

APPLICATION FOR ENROLMENT



**ST DOMINIC'S
PRIORY COLLEGE**

EDUCATING GIRLS. INSPIRING CONFIDENCE

TODAY'S DATE: _____ / _____ / 20_____

ONCE COMPLETE, PLEASE SEND TO THE COLLEGE VIA:

1. Scan and Email to admin@stdominics.sa.edu.au
2. In person or by post to: **139 Molesworth Street, North Adelaide SA 5006**
[envelope marked to the attention of "St Dominic's Priory College Enrolments"]

STUDENT DETAILS

Domestic Student International Student Refugee

Surname _____ Given name(s) _____ Preferred name _____

Year of entry 20_____ Reception Year 5 Year 7 Other _____

Address _____ Postcode _____

Date of birth _____ Present Age _____ Religion _____ Current Parish _____

Current School/ELC _____ Current year level _____

Country of birth _____ Date of Arrival *(if born outside Australia)* _____

Citizenship Australian Permanent Resident Temporary Resident Visa Subclass _____ EXP DATE _____

Is your child of Aboriginal or Torres Strait Islander origin? Neither Aboriginal Torres Strait Islander

Daughter's mobile phone *(if applicable)* _____ First language spoken at home _____

SACRAMENTS RECEIVED

Baptism Year _____ Parish _____ Eucharist Year _____ Parish _____

Reconciliation Year _____ Parish _____ Confirmation Year _____ Parish _____

CUSTODY INFORMATION

Are there any custody arrangements, orders, parenting orders or parenting plans in relation to your child? Yes No

Non-Custodial Parent/Guardian Name *(if applicable)* _____ *Please attach all relevant documents*

MOST RECENT SCHOOLS, PRE-SCHOOLS AND ELCs

1
From _____ / _____ / _____ To _____ / _____ / _____

2
From _____ / _____ / _____ To _____ / _____ / _____

3
From _____ / _____ / _____ To _____ / _____ / _____

SPECIAL STUDENT NEEDS AND CONSIDERATIONS

Does your child have any learning difficulties? Yes No

Has your child ever been assessed by a psychologist or speech pathologist? Yes No

Has your child attended any specialised agencies, special schools, units or centres? Yes No

Does your child have any special needs or considerations?
(disabilities, allergies, restrictions on physical activities) Yes No

Does your child require any special provisions to be made by the College?
(e.g. medication, disability access etc.) Yes No

Does your child have any notifiable infectious diseases? Yes No

If YES to any of the above questions, please give details, using attachments/reports/medical as necessary.

STUDENT'S MEDICAL INFORMATION

DOCTOR'S DETAILS

Doctor's Name _____ Doctor's Phone _____
Medical Clinic Name (if applicable) _____
Doctor's Address _____

MEDICARE DETAILS

Medicare Card Number _____ Place on Card _____ EXP DATE / _____
Does the Student have a **Centrelink Healthcare Card** Yes No
Healthcare Card Number _____ EXP DATE / _____

HEALTH INSURANCE

Does the Student have **Private Health Insurance** Yes No
Insurance Provider _____ Member Number _____
Does the Student have **Ambulance Coverage** Yes No Coverage Member Number _____

STUDENT'S MEDICAL CONDITIONS

If Medications and Treatment Plans are to be kept at the College, please ensure they are kept CURRENT and UP TO DATE

Known Medical Conditions / Medical Alerts

If space is insufficient please attach further documentation

Has the student received any MEDICAL or EDUCATIONAL assessment or reports? Yes No (if applicable)
eg. Speech Pathology, Hearing, Psychological, Specialist etc.)

if YES, please attach relevant details, including DATE OF TESTING and contact details of specialists involved.

ALLERGIES / ASTHMA

Known Medical Conditions / Medical Alerts

If student has multiple allergies, please attach additional details

Does the student have ANAPHYLAXIS due to allergies? Yes No

If YES, what medication do they need?

Medication will be required to be stored at the College Yes No

Does the student suffer ASTHMA? Yes No

Current Reliever is _____ Current Preventer is _____

If yes to the above, please ensure you provide the College with copies of current ANAPHYLAXIS / ASTHMA PLANS upon accepting offer of a place

EMERGENCY CONTACTS - other than Parent/Guardian

EMERGENCY CONTACT 1

Name _____ Relationship to Student _____
Mobile Phone _____ Work Phone _____ Home Phone _____

EMERGENCY CONTACT 2

Name _____ Relationship to Student _____
Mobile Phone _____ Work Phone _____ Home Phone _____

OTHER INFORMATION

Names and academic years of siblings currently attending St Dominic's Priory College, or on our waiting list

Full name

Applied to attend Confirmed to attend Currently attending Current year level

Full name

Applied to attend Confirmed to attend Currently attending Current year level

Full name

Applied to attend Confirmed to attend Currently attending Current year level

OTHER CHILDREN IN THE FAMILY

Full name Male Female Date of birth

School attending Current year level

Full name Male Female Date of birth

School attending Current year level

Full name Male Female Date of birth

School attending Current year level

WHY ST DOMINIC'S PRIORY COLLEGE?

Why have you chosen to make an application to St Dominic's Priory College?

RELATIVES

Are there close relatives who are past students of St Dominic's Priory College?

Full name Maiden name Relationship

Full name Maiden name Relationship

Full name Maiden name Relationship

OTHER CONSIDERATIONS

How did you hear about St Dominic's Priory College?

Current St Dominic's Priory College parent St Dominic's Old Scholar connection Family/friends recommendation

Internet search/St Dominic's website Reputation or community profile Print advertisements

Digital advertising College signage College tour

Other (please specify) _____ Social media (please specify) _____

Have you, or any member of your family, any particular skills which may benefit the school community? Please list.

Which factors influenced your decision to enrol your daughter;

Old Scholar or family connections to the College Catholic College Pastoral Care

Girls - single sex education Location or geographic convenience Academic excellence

Other (please specify) _____

Is St Dominic's Priory College your First Preference School? Yes No

Payment of College Fees and Charges

Family is entitled to School Card Concession Yes No

I/We may find it difficult to pay the College Fees and would like to discuss options Yes No

PARENTS / GUARDIANS DETAILS

PARENT/GUARDIAN 1 Mr | Mrs | Ms | Miss | Dr | Prof

Surname _____
Given Name _____
Email _____
Residential address _____
Postcode _____
Postal (Billing) address _____
Postcode _____
Phone (H) _____ (W) _____
(M) _____
Relationship to student _____
School Attended _____
Old Scholar Yes No Year Left _____
Sport House _____
Maiden name (if applicable) _____
Religion _____
Date of Birth / / _____
Citizenship Australian Permanent Resident
 Temporary Resident Visa Subclass _____ EXPIRY: /
Occupation _____
Employer name _____
Employer address _____
Parents' marital status: _____ Child resides with: _____

PARENT/GUARDIAN 2 Mr | Mrs | Ms | Miss | Dr | Prof

Surname _____
Given Name _____
Email _____
Residential address _____
Postcode _____
Postal (Billing) address _____
Postcode _____
Phone (H) _____ (W) _____
(M) _____
Relationship to student _____
School Attended _____
Old Scholar Yes No Year Left _____
Sport House _____
Maiden name (if applicable) _____
Religion _____
Date of Birth / / _____
Citizenship Australian Permanent Resident
 Temporary Resident Visa Subclass _____ EXPIRY: /
Occupation _____
Employer name _____
Employer address _____

DEMOGRAPHIC DATA - As required by the Government for data collection purposes

PARENT/GUARDIAN 1 Country of Birth _____

First Language Spoken at Home _____

What is the highest year of PRIMARY or SECONDARY school completed?

- Year 12 (or equivalent) _____
 Year 11 (or equivalent) _____
 Year 10 (or equivalent) _____
 Year 9 or below (or equivalent) _____

PARENT/GUARDIAN 2 Country of Birth _____

First Language Spoken at Home _____

- Year 12 (or equivalent) _____
 Year 11 (or equivalent) _____
 Year 10 (or equivalent) _____
 Year 9 or below (or equivalent) _____

What is the highest level of non-school QUALIFICATION completed?

- Bachelor degree or above _____
 Advanced Dipolma / Diploma _____
 Certificate I to IV (including trades) _____
 No non-school qualification _____

- Bachelor degree or above _____
 Advanced Dipolma / Diploma _____
 Certificate I to IV (including trades) _____
 No non-school qualification _____

Occupation Group

- Senior Management in large business, Government/Defence _____
 Business Managers, Arts/Media/Sportspersons & associates _____
 Tradesperson, Clerks, Skilled Office, Sales & Service Staff _____
 Machine Operators, Hospitality, Assistants, Labourers & related _____
 Not in paid employment in the last 12 months _____

- Senior Management in large business, Government/Defence _____
 Business Managers, Arts/Media/Sportspersons & associates _____
 Tradesperson, Clerks, Skilled Office, Sales & Service Staff _____
 Machine Operators, Hospitality, Assistants, Labourers & related _____
 Not in paid employment in the last 12 months _____

TERMS AND CONDITIONS OF ENROLMENT

1. ENROLMENT

1.1 Upon acceptance of the Offer of Placement at St Dominic's Priory College (College) and payment of the Enrolment Fee, the student is enrolled and the enrolment shall continue until terminated. In accepting the Offer of Placement, the Enrolling Parents/Guardians (Offerees) agree to be bound by the Terms and Conditions of Enrolment listed herein.

1.2 A parent/guardian cannot be removed from the enrolment contract without the College's and other parent's/guardian's consent.

2. ENROLMENT FEE

2.1 The non-refundable Enrolment Fee is payable by the due date indicated on the Enrolment Letter of Offer.

2.2 The level of this fee and the terms and conditions for its payment are subject to alteration by the College from time to time.

3. FEES AND CHARGES

3.1 School Fees for the year are due and payable by the due date, as stipulated on the invoice of that relevant year.

3.2 The scale of fees and charges is subject to alteration by the College from time to time.

3.3 The Offerees are jointly and severally liable for the payment of school fees and all other costs associated with the education of the student.

3.4 The Offerees agree to pay all collections costs and legal costs incurred by the College in pursuing recovery of overdue amounts from the Offerees.

4. WITHDRAWAL / TERMINATION

4.1 At least one term's notice is required of your intention to withdraw a student from the College. Such a request must be presented in writing to the Principal.

4.2 A full term's fees will be charged if one term's notice is not provided. This includes students (Reception to Year 11) leaving at the end of the year who must advise the College before the end of Term 3.

4.3 The College reserves the right in its absolute discretion to terminate the enrolment by giving one term's notice to the Offerees.

5. SICKNESS OR INJURY

The Offerees hereby authorise the College in the event of the student suffering from sickness or injury to take such action as it deems fit to obtain medical or hospital treatment. The Offerees shall indemnify the College or its servants or agents against all costs, claims, actions and demands made against the College or its servants or agents, of and incidental to obtaining such treatment.

6. COLLEGE RULES, DISCIPLINE AND CURRICULA ACTIVITIES

6.1 The Offerees agree to be bound by such rules, regulations, codes of conduct, and/or policies of the College as may be in force from time to time. The Offerees acknowledge that it is the responsibility of the Offerees and of the student to make themselves thoroughly conversant with the rules, regulations, codes of conduct, and/or policies and that the student and the Offerees must obey the rules, regulations, codes of conduct and policies.

6.2 The Offerees agree to cooperate with the College in all matters of discipline.

6.3 The Offerees agree that student participation in all curricula activities including camps and retreats is compulsory.

7. SUSPENSION OR EXPULSION

The College reserves the right in its absolute discretion to suspend or expel the student for disciplinary purposes, or for breach of the College rules, regulations and/or policies as amended from time to time, or for conduct that brings to disrepute the good name and reputation of the College, or for breach of these Terms and Conditions. In the event of the student being suspended or expelled, any fees or other charges paid to the College shall not be refunded and the Offerees shall remain liable for any unpaid fees or other charges in full without apportionment.

8. SUPERVISION

8.1 The College provides for the supervision of the student in the following circumstances only:

- During school hours on Monday to Friday inclusive, as determined from time to time
- During camps, retreats, incursions, excursions and other events and activities organised by the College

8.2 The College does not provide supervision of the student in any and all other activities not referred to in clause 8.1 above regardless of whether or not those activities take place in the College grounds.

9. COURT ORDERS

The Offerees must ensure that the Principal is provided with copies of all Court Orders relating to the guardianship, custody, residence, parental responsibility, payment of fees, care, control or welfare of the student. Copies of Court Orders and any variations to them must be provided as soon as possible after they are made.

10. PERSONAL EFFECTS

The Offerees agree that the College does not accept liability for damage or loss of any personal effects of the students and that insurance for students' personal effects is the Offerees' responsibility.

11. NOTICES

The College may give any notice to the Offeree by posting or emailing the notice addressed to the Offeree at his or her latest address or email address, respectively, notified to the College by the Offeree. A notice so posted or emailed shall be deemed to be received on the date following the posting or emailing of the notice. A notice so given shall be effective notwithstanding that the Offeree is dead, bankrupt or incapable. If there is more than one Offeree, it shall be sufficient to give the notice to one of them.

12. FULL AND TRUE DISCLOSURE

The Offerees acknowledge that the College has offered a place to the student on the faith of a representation by the Offerees that the Offerees have made full and true disclosure to the College of all matters of which the College should be aware. These matters include, but are not limited to, special needs and medical conditions. It is a condition of these Terms and Conditions of Enrolment that the Offerees should make such disclosure. The Offerees warrant that the Offerees have made such disclosure.

13. VARIATION OF TERMS AND CONDITIONS OF ENROLMENT

The Offerees acknowledge that the College may from time to time vary these terms and conditions upon notice to the Offerees. The College may fix a time from which a variation operates being a time before or after the making of the variation.

PRIVACY INFORMATION

1. St Dominic's Priory College (College) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students and to enable the students to take part in the activities of the College.

2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may ask you to provide medical information and reports about students from time to time.

5. The College, as required by law or as appropriate to discharge its duties, may disclose personal and sensitive information for educational, administrative and support purposes to other schools, government departments, educational authorities, medical practitioners, and people and organisations providing educational, support, health, administrative and financial services to the College.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The College may store personal information in the 'cloud', which may mean that it resides on servers that are situated in and outside Australia.

8. The College Privacy Policy sets out how parents or students may seek access to personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

9. The College Privacy Policy sets out how parents and students can register a complaint about a breach of privacy and how the College will handle such a complaint

10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own private marketing purposes (separate to that of the College) without your consent.

11. On occasions, information including photographs and videos about academic and sporting achievements, student activities and similar news are published in College newsletters, magazines, on College intranet, Social Media platforms, or website. The College will obtain permissions from the parent.

12. We may include students' and parents' contact details in class lists and College directory.

13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.

PERMISSION TO PUBLISH

From time to time, St Dominic's Priory College and/or Catholic Education SA (CESA) may seek to include photographs/films of your daughter (or yourself/ves), or artwork/projects, in promotional materials. The College's other uses of photographs/films (such as in the College Newsletter and on our online platforms) are outlined in **s.11 of the current Privacy Notice** on the Application for Enrolment. The College seeks consent to use such photographs/films or artwork in print and online promotional, marketing, media and educational materials. This includes College and/or CESA-owned newsletters, websites, social media and/or representing the College in third party media.

We would like your consent to use your/or your daughter's photograph/films/artwork for the above purposes. This consent will continue to be valid for the time your daughter may attend St Dominic's, unless you withdraw it in writing. You may withdraw your consent at any time by giving written notice to the College.

Please confirm your consent to the uses and disclosures described below by ticking the relevant boxes. Please note your daughter's name may be included with/in the photograph/films. If you do not wish your daughter's image to be used in the way described below you can leave the box blank.

1. I give consent for my/our and my/our daughter's photograph/films/artwork and name to be published in St Dominic's Priory College and/or CESA's:

Website Social media platforms Promotional materials

And/or also Newspapers and other third-party media (**s4. on right**)

- I authorise the College and/or CESA to use the photograph/films/artwork in material available free of charge to schools and education departments around Australia for the College and/or CESA's promotional, marketing, media and educational purposes.
- I give consent for a photograph/films/artwork of me/us or my/our daughter to be used by the College and/or CESA in the agreed publications without acknowledgment, remuneration or compensation.
- I give consent for a photograph/films/artwork of me/us or my/our daughter to be used by third parties (eg. sporting teams, community groups, dignitaries, politicians) who may visit or provide services to the College or are associated with College activities.
- I understand and agree that if I/we do not consent to my/our or my/our daughter's photograph/films/artwork appearing in any or all of the publications above, or if I/we wish to withdraw this authorisation and consent, it is my/our responsibility to notify the College. Where consent is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

Licensed under NEALS: The photograph/films may appear in material which will be available to schools and education departments around Australia under the *National Educational Access Licence for Schools* (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

DECLARATION

In applying for enrolment of our daughter at St Dominic's Priory College, I/we;

- Accept that she will be educated in the Catholic faith in the Dominican tradition within a Christian educational environment.
- Accept that support of College staff and cooperation concerning College activities is essential.
- Accept the standards the College sets regarding grooming, uniform and personal presentation.
- Agree to abide by the Parent Code of Conduct as amended from time to time.
- Agree to be bound by the Terms and Conditions of Enrolment at St Dominic's Priory College.

COMMUNICATION WITH/FROM THE COLLEGE

- I/we understand that the College uses email as its primary method of communication.
- I/we accept that I/we will be asked to verify and update the data contained in this form **annually**, via electronic means.
- I/we accept that it is my/our responsibility to notify the College of any changes to this data as it occurs throughout the year.

MEDICAL AUTHORISATION

- I/we understand that if a Doctor advises of a serious illness, broken or fractured bones, or the need for surgery, every effort will be made by the College to contact me/us before treatment is prescribed.

In the event of an emergency and, if the College is unable to make contact with the names registered in this document within a reasonable time, I/we agree that the Principal of St Dominic's Priory College (or their Delegate), may arrange for my/our daughter to seek medical and surgical treatment including administration of an anaesthetic, as may be deemed necessary by a qualified Medical Practitioner. In such cases I/we understand that this would include signing forms and giving permission on my/our behalf. I/we understand that I/we will be liable for all costs associated with the medical treatment of my/our child.

PAYMENT OF SCHOOL FEES

I/we jointly and severally accept responsibility for the payment of school fees and all other costs associated with the education of my/our daughter as determined and amended from time to time by the College. I/we agree that the College reserves the right to pass overdue accounts to debt collection agencies for recovery of debt and/or for placement of charge over property to secure the debt. When this occurs, I/we agree that personal information will be disclosed to the agencies and I/we will pay the collection costs and legal costs. I/we give consent for the College to contact any other Catholic and Independent schools, which my/our daughter has attended for the purpose of ascertaining my/our fee paying record.

I/we acknowledge and accept all of the above terms and conditions and declarations. I/we declare that all of the information provided in this application is, to the best of our knowledge, true.

In the absence of custodial court orders, all legal guardians are required to sign this declaration.

PARENT/GUARDIAN 1 (SIGNATURE)

DATE:

PARENT/GUARDIAN 2 (SIGNATURE)

DATE:

OFFICE USE ONLY	DATE	SIGNED
1. Application received		
2. Acknowledgement sent		
3. Interviewed		
4. Offer and Terms & Conditions sent		
5. Deposit and Reply to Offer of a Place received		
6. Acceptance acknowledged		