



St Maroun's College, Dulwich Hill

An independent Catholic co-educational College in the Maronite tradition, committed to excellence in education, friendship, faith and honesty.

Co-educational from Kindergarten to Year 12

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APPLICATION FOR ENROLMENT	OFFICE USE ONLY
Name of Student:	Student Code: Family Code: Commencement Date:

Family Mailing Details		
Family Surname		
Mail to [eg Mr & Mrs Smith]		
Address	Suburb/City	Post Code
Family Phone Number	Other	
Current Parish	Office Use Only:	

Student Details	
First Name	Commencement Year or Date
Middle Name	1 st Australian School Year (eg: 2001):
Surname	Previous School Year Level
Preferred Name	Religion
Gender (please tick) <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality
In which country was the student born? Australia <input type="checkbox"/> Other (please specify): _____	Office Use Only: _____ _____ _____
Date of Birth	
Year eg: Kinder, Year 7	

Indigenous Identifier: Is the student of Aboriginal or Torres Strait Islander origin?	
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes).	
No <input type="checkbox"/>	<input type="checkbox"/>
Yes, Aboriginal <input type="checkbox"/>	<input type="checkbox"/>
Yes, Torres Strait Islander <input type="checkbox"/>	<input type="checkbox"/>

Special Circumstances
Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. mature age, living apart from parental supervision, medical condition, subject of a court order, State arranged out of home care)
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a brief description of the circumstances.

Relevant previous history

St Maroun’s College has a responsibility to assess and manage any risk of harm to its staff and students.

To your knowledge, is there anything in the student’s history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this school?

Yes No If yes, please provide a brief description of the circumstances

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

Has the student any past history of violent behaviour?

Yes No If yes, please provide details

Did this involve being suspended or expelled from any previous school?

Yes No

If yes, was this for (please tick):

- a. Actual violence to any person
- b. Illegal drugs?
- c. Possession of weapon or any item used to cause harm or injury?
- d. Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes No If yes, please provide a brief outline of these matters

International Students Does the Student hold a Visa to Australia? Yes No

Office Use Only:

Residence Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non Permanent <input type="checkbox"/> Refugee	Visa Sub Class.....
Date of Arrival in Australia.....	Visa Number.....
Passport Number.....	Visa Expiry Date.....
OSHC Membership Number.....	OSHC Expiry Date.....
Confirmation of Enrolment – Course Code.....	Course Description.....
Confirmation of Enrolment Number.....	Course Start Date..... Course End Date.....

OS BRVS RSVS ETV LBOTE ESLASSIST NA\CIEC CSS SSCL OHS

Medical Details	
Doctor's Name	Phone Number
Student's Medicare Number	Date of Last Tetanus Injection/Booster
Allergies / Medical Alert	Please specify any allergies/ medical alerts relating to the student applying for enrolment (eg. allergies to nuts, penicillin, bee stings, asthma management etc).
Immunisations	Has the Immunisation Certificate been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have listed any allergies or medical alerts above you must provide a Medical Action Plan signed by your general practitioner prior to enrolment.</p> <p>I give permission for the School Authorities to authorise any medical steps, which may become necessary as a result of any accident occurring at the school or at functions/excursions organised by the school if I cannot be contacted before any such treatment is deemed necessary by proper medical authorise.</p>	
_____	_____
Signature of Parent/Legal Guardian	Date

Special Needs					
Indicate whether the student applying for enrolment has any known or suspected special needs (please tick <input checked="" type="checkbox"/> Yes or No for each of the following)					
Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Allergies Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/ support that he/she may be currently receiving (Supporting documentation must be provided).					
If this enrolment application is successful, it is essential that the school be advised promptly of any changes to the needs of the student. The school will regularly assess its ability to provide adequate services for these needs.					

Parish/Sacramental Details			
Sacrament	Date Received	Parish Received	Copy of Certificate supplied Y/N
Baptism			
Reconciliation			
Eucharist			
Confirmation			

Contact Details		
Details	Mother/Guardian 1 Residing at Same Address	Father/Guardian 2 Residing at Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Sex		
Address – Street		
Suburb & Post Code		
Residential Guardian Y/N?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Phone Number		
Work Phone Number		

Fax		
Mobile		
Email Address		
Occupation		
Occupational Group (Refer to insert "List of Parental Occupations")	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/>
Country of Birth		
Nationality		
Religion		
SIGNATURE		

Main Languages			
Does the student/mother/guardian 1/father/guardian 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)			
	Student	Mother Guardian 1	Father Guardian 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other – please specify			

Contact Details		
Details	Non Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address - Street		
Suburb & Post Code		
Home Phone No.		
Business Phone No.		
Mobile Phone No.		
Email Address		N/A
Relationship to Student		
Employer		N/A
Occupation		
Occupational Group (Refer to attachment - "List of Parental Occupations")	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please Specify: 1. _____ 2. _____	
Country of Birth		
Nationality		
Religion		
SIGNATURE		
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling student?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes Supporting documentation must be provided.)	N/A

Please list below all children in the family attending St Maroun's College (This information is used to give family discounts as per the Schedule of Fees Policy)			
	Full Student Name	School Year	Birth Order
Child			1
Child			2
Child			3
Child			4
Child			5

Agreement

Parents/Guardians are required to bring copies of their child's Birth Certificate, Baptismal Certificate and most recent School Reports (including the most recent NAPLAN results). The enrolment interview cannot proceed without this documentation. Evidence of parents' Australian citizenship is required if both parents are born overseas. All Years 7-10 enrolments conclude at the end of Year 10. Students who wish to continue to Years 11/12 study must undergo a re-enrolment process, subject to satisfactory performance in Years 7-10.

Please tick the following boxes and sign below

1. I/we agree to:

- a) support the College Staff in the implementation of College Rules, Uniform/Grooming expectations and Board of Studies directives
- b) support the College Staff as they strive to set high standards and challenge my child in all aspects of his/her development

2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Baptismal Certificate
- Citizenship documentation (where applicable)
- Most recent previous school reports and external test results (where applicable) eg. BST, ELLA
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunisation Certificate (primary school applications only)

3. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.

4. If the Principal, or any person acting for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school or its students or staff, the Principal or Deputy may exclude the student permanently or temporarily, at their absolute discretion.

5. I/we agree to pay for damage to the College, or property of the College, caused by any failure of the student to observe the rules of the College. If the damage is covered by insurance, I/we agree to pay the excess.

6. Students are responsible for their personal belongings and the school will not be liable for any loss of these belongings.

7. If this enrolment is accepted, I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).

8. If this enrolment application is successful I/we agree to pay all fees for tuition, subjects, excursions, insurance, extra-curricular activities and the supply of goods & services to the student as per the Schedule of Fees and Charges. If an invoice for fees and/or charges is not paid in full by the due date, the student's enrolment may be suspended and the College may subsequently without further notice refuse entry to the student or terminate his/her enrolment.

9. It is a condition of enrolment that students are required to actively participate in Representative duties if selected by the College. Students who are identified as having medical conditions preventing these duties will be exempt.

10. I/we consent to St Maroun's College gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government agencies. I/we understand the school may approach these bodies directly. The information they request may include information related to any of the questions I/we have answered above.

11. I/we have included the enrolment fee of **\$250.00** (local students) **\$150.00**; (Maronite Sister of the Holy Family Pre-Schools); **\$300.00** (overseas students) with this application for enrolment and I/we understand that this enrolment fee **will not be refunded if the application is unsuccessful**.

12. I/we consent to photographs and videos of the student to be placed in the College's records, displayed from time to time around the College, and published in school publications, on its website and in other marketing and promotional material.

13. I/we acknowledge that the Principal may ask me/us to remove the student from the College at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the NSW Board of Studies or has otherwise failed to make satisfactory progress in his/her academic work.

14. The College reserves the right to use debt collection agencies to retrieve overdue payments. Should an oversue account be referred to a solicitor or licensed commercial agent, all costs incurred will be borne by the account holder.

15. Student withdrawal must be notified in writing to the Principal one term prior to departure date. For students not continuing the following year, notice is required by the first day of the fourth term. In the absence of this notice, one term's fees will be charged, unless otherwise agreed by the Principal.

Each of us agrees that our obligations to the College, as set out above, are joint and several.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer)

and/ or

DATE: _____

_____ (Mother/Carer)

Please note:

Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee.

Office Use Only:

Enrolment Accepted: YES/NO Enrolment Fee: _____ Interviewer: _____

Risk Assessment Noted: YES/NO

Comment: _____

Enrolment Fee Paid By: Cash Credit Card Cheque **Date:** _____ **Staff:** _____

Checklist:

Language Selection: _____

Birth Certificate: Y N

Immunisation Report: Y N

Baptismal Certificate: Y N

School Reports: Y N

Speech Report/s: Y N NA

OT Report/s: Y N NA

Notes:

Parental Occupation Definition:

Parental Occupation is defined as the **main** work undertaken by the parent/guardian.
If a parent/guardian has more than one job, report the main job.

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Group 8: Currently not in paid work

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, tick '8' in the appropriate box