

# YOUR CHILD'S FUTURE STARTS HERE

APPLICATION FOR  
ENROLMENT FORM



APPLICANT'S  
GIVEN NAME(S)

APPLICANT'S SURNAME

APPLIED YEAR LEVEL      IN 20

## ADMISSION PROCEDURES

### 1 APPLICATION

Please read the 'Conditions of Enrolment' thoroughly. Complete an online or hard copy of this form. Submit the completed form with payment of the application fee\*.

# APPLICATION FOR ENROLMENT

Please use black or blue pen only. PLEASE PRINT CLEARLY IN CAPITAL LETTERS.



### 2 ENTRANCE EXAM

Your child will attend the Entrance Exam on the designated date. Kindergarten applicants will attend a School Readiness Interview and a Class Observation.

### 3 INTERVIEW

If results of the Entrance Exam are successful, you and your child will be invited to a formal interview.

### 4 OFFER OF ENROLMENT

If results of the interview are successful, you will be sent an Offer of Enrolment letter.

### 5 ACCEPTANCE

In order to secure your child's place, you need to pay the relevant enrolment fees\* within a fortnight of receiving the Offer of Enrolment.

### 6 COMMENCEMENT

Prior to commencement, you must attend a compulsory Orientation Day with your child for a smooth transition to the College.

## STUDENT DETAILS

Family Name

Given Name(s)

Date of Birth (DD/MM/YYYY)  /  /  Gender  Male  Female

Country of Birth

Ethnic Background

Religion

Language(s) Spoken at Home

Campus applied  Prestons Campus (K-12)  Auburn Campus (K-6)  
 Illawarra Campus (K-10)

Applying to enter Year  in 20  (Students entering Kindergarten should be at least 5 years old by 31 May in the year of entry)

Indigenous Status  None  Aboriginal  Torres Strait Islander  
 Both Aboriginal and Torres Strait Islander

The student is  Australian Citizen  Permanent Resident  
 Temporary Resident\*

\*Passport No  Visa Subclass

(Please provide copy of residency documents. Please also note that any residency status change must be immediately advised)

Expires  /  /

## STUDENT'S SCHOOLING EXPERIENCE

Current school  Grade

Previous school(s) attended (if outside NSW, please indicate state/country and grades completed)

Grade

Grade

Please list your child's achievements (i.e. social, behavioral, leadership, sport, art and academic areas)

Has your child ever been suspended, expelled or rejected by another school?  
 No  Yes (please provide details below)

How do you describe your child's experience at his/her current school?

Academically  Very Good  Good  Average  Needs Improvement

Socially/Behaviorally  Very Good  Good  Average  Needs Improvement

Please list any special circumstances of which school should be made aware.  
 (e.g. physical/intellectual/emotional/learning difficulties, ADHD, gifts/talents. Please provide appropriate reports/assessments of such circumstances -if applicable-. Please also note that failure to disclose any special circumstances may jeopardise your child's enrolment)

\* Please refer to the Amity College Conditions of Enrolment and Fee Schedule for more details

## FAMILY DETAILS

Name of Student's Siblings	Age	Grade	School currently attending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Child lives with  Both Parents  Mother  Father  Guardian

Are there any custody restrictions?  No  Yes (please attach appropriate documentation)

**Father /**  **Guardian** (please tick one)

Are you an Amity College graduate?  No  Yes

If Yes, Class of

Title  Given Name(s)

Family Name

Relationship to Child

Address

Post Code

Mobile  Home Phone

Work Phone

Email

Country of Birth

Ethnic Background

Language(s) Spoken at Home

What is the highest year of primary or secondary school completed? (please tick one box only)

Year 12 or equivalent  Year 10 or equivalent

Below Year 10

What is the level of the highest qualification completed? (please tick one box only)

Bachelor degree or above

Advanced diploma and/or diploma

Certificate I to IV (including trade certificate)

No post secondary education

What is your current occupation?

What is your occupation group?

(please tick one only from the occupation group sheet insert)

1  2  3  4

Company/Employer name

**Mother /**  **Guardian** (please tick one)

Are you an Amity College graduate?  No  Yes

If Yes, Class of

Title  Given Name(s)

Maiden Name (if applicable)

Family Name

Relationship to Child

Address

Post Code

Mobile  Home Phone

Work Phone

Email

Country of Birth

Ethnic Background

Language(s) Spoken at Home

What is the highest year of primary or secondary school completed? (please tick one box only)

Year 12 or equivalent  Year 10 or equivalent

Below Year 10

What is the level of the highest qualification completed? (please tick one box only)

Bachelor degree or above

Advanced diploma and/or diploma

Certificate I to IV (including trade certificate)

No post secondary education

What is your current occupation?

What is your occupation group?

(please tick one only from the occupation group sheet insert)

1  2  3  4

Company/Employer name

## PAYMENT OF APPLICATION FEE

<input type="checkbox"/> Cash	Must be made in person at the school office of the campus applied for
<input type="checkbox"/> Cheque/Money Order	Make payable to Amity College
<input type="checkbox"/> Credit Card	Please Choose <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express
Credit Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name on Card	<input type="text"/>
Expires	<input type="text"/> / <input type="text"/> <input type="text"/>
Signature	<input type="text"/>

## MEDICAL INFORMATION

Medicare Card Number	<input type="text"/> <input type="text"/> <input type="text"/>	Ref no	<input type="text"/>
Does the student have private health fund cover? (if yes please provide cover number)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>	
Is the student covered by ambulance cover? (if yes please provide cover number)	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>	
Name of Family Doctor	<input type="text"/>	Phone	<input type="text"/>
Clinic Address	<input type="text"/>		

**Your child's immunisation record MUST be up to date. Please provide a copy of the immunisation report.**

Allergies: (please specify any allergies suffered by the student)	<input type="text"/>
Medical Problems: (please specify medical problems the school should be aware of including any daily medication necessary for the student)	<input type="text"/>

## EMERGENCY CONTACT DETAILS

Please nominate two people who may be contacted in the event of an emergency, where parents cannot be contacted. Ideally, the contact people should be those who live in close proximity to the College.

### 1st Emergency Contact

Contact Name	<input type="text"/>
Relationship to Child	<input type="text"/>
Mobile Phone	<input type="text"/>
Home Phone	<input type="text"/>

### 2nd Emergency Contact

Contact Name	<input type="text"/>
Relationship to Child	<input type="text"/>
Mobile Phone	<input type="text"/>
Home Phone	<input type="text"/>

## BILLING INFORMATION

Title	<input type="text"/>	Given Name(s)	<input type="text"/>	Family Name	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Post Code	<input type="text"/>	State	<input type="text"/>
Email	<input type="text"/>				
Mobile Phone	<input type="text"/>	Home Phone	<input type="text"/>		

## DECLARATION & STATEMENT OF COMMITMENT

- I/We certify that the above information given herein by me/us is correct.
- I/We understand that submission of "Application for Enrolment" does not guarantee a place for our child.
- I/We have read and understood the "Conditions of Enrolment".
- I/We agree to be bound by these or any regulations of the College which may from time to time be in force.
- I/We also undertake to assist my/our child in upholding the ethos of Amity College and agree to co-operate with the College authorities in supporting the school rules and regulations

Father's/  
Guardian's  
Signature

Mother's/  
Guardian's  
Signature

Date

 /  / 

Date

 /  / 

## PARENT/GUARDIAN FEEDBACK

What has prompted you to apply for enrolment?  
(you may tick more than one box)

- Reputation of Amity College
- Academic excellence
- Extracurricular activities
- School values and ethos
- Pastoral care programs
- Continuing family tradition
- Close to home
- Other (please specify)

How did you learn about Amity College?  
(you may tick more than one box)

- We are current Amity College parents
- Family/friends
- Past students
- School guides and listings
- Newspaper advertisement
- Social media advertisement
- School's webpage
- Other (please specify)

## PLEASE FORWARD THE COMPLETED APPLICATION FOR ENROLMENT FORM TO

Amity College  
**Auburn Campus**  
26-28 Kerr Pde,  
Auburn NSW 2144

Amity College  
**Illawarra Campus**  
399 Shellharbour Road,  
Shellharbour NSW 2529

Amity College  
**Prestons Campus**  
163 Kurrajong Road,  
Prestons NSW 2170

## OFFICE USE ONLY

- Application fee paid      Receipt No       Date  /  /
- Declaration signed by both parents/guardians
- Birth certificate (sighted and obtained a copy)    OR     Passport (sighted and obtained a copy)
- Custody restrictions (sighted and obtained a copy – if applicable)
- Immunisation certificate (sighted and obtained a copy)
- Declaration and Statement of Commitment signed by Parents/Guardians
- All details completed by Parents/Guardians
- Student's details entered into school's database (same family code used for siblings)

Student ID

Form received and checked by

Date (DD/MM/YYYY)

 /  / 

Signature

# CONDITIONS OF ENROLMENT

## ADMISSION

- Admissions to Amity College are subject to vacancy, successful examination and interview process. Application for Enrolment Form and application fee are valid only for the school year applied. Where possible, preference is given to siblings of current students, children of current staff members and descendants of alumni.
  - Students applying for Years 1-12 will sit an entrance examination on the designated date. Admissions to Kindergarten are subject to a school readiness interview followed by a class observation.
  - Should the result of the entrance exam be satisfactory, an interview with the school will be arranged where the parents/guardian and student attend, providing the school with
    - recent school reports – last two years
    - NAPLAN test results (for year 4 to year 10 applicants)
    - certificates/awards
  - If interview results are found to be satisfactory, a formal Offer of Enrolment will then be made. If the Offer of Enrolment is declined, the application is cancelled. Subsequent applications will be treated as a new application and any priority will be lost.
  - Your child's place is secured once a non-refundable enrolment fee and a refundable security bond are paid within a fortnight of receiving the Offer of Enrolment.
  - Prior to commencement you will be invited to the Orientation Day where school rules, uniform, book lists, bus application (if applicable), subject selection (for high school) will be explained for a smooth transition.
17. All students must comply with the school rules as prescribed in the Amity College Student Handbook, which can be obtained from the school.
18. The school reserves the right to exclude any student, either permanently or temporarily, at any time without notice if the Principal or Board in their absolute discretion consider this as appropriate. This could include, but not limited to:
- A serious breach of the school's rules and regulations or codes of conduct;
  - Conduct prejudicial to the reputation or well-being of the school, its students or staff;
  - A student failing to make satisfactory progress;
  - Non-payment of fees and charges or other breaches of these conditions of enrolment; or
  - A breakdown of the relationship of cooperation and trust between the parents or guardians of a student and the school.
- The school will not be liable to the family for any loss or damage the family suffers because the College exercised its rights under this clause.

## ATTENDANCE

- The student must attend school throughout the school year. In term time, attendance is required from Monday to Friday inclusive, during the hours prescribed in the Student Handbook.
  - All students must participate in excursions/incursions, school camps, school sport programs, important school functions such as graduation ceremonies, end of year concerts, etc. as required by the Principal.
  - The College must be notified of a short term absence in advance by a parent/guardian; such leave will be granted only for medical or special reasons. In the case of absence due to infectious illness, accident, etc., the parent/guardian must notify the school as soon as possible. For an overseas trip, a "Student Long Term Absence Request Form" must be filled in and approved by the school administration before travel arrangements are made.
  - If a student has been absent without permission (e.g. minor illness), on return to school s/he must bring an explanatory letter from his/her parent/guardian or a medical certificate. A medical certificate is required in case of prolonged sickness.
  - In case of any unexplained absence, the parent/guardian will be contacted by the College and asked for an explanation for such absence. Unexplained prolonged absences will be reported to the relevant government agencies under mandatory reporting regulations.
  - The student's enrolment will be reviewed by the school administration in case of more than 50 days of explained/unexplained absences in a school year. Please refer to the Student Handbook to find out more details about conditions and consequences of taking long term absences.
21. A bag/locker search may be conducted if there is a reasonable cause/concern.
22. Students are expected to take care of their belongings. The school will not be responsible for items lost/stolen/damaged at school. Stealing will not be tolerated. Cost of a wilful damage to another student's property will be reflected in the family account of the student responsible, as well as disciplinary action being taken.
23. Students are allowed to use the school's learning technologies (computer/internet). Each student should be responsible (with teacher support) for their own computer folders/files and should not interfere with anyone else's work or with the software programs on any computer. Students' accounts may be checked by the school IT administration for security and safety reasons if the need arises. Withdrawal of access to computers/internet (and other possible consequences) may occur if a student uses this technology in an inappropriate manner.
24. All students in Years 7-12 are to bring a computing device (iPad, etc) to school every day. This device should only be used by the student who owns it. Students must connect their device to the designated wireless network supplied by Amity College on school grounds. Access to the device and school network is strictly for educational purposes. Any other use is forbidden. Students must use their device in accordance with the ICT Usage Policy.
25. Promotion from year to year and retention in the school depend upon academic and behavioural progress and conduct of the student.
26. Prompt notice (within maximum one month of such change) to the school is required in case of any change to:
- address and contact details;
  - family, guardianship and/or custody arrangements;
  - health condition of the student;
  - new special needs/disability that was not in existence at the time of enrolment.
- The details provided above will be used to communicate with you via text messages or e-mail when necessary. All notices will be sent to parents/guardians using the latest contact details notified to the school. Hence, all such notices shall be deemed to be received by parents/guardians.
  - The school will not be responsible for any damages/costs in case of parent/guardian failure to inform the school about the above changes.

## ADMINISTRATION AND CONDUCT

- Parents/guardians are required to familiarise themselves with the spirit and ethos of the school and demonstrate a commitment to its philosophy, a respect for its rules and conditions and the intention to participate in the College life. Parents/guardians must accept and abide by new decisions and regulations regarding school practices in general made by the School Management and the Board.
  - Parents/guardians and their children will always observe courteous and respectful manners in communication with staff, students and parents. Confrontational and critical behaviour, sarcasm, derogatory remarks and offensive comments have no place at Amity College.
  - Parents/guardians are to attend parent-teacher interviews, parents information sessions/seminars, read the school's newsletters and be ready to assist the school in a voluntary capacity from time to time.
  - Parents/guardians/visitors are obliged to make contact with any student and/or staff during school hours through the school office; solely for the safety of our students and staff.
27. School bus services are operated by a private bus company. All applications are to be made to them at the school reception. Bus routes or pick up/drop off points are subject to change by the bus service management at the start of each term, due to new applications/cancellations.

28. Continuous misconduct of a student on public and/or private school buses may result in short/long term suspensions from the bus services.
29. School reports are sent to the address provided by parents/guardians. When parents are separated or divorced, reports may be sent to both parents upon request, unless there is an order of a court, or an agreement which provides that reports are to be sent to one parent.
46. In the event that any money payable to the school becomes overdue, or in the school's opinion the family will be unable to meet its payments as they fall due, then:
  - a. the school shall be entitled to terminate the enrolment contract, and
  - b. all amounts owing to the school shall, whether or not due for payment, immediately become due and payable.

## FEES AND CHARGES

30. The Amity College tuition fee is an annual fee which becomes due and payable upon enrolment or continued attendance to a new tuition year. For administrative purposes, the fee is charged to family accounts over four terms (excluding year 12 students). School fees must be paid within the first two weeks of each term. An administration fee will be charged to family accounts for late payments.
31. For all new enrolments, when signing the enrolment contract, parents must pay the enrolment fee and security bond upfront to secure enrolment placement. The enrolment fee is not refundable. The security bond will not be refunded if a parent decides to cancel, defer or withdraw his/her child/children from the school within 12 months of enrolment. The security bond is refundable when leaving after 12 months of enrolment provided there is no debt owing to the College.
32. Tuition fees do not cover uniforms, textbooks, subject and technology levies, excursions, transport fee, and optional accomplishments e.g. tutoring, sports registration or coaching. The cost of subject levies, select textbooks, excursions, incursions, camps and other activities will be charged to your family accounts to reduce cash handling.
33. If unforeseen short term difficulty is experienced in school fee payment, the parent should notify the Director of Finance in writing as soon as possible to resolve the situation.
34. The School Bus Services fee is payable upfront for the following term. A student will not be admitted at the commencement of a term if the bus fee for the term remains unpaid.
35. The cost of excursions, incursions, camps and other activities may be added to the family account during the year unless an alternative payment is requested by the school administration.
36. Students may be required to sit for national or state tests like NAPLAN. The school will charge the cost of these tests or competitions to the family accounts.
37. Parents/guardians will be liable for payment resulting from any damages caused by their children on the school grounds, excursions, camps or associated properties. Wilful damages will be regarded as vandalism and dealt with seriously by the school administration.
38. No remission of fees either in whole or in part shall be made should the student be absent from the school for any reason.
39. Where a parent/guardian wishes to withdraw a student from the school, a full term's notice, in writing to the Principal is required. A full term's fee in lieu of notice will be charged for student withdrawals if sufficient notice is not received. A Student Exit Form, with clarification of future educational destination, must also be completed when terminating the enrolment.
40. If a student's enrolment is terminated by the school administration during a term, the school is entitled to retain or be paid, as the case may be, that term's full fee.
41. The collection process for any outstanding fees may involve placing the matter in the hands of a collection agency and taking further legal action.
42. The school may impose a building levy, from time to time, to help pay for school building and capital projects.
43. School fees are reviewed annually by the School Board.

## DEFAULT AND CONSEQUENCES

44. If the family defaults in payment of any invoice when due, the family shall indemnify the school from and against all of the school's costs and disbursements, including solicitor costs and all of the nominated collection agency's costs of collection.
45. Without prejudice to any other remedies, if at any time the family is in breach of any obligation (including those relating to payment); the school may suspend or terminate the supply of goods and/or services to the family and any of its other obligations under the terms and conditions. The school will not be liable to the family for any loss or damage the family suffers because the school exercised its rights under this clause.

## PRIVACY

47. The family (parent or guardian of enrolled student) agrees that personal data provided may be used and retained by the school for the following purposes, and other purposes as shall be agreed between the family and the school or required by law from time to time:
  - a. conveying relevant information to the government or its representative authorities and to education authorities to comply with statutory and/or legal obligations;
  - b. provision of services and goods by the school;
  - c. marketing of services and/or goods by the school;
  - d. processing of any payment instructions, direct debit facilities and/or credit facilities requested by the family; and
  - e. enabling the daily operation of the family's account and the collection of amounts outstanding in the family's account in relation to the services and goods.
48. The school may give information about the family to a credit reporting agency for the following purposes:
  - a. to notify other credit providers of a default by the family; and
  - b. to facilitate the collection of amounts outstanding in the family's account.
49. The family consents to the school being given a consumer credit report to collect overdue payment on commercial credit (Section 18K (1) (h) Privacy Act 1988).
50. The school may publish photographs of your child and/or samples of work completed by your child and use the still/running images and/or voice of your child for promotional or educational purposes. This could include, but are not limited to, school newsletters (online and in hard copy), Amity College Internet or intranet websites, social media, school magazines, yearbook, local or community newspapers, banners, media releases and TV/radio programs/advertisements. If you do not agree with this statement please provide a signed letter stating so to the school immediately.

## CONSENT FOR EMERGENCY TREATMENT AND EXCURSIONS

51. It is a condition of enrolment that consent is given by parents/guardians for a student to take part in any excursion held for the purpose of furthering the study of any course or subject taught by the school, or as part of a program of tutorial activities or for any other purpose approved by the Principal, provided that the excursion/incursion/swimming classes/camps or other school activities will be under the care and direction of a teacher or teachers of the school. This consent applies equally and fully whether participation in the excursion by the student is voluntary or compulsory. A detailed information letter will be issued prior to such an activity. If parents/guardians have any concerns about the activity, they may notify the school administration in writing.
52. Students misbehaving in excursions or in-school activities may be excluded from similar activities as part of their punishment.
53. In the event of accident or sudden illness where the student is under the school's care, the school will endeavour to contact parents as soon as possible but without impeding the school in taking action as set out below:
 

If judged necessary by the school, and whether or not contact has been made, and without thereby subjecting the school to liability in consequence of any such decision, a student may be taken for emergency treatment to a hospital or doctor, or may be given first aid. When contact is made with the parents, arrangements may be made for the parents to take over and direct their child's medical care accordingly, whereupon the school will cease to be involved in that care. Any expenses incurred in connection with such treatment will be met by the parents/guardians. This section does not of itself impose any liability or obligation on the school.

## CONSENT FOR EMERGENCY TREATMENT AND EXCURSIONS

54. These Conditions of Enrolment are subject to change from time to time by the Amity College Management and School Board.



amity college



[www.amity.nsw.edu.au](http://www.amity.nsw.edu.au)

**Auburn Campus**

a: 26-28 Kerr Pde,  
Auburn NSW 2144  
p: (02) 8775 7600  
e: auburn@amity.nsw.edu.au

**Illawarra Campus**

a: 399 Shellharbour Road,  
Shellharbour NSW 2529  
p: (02) 4260 4600  
e: illawarra@amity.nsw.edu.au

**Prestons Campus**

a: 163 Kurrajong Road,  
Prestons NSW 2170  
p: (02) 8784 3111  
e: prestons@amity.nsw.edu.au