy of Birth Certificate or Extract of Entry
- (iii) The application fee of \$55 (including GST)

to: The Registrar
Yarra Valley Grammar
Kalinda Road
RINGWOOD VIC 3134
AUSTRALIA
Phone: (03) 9262 7700
Website: www.yvg.vic.edu.au

Upon receipt of the Application for Enrolment an appointment will be arranged with the Principal.

Following the interview, subject to the availability of a place, a letter of offer will be sent to you.

NOTE: To ensure our records of your child's enrolment are correct and up to date, please notify the Registrar of any changes of address or contact information.

PRIVACY POLICY

1. The School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son or daughter.
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 students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. 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, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. 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.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines and on our website.

APPLICATION FOR ENROLMENT

BILLING INFORMATION

MAILING ADDRESS FOR ACCOUNTS

NAME(S)

ADDRESS

CONDITIONS OF ENTRY (THESE WILL APPLY IF YOU ARE OFFERED AND ACCEPT A PLACE AT THE SCHOOL)

1. At all times the School reserves the right to select the students who attend the School according to the policies as varied from time to time, and communicated via the Principal.
2. Parents/guardians must divulge, with appropriate documentation, all relevant details regarding medical or other conditions that may impact upon the School's ability to properly care for the student, and to enable consideration of any extra services and facilities that may be required. Such information must be based on all current information available to the parent or guardian at the time of application.
3. It is a condition of the acceptance of a place offered by the School that the parents or guardians agree to be bound by the School's Rules, Discipline Procedures and Policies as varied from time to time and communicated via the Principal. The School reserves the right to impose any other disciplinary action that the School deems appropriate, or to expel or suspend any student from the School on the grounds of unsatisfactory conduct or performance, failure to obey the School Rules, Discipline Procedures and Policies of the School, or for other reasons.
4. Students of the School are required to take part in all School activities such as sport, music and performances, including those scheduled out of normal School hours.
5. Fees and charges are subject to amendment by the School Board and are payable in advance, ie. within fourteen days of receipt of account.
6. Only in exceptional circumstances, at the discretion of the School Board, will a student be allowed to enter a new term if the fees of the previous term are unpaid.
7. If a term's notice is not given in writing before removing a student from the School, a term's fee in lieu is chargeable.
8. The Principal is authorised by the School Board to take such steps as he/she may find necessary, on behalf of the School, to recover unpaid fees.

I / WE, [NAME OF PARENT(S) OR GUARDIAN(S)]

accept the 'Conditions of Entry' as stated above and make application for enrolment for

NAME OF STUDENT

SIGNATURE

DATE

SIGNATURE

DATE

OFFICE USE ONLY

APPLICATION FEE RECEIPT NO.

BIRTH CERTIFICATE

ENROLMENT CHARGE RECEIPT NO.
