

# ENROLMENT APPLICATION FORM

## Child's Details

### Enrolment Details

I would like to enrol my child to commence in: 20\_\_ in: (please tick box below)

Kindergarten	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12

### Personal Details

Surname						Given Names						
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth						Country of Birth			
Nationality						Australian Citizen	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Visa status/number (if applicable)												

Please enclose a copy of child's full birth certificate. Please enclose evidence of residency/citizenship if applicable.

### Home Address

Address												
Suburb						State				Postcode		
Country						Home Phone						
Home Email						Alt Home Phone						

### Postal Address

Same as home address

Address												
Suburb						State				Postcode		
Country												

## Family Details

### Primary Contact for this application

Title		Surname					Given Names					
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Have you ever applied to enrol a student at CCGS in the past? Yes  No

### Father/Guardian

Title		Surname					Given Names					
Relationship to child					Address (if different from the child)							
		Suburb				State			Postcode			
Country						Home Phone						
Occupation or profession (if applicable)						Employer (if applicable)						
Business Phone						Mobile Phone						
Personal Email												

## Mother/Guardian

Title	Surname	Given Names
Relationship to child	Address (if different from the child)	
Suburb	State	Postcode
Country	Home Phone	
Occupation or profession (if applicable)	Employer (if applicable)	
Business Phone	Mobile Phone	
Personal Email		

### Custody

Parents are: Married  Separated  Divorced

Child lives with: Both parents  Mother  Step mother  Father  Step father  Guardian

Is there a Court Order or Parenting Plan relevant to the child? Yes  No

Details of any other parent (below)

Surname	Given Names
Address	
Suburb	State
Home Phone	Mobile Phone

## Child's Profile

Current school (or Preschool) \_\_\_\_\_

Current year level \_\_\_\_\_

Previous school (if applicable) \_\_\_\_\_

Does the child have identified gifts/talents in a specific area(s)? Yes  No  Does the child speak English as a Second Language? Yes  No   
 Does the child have any health problems? Yes  No  Has the child been involved in a support program in numeracy? Yes  No   
 Does the child have any specific learning difficulties? Yes  No  Has the child been involved in a support program in literacy? Yes  No   
 Does the child have any disabilities? Yes  No

If you have replied Yes to any of the questions above, please give details below and provide documentation if applicable:

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(It is important that we are informed of any special needs the child has, such as medical or physical conditions which may require medication, specialised educational support or other attention. If this section is not completed we will assume the child has no special needs about which we should be aware. Failure to provide complete or accurate information may delay the enrolment process or lead to any subsequent enrolment being terminated.)

Cultural interests and achievements \_\_\_\_\_

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Sporting interests and achievements \_\_\_\_\_

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Your Expectations (What expectations do you have for your child's education at Central Coast Grammar School?)

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Has your child ever been expelled, suspended or refused admission to another school? Yes  No

## CCGS Connections

Does the child have a sibling currently enrolled at CCGS? Yes  No

Name \_\_\_\_\_ Year level \_\_\_\_\_

Does the child have relatives who are past students of CCGS? Yes  No

Name \_\_\_\_\_ Year left CCGS \_\_\_\_\_

Relationship to child \_\_\_\_\_

Does the child have brothers or sisters to be enrolled at CCGS? Yes  No

Name \_\_\_\_\_ To commence in Year level \_\_\_\_\_ in 20 \_\_\_\_\_

Please fill in separate forms for each child you wish to enrol in the future. You should use the Enrolment Application form if the other children plan to enrol within the next 12 months. If enrolment is further into the future, please complete an Enrolment Registration form. (Register online or download forms at [www.ccgsgs.nsw.edu.au](http://www.ccgsgs.nsw.edu.au))

## Referees

Please give details of two referees who can be contacted. Please note each referee's role in supporting the application – such as minister of religion, Central Coast Grammar School connection, current school principal or teacher, business associate or friend, or by virtue of their occupation/profession. They should have known the family for 5 years if possible. Relatives are not suitable referees unless they have a close connection with the School. If you wish, attach written references.

### Referee 1

Surname		Given Names	
Address			
Suburb		State	Postcode
Referee's role		Contact Phone	

Written reference attached: Yes  No

### Referee 2

Surname		Given Names	
Address			
Suburb		State	Postcode
Referee's role		Contact Phone	

Written reference attached: Yes  No

## Conditions of Enrolment

These are the current conditions of enrolment at the School. In the event that an offer of a place is made to the child, parents must agree to conditions to accept the place for the child. The conditions may change by the time the offer of a place is made.

**1.** We agree to conform to the School's policies and rules including school uniform and to such variations of those policies and rules as are adopted by the School Board or the Headmaster, as set out in publications such as future editions of the School Diary, and as published from time to time at the Headmaster's discretion.

**2.** We agree to fully support the School's aims and to encourage the student to conform to those policies and rules and to actively involve himself or herself in School activities.

**3.** We agree that the School may discipline students for breaches of the School rules or unacceptable conduct occurring in or associated with the School, by detention or extra activity and, in aggravated cases, by suspension or dismissal. The Headmaster may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where I/we have failed to comply with these conditions of enrolment. If the School Board or the Headmaster believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the School, the School Board or the Headmaster may require us to remove the student from the school. No remission of fees will apply in either case.

**4.** We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.

**5.** We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in his or her academic work.

**6.** We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions.

**7.** We confirm that we have read the current Fee Schedule and agree to be responsible (when more than one person is signing this form, both jointly and severally) for the payment of all School fees and charges. School fees and charges are subject to periodic review by the School Board. We agree that:

**a)** the Enrolment Fee (\$500 per student) and part (\$1000) of the Entrance Fee (\$2000 per family) paid by us is not refundable. The refundable portion will be returned to us without interest when the last student in the family has left the School, when all accounts are settled, having otherwise complied with the terms and conditions of enrolment. Where a student's enrolment is cancelled with less than one term's notice, the refundable portion of the Entrance Fee will be forfeited by us. In exceptional circumstances, where we can demonstrate that factors quite outside our control led to the cancellation, we may apply for a refund. However, any refund, which will be made only in exceptional circumstances, will be entirely at the discretion of the Headmaster;

**b)** all School fees are payable by the Friday before the commencement of a new term;

**c)** all other charges are payable within 14 days of statement date, unless billed with School Fees (see 7 (b) above), in which case they are due on the same date as the School Fees;

**d)** a service fee will be charged for late payment. We agree to pay the service fee calculated on the amount outstanding from the due date until the date of payment. The service fee is a rate percent per annum determined by the School from time to time. It is based on the average rate paid by the School on its borrowings plus an amount to reflect the administrative costs to the School in collecting outstanding fees. The service fee represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office;

**e)** the student may not be permitted to return to School if the fees for the previous term have not been fully paid by the end of that term;

**f)** a full term's notice, in writing to the Headmaster, is required of intention to withdraw the student from the School;

**g)** if such notice is not given, a full term's fee is payable by us to the School.

**8.** We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.

**9.** We understand that any request to postpone the date of entry of the student to the School (either to another date in the same year or to a later enrolment date) must be made in writing to the School giving at least one term's notice. (see 7 (a) above). The School in its absolute discretion may or may not agree to that request. If the School agrees to the request we acknowledge that the student will be placed on a waiting list for that year of enrolment and this Enrolment Acceptance will terminate. We acknowledge that, should a place be available to the student for the later date of entry, we must sign a further Enrolment Acceptance and otherwise comply with the School's enrolment requirements applicable at that time. The School may

or may not in its absolute discretion require the payment of a further amount in the event of increase in the Enrolment Fee and Entrance Fee.

**10.** We note that absence from School must be for a very special reason, usually illness. We will send a note signed by us or an SMS to the Headmaster following each absence. We understand that permission to be absent from School for extraordinary reasons must be obtained from the Headmaster beforehand and that the granting of permission is always at the Headmaster's discretion.

**11.** We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster;

- a) school Service and Assemblies;
- b) Studies of Religion which is part of the School curriculum;
- c) co-curricular activities;
- d) the School sports program;
- e) important School events such as Speech Night, and other events as required by the Headmaster from time to time;
- f) camps and excursions that occur from time to time as part of the Outdoor Education Program which is an integral part of the School curriculum.

**12.** We agree to keep the school fully informed of the student's health issues or other special needs. If the student becomes ill or is injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster, or in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. We indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

**13.** We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School.

**14.** We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside School during school hours and that we are only to make contact through the School office.

**15.** We acknowledge that the student's personal property is not insured by the school which does not accept any responsibility for loss.

**16.** We agree to notify the School of any change of family

details. We understand that enrolment may be terminated if correspondence is unacknowledged or returned unclaimed after one month of mailing date.

**17.** Where relevant we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

**18.** 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 this information is to enable the School to provide schooling for the student. The School's Privacy Policy and Standard Collection Notice are available at [www.ccs.nsw.edu.au](http://www.ccs.nsw.edu.au). We consent to the School taking and making use of photos and video footage of the student on the School's website and in other marketing and promotional material. We will notify the Headmaster immediately if any circumstances arise that would prevent the School from using such images as outlined above.

**19.** We agree that the School may change these conditions provided it gives us at least two terms' notice and that the new conditions take effect from the beginning of a calendar year.

**20.** We understand that our acceptance of the School's offer of a place for the student implies that he or she will complete his or her school life at the School unless unforeseen circumstances arise.

## For Our Information

What prompted your application to Central Coast Grammar School?

Publication/advert  School tour/staff contact  Family/friends/colleagues  School website  Past student  I am a current or past parent

Other \_\_\_\_\_

## Payment

A non refundable Registration Fee of \$90 per child is payable on Application if your child is not already Registered. If your child is already Registered no payment is required. Payment can be made by cheque (payable to Central Coast Grammar School) or by completing the credit card debit authority below.

### Credit Card Debit Authority

Please charge my credit card \$90 (AUD)

Bankcard  MasterCard  Visa Card  American Express

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

### Signature

- We hereby apply to Central Coast Grammar School for enrolment of the above child.
- We understand that acceptance of this application by the School does not constitute enrolment of the child.

Signature of father/guardian \_\_\_\_\_

Signature of mother/guardian \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature of person responsible for fees (if not the parents) \_\_\_\_\_

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Where only one parent/guardian has signed this Enrolment Application Form, that person must satisfy the School in writing that he/she is the sole parent or guardian and will be responsible for all fees and charges.

## Checklist

Thank you for your application.  
Please return to the Registrar's Office.

### The Registrar

**Central Coast Grammar School**  
Arundel Road, Erina Heights NSW 2260  
E: [enrol@ccgs.nsw.edu.au](mailto:enrol@ccgs.nsw.edu.au)  
T: +61 2 4367 6766 F: +61 2 4365 1860

### You must return the following with your application:

- Enrolment Application Form: completed and signed by both parents/guardians
- Payment: (only required if child not already Registered) Completed credit card debit authority or cheque enclosed for \$90 (AUD).  
This fee is not refundable and does not ensure a place offer
- Copy of last two school reports (if school age)  Most recent NAPLAN test results (if relevant to age)
- Copies of any medical, psychological or other reports relevant to meeting the child's needs  Copy of child's full birth certificate
- Copy of residency/citizenship papers if child or both parents were born overseas  Recent photograph (if school age)

## OFFICE USE ONLY

Registration Fee	Receipt number	Birth Certificate	Residency Evidence	School Report
NAPLAN test results	Medical Reports	Court Orders	Interview	Offer