

**Please Note:**

- Applications for Preparatory class will only be accepted if the student has reached 4 years of age by 30th June, for following year's Prep class.
- Detailed Information is required to enable us to fully assess and determine how the needs of your child can best be met. All information supplied will be treated confidentially.
- Prior to students being enrolled, term fees must be paid in full or a Direct Debit Authority form must be signed.

**Documents Required:**

Please include the following with your child's application:

- Copy of birth certificate
- A recent school report if your child has attended a previous school
- Other relevant information as requested in this form

**Please Sign:**

I hereby give my permission, as the parent of \_\_\_\_\_ for Emerald Christian College to collect information from specialist personnel who may have information to assist in meeting the needs of my child.

Specialist personnel may include the child's previous school, disability agencies, medical and allied health professionals and Ascertainment personnel.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent's / Guardian's Statement**

I acknowledge that I have read and understood the information as set out above, and hereby make application for my child / children to be enrolled at Emerald Christian College.

Signed: \_\_\_\_\_

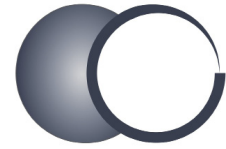
Name: \_\_\_\_\_

Date: \_\_\_\_\_



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ASSOCIATED CHRISTIAN SCHOOLS

# Application for Enrolment

## Privacy

- This information is collected by Emerald Christian College Ltd as part of its requirements for enrolment of students. College contact details are above.
- The primary purpose of collection of this information is to enable the provision of quality Christian education.
- Some information provided on this form may be submitted to government authorities from time to time.
- Sensitive information will not be disclosed without the parents' written consent.
- Information collected will be kept in a secure place.
- The College may provide you with access to your information upon receipt of a written request.
- It is essential that the information supplied is accurate and fully disclosed.
- This information will be shared only for educational or safety purposes and only to those significantly involved with the education of the student.

## Enrolment Procedure

1. Application and Payment:  
Submit a completed Application for Enrolment Form with a \$50 administration fee, along with a completed Student Details form for each student. The application fee helps us to pay for the administration of the enrolment process at the school. It will not be refunded but will be credited to the family account if the application for enrolment is successful. Payment can be made by cheque drawn to Emerald Christian College or by transfer of funds to our account with the Commonwealth Bank BSB: 064704 Acc: 10157330. EFTPOS facilities are available at administration if required.
2. Tuition:  
A family Fee Schedule must be completed and submitted with the Enrolment Application. This allows you to know the fees before your child/children start at the College. The College requires 1 full term fee payment up front before a student can commence at the College. Alternatively, an Ezidebit form can be completed which will authorize the College to debit your nominated bank account on a regular payment plan.
3. Assessment:  
Assessment of Application to discern whether the College has the resources, programs and personnel to support the student. The student may be required to attend the College to undertake an assessment of literacy and numeracy to gauge whether the College has the necessary facilities, resources and personnel to meet the student's needs.
4. Interview:  
Interview of successful applicants by the Principal. This interview will allow the Principal to become acquainted with the parents and student/s and discuss how the College can use the resources, programs and personnel to support the student. The interview also seeks to ensure prospective families and students are in harmony with the purpose and aims of the College. The interview process also provides the opportunity for a detailed explanation of College policies.
5. Notification:  
Notification of outcome. Following the interview, the Principal will notify applicants whether their application has been successful or not.
6. Enrolment Contract:  
Successful applicants will be sent an Enrolment Contract to be signed and then returned to us. We in turn will sign the contract and send a copy of the signed contract to you for your records. All signed enrolment contracts must be submitted with a **\$100 family bond payment**. If you would like to see the current form of the Enrolment Contract please telephone administration or send us an email requesting a copy.

**Parent / Guardian Information**

**Father**  OR **Guardian**  OR **Other**  \_\_\_\_\_ (Please specify)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Facsimile: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work location: \_\_\_\_\_

Marital Status: Married  Widowed  Single  Seperated  Divorced  De Facto

Lives with child: Yes  No

**Mother**  OR **Guardian**  OR **Other**  \_\_\_\_\_ (Please specify)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Facsimile: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work location: \_\_\_\_\_

Marital Status: Married  Widowed  Single  Seperated  Divorced  De Facto

Lives with child: Yes  No

**Emergency Contacts** (other than the parents / guardians)

1. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Preferred Doctor: \_\_\_\_\_ Phone Number of Dr: \_\_\_\_\_

**Transport**

How will the child / children travel to and from school each day? Please tick appropriately:

Vehicle:  Bicycle:  Bus:  Other:  \_\_\_\_\_

Please detail the reasons why you wish your child / children to attend Emerald Christian College:

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How did you hear about Emerald Christian College?

- Friend / acquaintance:
- Real Estate Agent:
- Billboard:
- ECC Website:
- Other Website:  \_\_\_\_\_
- Other:  \_\_\_\_\_

**Full and Frank Disclosure is required**