



St Margaret's



# Enrolment

FORM



**Please use BLOCK CAPITALS**  
**STUDENT INFORMATION**

Student's Surname

Given Names  Preferred Name

Date of Birth  Status - (Boarder/Day/Homestay)

Proposed Calendar Year to be enrolled  Proposed Academic (Grade) Year

Religion  Baptism Yes ☐ No ☐ Holy Communion Yes ☐ No ☐

Confirmation Yes ☐ No ☐ Country of Birth  Nationality

Australian Citizen Yes ☐ No ☐ if No, Please specify

Type of Resident Permanent ☐ Temporary ☐

Passport No:  Visa Class No  Expiry Date

Is the student of Aboriginal or Torres Strait Islander origin Yes ☐ No ☐

Language spoken (home)  Other language

**Please attach a copy of Birth Certificate**  
**International Students to supply a copy of Passport and Visa details**

**EDUCATION DETAILS**

School attended \_\_\_\_\_ Years \_\_\_\_\_

School attended \_\_\_\_\_ Years \_\_\_\_\_

School attended \_\_\_\_\_ Years \_\_\_\_\_

School attended \_\_\_\_\_ Years \_\_\_\_\_

School attended \_\_\_\_\_ Years \_\_\_\_\_

**Please attach a copy of recent test results both internal and external (eg. NAPLAN)**  
**which will help this school to assist/extend your daughter**

Has your daughter been receiving learning support in the last three years? Yes ☐ No ☐

Has your daughter been ascertained in the last three years as requiring support in any of these impairments?

Hearing Yes ☐ No ☐ Physical Yes ☐ No ☐ Speech/Language Yes ☐ No ☐

Vision Yes ☐ No ☐ Intellectual Yes ☐ No ☐ Autism Spectrum Yes ☐ No ☐

If Yes, please provide contact details of current school along with any specialist reports

**STUDENT MEDICAL DETAILS**

Any serious or chronic illness \_\_\_\_\_

Allergies \_\_\_\_\_

Psychological Assessments \_\_\_\_\_

Medical care number/position on card/expiry date \_\_\_\_\_

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**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Student Code: \_\_\_\_\_

Parent Code: \_\_\_\_\_

Date Conf. Paid \_\_\_\_\_

Conf. Amount \_\_\_\_\_

Receipt No: \_\_\_\_\_

## FAMILY INFORMATION

Home Address

Post Code

Postal Address

Post Code

Home Phone Number

Facsimile

**Billing Address** (only if different from above)

### FATHER or GUARDIAN

(Currently resides with student)

Name

Occupation

Employer

Industry

Business Address

Post Code

Business Phone

Mobile Phone

Email

Religion

### MOTHER or GUARDIAN

(Currently resides with student)

Name

Occupation

Employer

Industry

Business Address

Post Code

Business Phone

Mobile Phone

Email

Religion

Parents are Separated/Divorced (Please circle) *Skip if not applicable*

**PARENTS NOT RESIDENT AT FAMILY HOME** Mother/Father (please circle)

Name

Home address

Post Code

Postal address

Post Code

Home phone number

Facsimile

Email address

Occupation

Employer

Industry

Religion

Does this parent have Access? Yes ☐ No ☐

Receives Reports? Yes ☐ No ☐ Receives Accounts? Yes ☐ No ☐

**Please attach copy of access orders/court documents if applicable**

### FINANCIAL DETAILS (Upon confirmation, a non-refundable Enrolment Fee is required)

CASH ☐ CHQ ☐ (payable to St Margaret's Anglican Girls School) MASTERCARD ☐ VISA ☐ AMEX ☐

Card number

Expiry Date   /   Card holder's name

Card holders signature

### DIRECT DEPOSIT

**Account Name:** St Margaret's Anglican Girls School

**Bank:** Westpac Banking Corporation **Branch:** Hamilton

**BSB:** 034-041 **Account Number:** 518602

**Swift Code:** WPACAU2SXXX

St Margaret's



# Enrolment FORM

**EMERGENCY CONTACT** (If parents are not available)

Name

Phone No

Relationship with student

**Declaration of person making Application for Enrolment**

We agree to the General Regulations set out in this document, signed and returned, and hold ourselves responsible for the payment of all school fees in respect of the above named pupil and are prepared to co-operate with the School authorities in all matters of discipline.

Signatures of both Parents/Guardians \_\_\_\_\_

Date\_\_ / \_\_ / \_\_\_\_

**ST MARGARET'S ANGLICAN GIRLS SCHOOL  
GENERAL REGULATIONS****Conduct**

The Principal reserves the right to return home any pupil whose conduct they consider unsatisfactory (of which they shall be the sole judge) or to refuse to receive back at school a pupil if the fees and other charges are unpaid. It is understood that parents will work together with the School in upholding the core values.

**Uniform**

All girls are required to wear complete school uniform whenever they attend school, and on all occasions when they appear in public as a school. At all times the school uniform should be neat, clean and tidy. In the street and in public conveyances, all pupils are required to wear the regulation cream panama hat with band. Parents are particularly requested to see that these regulations are adhered to, and to foster in their daughters, a pride in the neatness of their school uniform. Hair must be tidy, and conventional in style and colour.

**Visiting**

Parents of boarders are requested to give a written list of friends and relatives whom they wish their daughters to visit, or who may visit their daughters at the school. Director-Boarding only gives leave of absence for the night in special circumstances. Girls must be fully chaperoned by adults while out. Girls may go out with parents at any time, except during school hours.

**Holidays**

The holidays, subject to such alterations as may be adopted by the School from time to time, are similar to those for State Schools. Punctuality in returning after the holidays is required, and it is hoped that, except for very urgent reasons, no request will be made for pupils to leave earlier or return later than the date and time fixed.

**Leave of Absence**

No pupil is allowed to leave the School between 8.20am and 3.20pm on school days except with special permission from the Principal, which can be granted only with a written request from the parent or a relative or other person approved by the parent in writing. Such requests should not be made except for exteme emergencies. After an absence, even if only half a day, a note should be brought to the Form Teacher, stating the cause.

**Losses, Breakages, Etc**

Pupils are responsible for their own personal effects eg. clothes, money, sporting equipment, music, books etc. The School cannot entrtain claims for loss or damage. It is required that all personal effects are properly marked. Parents may wish to take out insurance cover for items of value.

Breakages and damage done to school property and apparatus are to be reported at once to the Principal. The person who made application for admission will be held financially responsible for damages caused by the pupil other than fair wear and tear.

**Health**

The general health care of pupils is entrusted to a qualified and experienced nurse. When considered necessary a doctor will be called. In an emergency the School reserves the right to seek medical advice and to authorise treatment recommended by a doctor but only after attempting to contact the parent/guardian. Medical costs incurred remain the responsibility of the parent/guardian.

The School accepts no responsibility for sickness or disease contracted by pupils whilst at school or school functions or school events and reserves the right to send home any pupil who, on the School Doctor's advice, has an infectious disease.

Where pupils are suffering from an infectious disease or living in a house where such disease exists, the Principal, who will act according to the School Doctor's advice, must be notified.

**Terms of Payment of Fees**

It is a condition of enrolment that fees are paid by the first day of each term. The School cannot educate pupils where fees remain unpaid except where special arrangements have been made with the Finance Department in writing and are maintained. Any costs incurred in the collection of outstanding fees may be charged to parent's accounts. This includes legal fees and commission paid to collection agencies.

**Notice of Withdrawal**

Where a parent, guardian or other person responsible for the payment of fees elects to cancel a student's enrolment, withdraw a student from School or transfer a boarding student to day school, notice must be given to the Principal in writing ONE FULL TERM prior to the date of withdrawal. Fees for one term will be payable in lieu of notice.

Fees cannot be remitted on account of enforced absences, for ill health or for other reasons.

**DECLARATION OF PARENTS/GUARDIANS**

We have read and agree to be bound by the above general regulations (both parents to sign)

Mother / Guardian

(Print Name)

Signature

Father / Guardian

(Print Name)

Signature

Student Name

Date



# Enrolment

## FORM