

# Application for Registration

SCOTCH  
COLLEGE



Please complete this application and forward it, together with the registration fee of \$110.00 to:  
Scotch College, The Manager of Admissions, 76 SHENTON ROAD, SWANBOURNE, WESTERN AUSTRALIA, 6010

## Student's Details (BLOCK CAPITALS)

Family Name:

Family Name

Given Names

Preferred name

Student's Home Address:

Postcode:

Date of Birth:

Nationality:

Religious Denomination:

Present School:

Present Academic Year:

Day boy:

Boarder:

Proposed Academic Year of Entry (eg Year 1):

Australian Residency Status Permanent Resident:  Temporary resident:  Full Fee Paying Overseas Student:

Visa Category:

Length of Stay:

Passport Number:

## Parents' Details (BLOCK CAPITALS)

Father's Details

Full Name:

Family Name

Given Names

Preferred Name

Address:

Postcode:

Contact Numbers Home:

Work:

Mobile:

Fax:

E-mail:

Occupation:

Employer:

Is the Father a former Student? Yes  No

Years Attended:

House:

Mother's Details

Full Name:

Family Name

Given Names

Preferred Name

Address:

Postcode:

Contact Numbers Home:

Work:

Mobile:

Fax:

E-mail:

Occupation:

Employer:

Please see over...

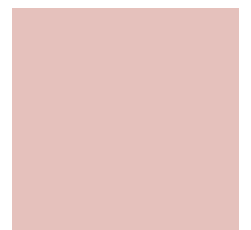
### Office Use Only CRICOS Provider Code 00449M

Student Number:

Registration Fee: Receipt No: Date Received: / /

Acceptance Issued: Return Date: / /

Endowment Fee: Receipt No: Date Received: / /



## Custody Guardianship

Parent/Guardian with whom the student lives:

Both Parents       Mother       Father       Other (please specify)

Name of person(s) with legal guardianship of the student:

Is a Parenting or Restraint Order applicable? Yes  (If yes, please attach a copy)      No

Any other conditions enforced at law?

Please list below any special family circumstances of which the School needs to be aware in order to ensure the child's welfare needs are met (e.g., parent/s deceased, parents divorced etc). Please provide copies of documents, including court orders, if relevant.

## For Overseas Applicants – Guardian in Western Australia

Name of Guardian:

Family Name

Given Names

Postal Address:

Postcode:

Residential Address:

Postcode:

Contact Numbers    Home:

Work:

Mobile:

Fax:

E-mail:

Occupation:

## Fees

Person/s responsible for payment of fees (if other than parents):

Name:

Family Name

Given Names

Address:

Postcode:

## Association with Scotch College

Names of other family members at present attending/enrolled to attend, or who are former students:

Name:

Years Attended:

Relationship:

Name:

Years Attended:

Relationship:

Name:

Years Attended:

Relationship:

Name:

Years Attended:

Relationship:

Name:

Years Attended:

Relationship:

Other connections:

## Emergency Contact Details

To be used only when primary contact/s are unavailable:

1) Full Name:

Family Name

Given Names

Relationship to student:

Contact Numbers

Home:

Work:

Mobile:

2) Full Name:

Family Name

Given Names

Relationship to student:

Postcode:

Contact Numbers

Home:

Work:

Mobile:

## Additional Information

Please list below any health or educational circumstances of which the School needs to be aware in order to provide quality care and support to the student (e.g., ill health, ADD/ADHD, physical or other disabilities):

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## Privacy

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. On the back of this form is the Standard Collection Notice. A copy of the Privacy Policy can be viewed on the School's website.

*I/we have read the enrolment policy and apply for my/our child to be registered for enrolment at Scotch College, Western Australia.*

*To the best of my/our knowledge the information contained within this application is complete and correct. I/we acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the School may refuse or terminate the enrolment of my/our child.*

*Should my/our child's educational or health circumstances change between date of application for registration and entry to the School, I/we will inform the School.*

Signature/s

Father's Signature

Mother's Signature

Date

## Application for Registration – Enrolment Procedure

The Application for Registration must be accompanied by a Registration Fee of \$110.00 which is not refundable. Receipt of Application for Registration by the School does not guarantee entry into the School. Places are allocated strictly in the order of the application date however the School reserves the right to allocate at its discretion in special circumstances.

Each nominated entry point is treated independently of each other. Until you are offered a place you will be asked to confirm that your Application for Registration is still valid at subsequent dates. It is essential that parents keep the School informed of changes in address and telephone numbers so that they may be notified in this regard. If parents cannot be reached because this has not been done, the place may be allotted to another applicant.

If the application is changed from boarder to day boy status or vice versa, the date of change will be treated as the new date of application.

If a confirmed enrolment is postponed, it will only be possible to place the student's name on the waiting list for the new date.

If enrolment within twelve months of this application is sought, a scholastic report (where applicable) from the boy's present Principal should accompany this application. The Headmaster may require further information and/or to interview the parents and the prospective student prior to reaching a decision with respect to whether or not to offer a position to that prospective student. Acceptance is conditional on, amongst other things, the Headmaster being confident that the boy does not have particular needs, learning or otherwise, which the School could only satisfy if it were to suffer unjustifiable hardship.

## Endowment Fee

A non-refundable, non-transferable Endowment Fee based on one-quarter of the annual Senior School tuition fee will be payable to Scotch College when a place in the School is offered and accepted.

## Rules and Regulations

Fees are subject to alteration from time to time by the College Council. School fees are payable one term in advance. The Council has resolved that with effect from October 2003 fees will be charged and collected one term in advance, e.g., for students commencing in 2008 families will be required to pay a term's fees in October 2007. As a result of the collection of fees in advance, there will be no fees billed or collected for a student's final term in the School.

A term's notice in advance must be given to the Manager of Admissions prior to the removal of a student from the College or prior to a change from boarder to day boy status. Under normal circumstances, it is expected that a boarder will not change to a day boy during the school year. Except where a boy has completed Year 12 it will be presumed that he will be returning to the School the following year. If a boy is withdrawn or does not return the following year or changes from a boarder to a day boy without the proper notice being given a term's fees will be payable.

A student's attendance at the School may be terminated at any time at the discretion of the Headmaster and College Council.

Further Rules and Regulations are set out in the School Handbook, which will be made available to parents when the boy is offered a place at the School.

## Standard Collection Notice

### Privacy Policy Personal Information

1. The School collects personal information, including sensitive information about boys and parents or guardians before and during the course of a boy's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about your son from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, workplace trainers, work experience providers, coaches and volunteers.
6. Personal information collected from boys is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines and on our website.
7. Parents may seek access to personal information collected about them and their son by contacting the School. Boys may also seek access to their personal information. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the boy, or where boys have provided information in confidence.
8. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
10. If you provide the School 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 School and why. Advise them that they can access that information if they wish and that the School does not usually disclose the information to third parties.