

# Application for Enrolment



## Please include with this Application

- Copy of child's Birth Certificate & latest Medicare Immunisation Statement
- Copy of child's latest School Report and copy of child's latest NAPLAN Test Results
- Full information on any known behavioural, physical disabilities and relevant assessments, reports
- Current student photo

**Please return to the Director of Enrolments, Hunter Valley Grammar School**  
**PO Box 458, East Maitland NSW 2323 – E: [registrar@hvgs.nsw.edu.au](mailto:registrar@hvgs.nsw.edu.au)**

## STUDENT DETAILS

LEVEL OF ENTRY (ie. Year 1)		CALENDAR YEAR OF ENTRY	
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*Entry for Kindergarten at Hunter Valley Grammar School accepts children into Kindergarten who turn age 5 by the end of February in the year commencing Kindergarten and priority will be given to those children who are 5 turning 6 in the year commencing Kindergarten.*

SURNAME		GENDER	MALE	FEMALE
FIRST NAME		DATE OF BIRTH		

PREFERRED FIRST NAME  
(this name will appear on your child's School Report & School Photos)

HOME ADDRESS					
POSTAL ADDRESS					
ABORIGINAL	YES	NO	TORRES STRAIT ISLANDER	YES	NO

(for students of both Aboriginal and Torres Strait Islander origin, tick YES to both boxes)

RELIGIOUS DENOMINATION

ARE THERE ANY RELIGIOUS OR CULTURAL PRACTICES TO BE OBSERVED?      YES      NO

IF YES, PLEASE PROVIDE DETAILS

AUSTRALIAN CITIZEN	YES	NO	PERMANENT RESIDENT	YES	NO
			TEMPORARY RESIDENT	YES	NO

VISA CLASS		VISA NUMBER (Please attach copy of visa with this application)
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WHICH COUNTRY WAS THE STUDENT BORN?	STUDENT'S FIRST LANGUAGE LANGUAGE OTHER THAN ENGLISH SPOKEN AT HOME  YES      NO	SPECIFY MAIN LANGUAGE SPOKEN AT HOME
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## OTHER CHILDREN IN YOUR FAMILY

<b>1. SIBLING'S NAME</b>		Date of Birth	Currently enrolled at HVGS YES NO
Sibling's current grade level ie. Year 1		Sibling's current school year ie.2020	
<b>2. SIBLING'S NAME</b>		Date of Birth	Currently enrolled at HVGS YES NO
Sibling's current grade level ie. Year 1		Sibling's current school year ie.2020	
<b>3. SIBLING'S NAME</b>		Date of Birth	Currently enrolled at HVGS YES NO
Sibling's current grade level ie. Year 1		Sibling's current school year ie.2020	
HOW DID YOU HEAR ABOUT HVGS	NEWSPAPER RADIO FRIENDS WEBSITE OTHER (please explain)		

### DO YOU AGREE TO ALLOW YOUR CHILD'S PHOTOGRAPH TO BE USED IN SCHOOL PROMOTIONAL MEDIA?

YES NO

On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines (and on our website). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the School or otherwise make it available to the public such as on the internet.

CURRENT CLASS TEACHER		PHONE	
DOES YOUR CHILD HAVE IDENTIFIED GIFTS/TALENTS IN A SPECIFIC AREA(S)	YES NO	DOES YOUR CHILD HAVE ANY SPECIFIC LEARNING DIFFICULTIES	YES NO

IF YES PLEASE EXPLAIN

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## FAMILY CIRCUMSTANCES - (Please tick which is applicable)

STUDENT LIVES WITH BOTH PARENTS	PARENTS SEPARATED	PARENTS DIVORCED	STUDENT LIVES WITH MOTHER	STUDENT LIVES WITH FATHER
MOTHER DECEASED	FATHER DECEASED	STUDENT LIVES WITH GUARDIAN	OTHER ? Please provide details below	
WHOM SHOULD THE SCHOOL COMMUNICATE REGARDING DAY TO DAY MATTERS	MOTHER	FATHER	CARER/GUARDIAN	
DOES THE NON-CUSTODIAL PARENT HAVE ACCESS TO THE STUDENT	YES	NO	HOW OFTEN	

## COURT ORDER OR PARENTING AGREEMENT?

IS THERE A COURT ORDER OR PARENTING AGREEMENT RELEVANT TO THE CHILD?

1. **Court Order** YES NO

2. **Parenting Agreement** YES NO

- A copy **MUST** be provided prior to entry
- The student is denied access to the following person(s).
- If Court Orders are **NOT** supplied, then the School **CANNOT** deny access.

NAME			
ADDRESS		POSTCODE	
PHONE			
NAME			
ADDRESS		POSTCODE	
PHONE			

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## FAMILY DETAILS

### PARENT/CARER 1

Parent/Carer 1 is the person who is mainly responsible for the day to day school communications for their child(ren)

SURNAME		TITLE	FIRST NAME
HOME ADDRESS			POSTCODE
POSTAL ADDRESS			POSTCODE
* EMAIL		VEHICLE REGISTRATION NUMBER	
MOBILE PHONE		HOME PHONE	WORK PHONE
RELIGIOUS DENOMINATION		NATIONALITY	
OCCUPATION		POSITION HELD	
NAME OF EMPLOYER			
ARE YOU A HVGS EX STUDENT – SURNAME?	YES NO	ALUMNI YEAR	HOUSE COLOUR Barrington Gloucester Liverpool Watagan
What country were you born in?			
Do you speak a language other than English? If more than one language, indicate the one that is spoken most often		YES – if so, which language NO	
What is your highest year of schooling? <i>Mark one box only</i>			
Year 12 or equivalent		Year 11 or equivalent	
Year 10 or equivalent		Year 9 or equivalent, or below	
What is your highest qualification? <i>Mark one box only</i>			
Bachelor degree or above		Advanced diploma / diploma	
Certificate I to IV (incl.trade certificate)		No no-school qualification	
<p>Refer to <b>PAGE 6</b> of this document <b>List of Parental Occupation Groups Reference Guide</b>. Please write the appropriate number for parent/carers 1 occupation in the box.</p> <p><i>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, write "8" in the box.</i></p>			

# Application for Enrolment



## FAMILY DETAILS

### PARENT/CARER 2

SURNAME		TITLE	FIRST NAME
HOME ADDRESS			POSTCODE
POSTAL ADDRESS			POSTCODE
* EMAIL		VEHICLE REGISTRATION NUMBER	
MOBILE PHONE		HOME PHONE	WORK PHONE
RELIGIOUS DENOMINATION		NATIONALITY	
OCCUPATION		POSITION HELD	
NAME OF EMPLOYER			
ARE YOU A HVGS EX STUDENT – SURNAME?	YES NO	ALUMNI YEAR	HOUSE COLOUR Barrington Gloucester Liverpool Watagan
What country were you born in?			
Do you speak a language other than English? If more than one language, indicate the one that is spoken most often		YES – if so, which language NO	
What is your highest year of schooling? <i>Mark one box only</i>			
Year 12 or equivalent		Year 11 or equivalent	
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## List of Parental Occupation Groups

**Group 1:** Senior Management in Large Business Organisation, Government Administration and Defence & 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 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 offer).
- **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, proofreader, 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/childcare worker, nanny, meter reading, 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 Non-Commissioned Officer 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).

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## MEDICAL & PERSONAL INFORMATION

	MEDICARE NUMBER	STUDENT POSITION ON CARD (ie. 1,2,3,4 etc.)		MEDICARE EXPIRY DATE																
PRIVATE HEALTH INSURANCE NAME			MEMBERSHIP NUMBER																	
AMBULANCE COVER	YES NO																			
AMBULANCE COVER PROVIDER																				
NAME OF DOCTOR'S PRACTICE																				
DOCTOR'S FULL NAME			PHONE NUMBER																	
DOCTOR'S PRACTICE ADDRESS			CONSENT TO CONTACT DOCTOR/PRACTICE YES NO																	
NAME OF EMERGENCY CONTACT 1 (other than parent/carer)			RELATIONSHIP TO STUDENT																	
HOME PHONE		MOBILE		WORK																
NAME OF EMERGENCY CONTACT 2 (other than parent/carer)			RELATIONSHIP TO STUDENT																	
HOME PHONE		MOBILE		WORK																
DOES YOUR CHILD HAVE ANY SPECIAL NEEDS?	<table border="0"> <tr> <td>ASD</td> <td colspan="3">ACQUIRED BRAIN INJURY</td> </tr> <tr> <td>ADHD</td> <td>BEHAVIOUR DISORDERS</td> <td colspan="2">HEARING IMPAIRMENT</td> </tr> <tr> <td>INTELLECTUAL DISABILITY</td> <td>LANGUAGE DISORDER</td> <td colspan="2">MENTAL HEALTH ISSUES</td> </tr> <tr> <td>PHYSICAL DISABILITY</td> <td colspan="3">VISION IMPAIRMENT</td> </tr> </table>				ASD	ACQUIRED BRAIN INJURY			ADHD	BEHAVIOUR DISORDERS	HEARING IMPAIRMENT		INTELLECTUAL DISABILITY	LANGUAGE DISORDER	MENTAL HEALTH ISSUES		PHYSICAL DISABILITY	VISION IMPAIRMENT		
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ADHD	BEHAVIOUR DISORDERS	HEARING IMPAIRMENT																		
INTELLECTUAL DISABILITY	LANGUAGE DISORDER	MENTAL HEALTH ISSUES																		
PHYSICAL DISABILITY	VISION IMPAIRMENT																			
HAS YOUR CHILD SEEN A SPECIALIST / PAEDIATRICIAN	YES NO																			
<b>IF YOUR CHILD HAS ANY SPECIAL NEEDS, PLEASE ATTACH ADDITIONAL RECENT DETAILED INFORMATION WITH THIS APPLICATION SEPARATELY INCLUDING MEDICAL ACTION PLANS SIGNED BY YOUR CHILD'S DOCTOR.</b>																				
DOES YOUR CHILD SUFFER FROM	<table border="0"> <tr> <td>ASTHMA</td> <td>Mild asthma</td> <td>Severe asthma</td> <td>Seasonal asthma</td> </tr> <tr> <td>DIABETES</td> <td>Type 1</td> <td>Type 2</td> <td></td> </tr> <tr> <td>EPILEPSY</td> <td colspan="3"></td> </tr> </table>				ASTHMA	Mild asthma	Severe asthma	Seasonal asthma	DIABETES	Type 1	Type 2		EPILEPSY							
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<b>PLEASE ATTACH</b>	<b>Please attach if applicable</b>		
PHOTOGRAPH OF STUDENT	YES	NO	
TREATMENT REQUIRED	YES	NO	
ACTION PLAN	YES	NO	
PERMISSION NOTE FOR MEDICATION	YES	NO	
DOES YOUR CHILD SUFFER FROM ALLERGIES	YES	NO	TYPE OF ALLERGY  MILD MODERATE SEVERE
IS YOUR CHILD ANAPHYLACTIC	YES	NO	IS AN EPIPEN REQUIRED YES NO
SPECIALTY TREATMENT – PLEASE INDICATE BELOW IF YOUR CHILD HAS ANY REFERRALS TO SPECIALISTS OR ASSESSMENTS, i.e. PSYCHOLOGISTS, COUNSELLORS, SPEECH THERAPISTS, OPTOMETRISTS, ADDITIONAL LEARNING SUPPORT ETC <b>PLEASE ATTACH SPECIALIST REPORT, ACTION PLANS AND INDIVIDUAL PLANS IF APPLICABLE WITH THIS APPLICATION</b>			
DOES YOUR CHILD SUFFER FROM ANY OTHER MEDICAL CONDITION THE SCHOOL SHOULD BE AWARE OF? IF YES, PLEASE SPECIFY THE TYPE OF CONDITION AND ANY TREATMENT REQUIRED AT SCHOOL.  i.e. <b>ANAPHYLAXIS AND REQUIRES AN EPIPEN. PLEASE SPECIFY BELOW</b>			

<b>ACTION PLAN</b>



# Application for Enrolment



## VACCINATION/ IMMUNISATION

ARE ALL VACCINATIONS/IMMUNISATION UP TO DATE?	YES	NO
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### LATEST MEDICARE IMMUNISATION STATEMENT IS REQUIRED

A COPY OF STUDENT'S LATEST IMMUNISATION MEDICARE STATEMENT **MUST** BE RETURNED WITH THIS FORM  
YOU CAN OBTAIN BY UPLOADING FROM THE LINK BELOW.

<https://www.humanservices.gov.au/individuals/online-help/medicare/getting-your-immunisation-history-statement-using-your-medicare-online-account>

CAN THE SCHOOL ADMINISTER THE FOLLOWING TO YOUR CHILD IF NECESSARY	PANADOL	YES	NO
	SALBUTAMOL (Ventolin)	YES	NO
	IBUPROFEN/NUROFEN (not for asthmatics)	YES	NO
	ANTI HISTAMINE (Claratyne)	YES	NO

### (PARENT/CARER)

NAME:

I CONFIRM THAT THE INFORMATION I HAVE PROVIDED HUNTER VALLEY GRAMMAR SCHOOL IS ACCURATE AND FURTHER  
UNDERTAKE TO PROVIDE UP-TO-DATE INFORMATION RELATING TO THE PHYSICAL AND MENTAL WELLBEING OF THIS CHILD.

SIGNED

(PARENT/CARER)

DATE

# Application for Enrolment



WHILE YOUR CHILD IS IN THE CARE OF HUNTER VALLEY GRAMMAR SCHOOL, IT MAY BE NECESSARY FOR A SCHOOL REPRESENTATIVE TO GIVE CONSENT ON YOUR BEHALF. PLEASE REFER TO THE STATEMENT BELOW.

If a student needs urgent hospital or medical treatment of any nature and the School is **unable** to contact the parent or carer after making reasonable efforts, you authorise the School to give authority for such treatment.

You indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

Please sign the permission below if you **AGREE** with the above statement.

## **I AGREE WITH THE ABOVE STATEMENT**

STUDENT'S NAME	
SIGNATURE OF PARENT/ CARER	
PLEASE PRINT YOUR NAME	

If you **DO NOT** agree with the above statement or if you wish to exclude some treatments, e.g. blood transfusions, would you please advise the School below of the steps we could follow on your behalf.

## **I DO NOT AGREE WITH THE ABOVE STATEMENT**

Steps to follow:

STUDENT'S NAME	
SIGNATURE OF PARENT/ CARER	
PLEASE PRINT YOUR NAME	

# Application for Enrolment



## ACCOUNTS INFORMATION

Name of person and address to whom accounts are to be sent. A “**Letter of Authority**” is required from the person responsible for the accounts (if other than parents / carers – please attach with this application)

NAME			
ADDRESS		POSTCODE	
EMAIL			

**REFERENCES** - Please provide the name and address of 2 referees that may be contacted.

NAME			
ADDRESS		POSTCODE	
PHONE		OCCUPATION	
NAME			
ADDRESS		POSTCODE	
PHONE		OCCUPATION	

## UNDERTAKING

I/We hereby apply to HVGS for the Enrolment of the above student.

I/We agree to conform to the School Regulations and Conditions of Enrolment for the student as detailed.

I/We understand that acceptance of this Application does not constitute admission of the student and that I/We will be required to agree to the Conditions of Enrolment which apply at the time our child is offered a place at the School.

It is a requirement of enrolment that **both** Parents/Carers sign the Enrolment Application, unless Court Orders permit otherwise.

1. SIGNATURE OF PARENT /CARER		DATE	
2. SIGNATURE OF PARENT /CARER		DATE	

# Application for Enrolment



## UNDERTAKING TO CONTACT PREVIOUS SCHOOL(S) REGARDING STUDENT'S EDUCATION AND FINANCES

YES

NO

PLEASE PRINT YOUR NAME

SIGNATURE OF PARENT/CARER

DATE

**By applying for a position at Hunter Valley Grammar School, you give authority to contact previous school(s) regarding student's education and finances**

The School will undertake an assessment process at some time decided by the School after a child's name has been entered on the Waiting List.

By applying for a position at Hunter Valley Grammar School, you give authority for an Assessment Check to be made on your previous school regarding your child's education and financial status.

As part of the assessment process, the School may ask the parents to provide more information about the child.

Any assessments or reports required from non-school personnel will be at the parents' expense. In considering all prospective enrolments, the School may ask parents to authorise the Principal or his or her delegate to contact:

- (a) the Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- (b) any medical or other personnel considered significant for providing information pertaining to the needs of the child.

Where information obtained by the School suggests:

- a profile of willful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff or the School; or
- the parents may not be able to meet the financial commitment required by having a child at the School, notwithstanding that the child be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

SIGNATURE OF PARENT/CARER

PLEASE PRINT YOUR NAME

DATE

# Application for Enrolment



## School Collection Notice

For a full detailed description of our management of personal information contained in our Privacy Policy, please contact the School's Compliance Manager.

1. Hunter Valley Grammar 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 collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include Education Acts and the 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. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, (Catholic Education Office, the Catholic Education Commission, the School's local diocese and the Parish, Schools within other Dioceses/other Dioceses) \* medical practitioners and people providing services to the School, including specialist visiting teachers (sports) coaches, volunteers and counselors.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The School may store personal information in the "cloud" which may mean that it resides on servers which are situated outside Australia. \*\*
9. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. 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 student, or where students have provided information in confidence.
10. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
11. 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.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines (and on our website). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the School or otherwise make it available to the public such as on the internet.
13. 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, that they can access that information if they wish and that the School does not usually disclose this information to third parties.
14. \* Please ensure the email address you provide does not contain private information. Every effort is made to keep email addresses private, however, occasionally the email address may be shared with other class, team or group members within the HVGS community.

\* As appropriate

\*\* If applicable



# Conditions of Enrolment

1. All initial Applications are processed within the School's Enrolment Policy and must accompany the **non-refundable Application for Admission Fee of \$250.**
2. Full disclosure of any special circumstances relating to the applicant including but not limited to known medical conditions, special gifts or talents, special needs, psychological test results or English as a second language must accompany the application. Non-disclosure may result in the application/enrolment being cancelled.
3. Prior to entry and an offer being made, all prospective students and their parents/carers must attend an interview with the Principal or Member of the Senior Management Team.
4. An offer of enrolment is subject to and conditional upon the parents'/guardians' acceptance of the School's Conditions of Enrolment and by way of confirmation, payment of the Enrolment Bond of \$1250 per child. This confirmation is required within 14 days or prior to commencement at the School, whichever comes first, to secure the position. This Bond is refundable providing all conditions of enrolment are met (refer clauses 9 & 10). However, in the event the Enrolment Bond has been paid and the position is not taken up, the Enrolment Bond will be forfeited (refer clause 10).
5. Fees are subject to alteration by the School from time to time. Notice of any such alteration will be given in advance.
6. Tuition Fees and associated costs are payable on the first day of Term, or as otherwise agreed with the School. Fees not paid by the due date are liable to incur recovery costs. Students for whom charges remain unpaid by the 2nd week of Term, without special arrangements in place are required to contact the Chief Financial Controller. Failure to do so will compromise the student's place and may result in the enrolment being withdrawn.
7. The default in the payment of fees or other charges will render the parent or carer liable to legal action for recovery of the unpaid fees and other charges including debt recovery costs and legal fees.
8. No remission of fees is allowable in the event of absences from the School, or from events (excursions and camps for example) which form part of the School Programme
9. A full Term's notice, in writing, to the Principal is required to be given by the parents before a student leaves the School, and if a parent /carer intends to withdraw a child on the last day of a particular Term, then notice would have to be given at the start of the Term. In default of such notice, the Enrolment Bond will be forfeited.
10. The Enrolment Bond is refundable given these Conditions of Enrolment are met. Written application has to be made to the Principal, within 6 months of the student leaving the School, to receive the Bond. Part or all of the deposit may be retained to offset any outstanding monies owing to the School. Any Bond not claimed within these 6 months will be gratefully accepted as a donation to the School's Building Fund and a tax invoice will be issued. The bond is **NOT** refundable where a position has been accepted but not taken up.
11. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
12. The student abides by the School Regulations and conforms to the disciplinary authority of the Principal and those to whom authority may be delegated.
13. Parents/carers and students 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.
14. Parents/carers agree only to access the School through the School's Administration Office and to observe School security procedures for the protection of students from direct contact with those outside the School during school hours.
15. Exclusion from the School
  - a) If the Principal, or any person with delegated authority of 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 may exclude the student permanently or temporarily at their absolute discretion.
  - b) If the School Board or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent/carers and the School has broken down to the extent that it adversely impacts on that relationship, then the School Board or the Principal may require the parent to remove the child from the School.
  - c) The School will only exercise its powers under this clause to exclude a student permanently if it has provided the student and the parents or carers of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond.

No remission of fees will apply in relation to any of the above cases.



Hunter Valley  
Grammar School

# Conditions of Enrolment

16. Except in the case of illness, misadventure or circumstances beyond their control, a student must be in attendance on all days, that a School Programme is in operations, unless an "Exemption from School Attendance" has been completed and permission granted in advance. All absences, with the exception of approved exemptions, require an explanation and consent in writing from a parent or carer within 7 days of the absence. Prolonged absence from School without reasonable explanation may compromise the enrolment.
17. Parents/Carers are reminded of their responsibility to notify the School of a change in address or circumstances, including a change of address, email and phone contacts.
18. It is a requirement that both parents sign the Enrolment Application and Conditions of Enrolment. In the case of a sole parent, a written understanding of the situation is required and in the case of parenting orders being in place, a copy of such orders are to be submitted to the School with the application.
19. If a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent or carer after making reasonable efforts, the School is authorised to give permission for such treatment. The School, its employees and agents are indemnified in respect of all costs and expenses arising directly or indirectly out of such treatment.
20. The Conditions of Enrolment may be amended in the absolute discretion of the School Board provided not less than two Terms notice is given and the conditions take effect from 1 January in the following year.
21. The above outlines the current Conditions of Enrolment, however, these Conditions may change and parents/carers will be advised of the Conditions in place at the time of acceptance of a position and those Conditions will be binding.

**These Conditions of Enrolment are to be signed and endorsed in completing this Application for Enrolment.**

**I/We have read and agree to the Conditions of Enrolment as stated above for the student named below.**

**I/We understand that, upon an offer and acceptance of a position at the School, I/We will be required to accept and sign the Conditions of Enrolment at the time of acceptance of that position.**

Student Name:

Parent/Carer 1

Signed:

Dated:



Parent/Carer 2

Signed:

Dated:

