



FAITHFULNESS IN SERVICE

BISHOP DRUITT COLLEGE

COFFS HARBOUR



A Kindergarten to Year 12 school
in the Anglican tradition

ENROLMENT APPLICATION



STUDENT DETAILS

Child's Surname _____

Given Names _____

Academic Year Upon Entry _____ Calendar Year of Entry _____

Date of Birth _____ Male/Female _____ Religion _____

Current School/Preschool _____ Current Year Level _____

STUDENT'S RESIDENTIAL ADDRESS

Street _____

Town/City _____ Post Code _____

Nearest Crossroad (Government requirement) _____

Are there any siblings enrolled at Bishop Druitt College? Yes/No (Please circle) _____

Name of Siblings _____

Is the student an Australian Citizen Yes/No (Please circle) _____

If not, of which country is the student a citizen? _____

What is the student's first language? _____

Is the student Aboriginal or Torres Strait Islander? Yes/No (Please circle) _____

MEDICAL INFORMATION

Name of Family Doctor _____ Telephone No. _____

Medicare No. _____ Medical Fund _____

Any known Medical Conditions and treatments _____

Medical Treatment: If a student needs urgent hospital or medical treatment of any nature and the school is unable to contact the parent or guardian after making reasonable efforts, you authorise the College to give authority for such treatment. You indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly of such treatment.

EMERGENCY CONTACT DETAILS (Additional to parent details)

Emergency Contact 1 _____

Name _____ Telephone No. _____

Relationship to student _____

Emergency Contact 2 _____

Name _____ Telephone No. _____

Relationship to student _____

PARENTS OR GUARDIAN INFORMATION

Father

Surname _____

Given Names _____

Residential Address _____ Post Code _____

Mailing Address _____ Post Code _____
(if different from above)

Occupation _____ Employer _____

Work Telephone No. _____ Home Telephone No. _____

Mobile _____ Fax No. _____

Email Address _____

May we send you confidential information to you at this email address? _____

Mother

Surname _____

Given Names _____

Residential Address _____ Post Code _____

Mailing Address _____ Post Code _____
(if different from above)

Occupation _____ Employer _____

Work Telephone No. _____ Home Telephone No. _____

Mobile _____ Fax No. _____

Email Address _____

May we send you confidential information to you at this email address? _____

Custody information (Where applicable)

Marital Status of Parents _____

If separated, the Child lives with _____

(M=Mother, F=Father, S=Stepmother, T=Stepfather, G=Guardian)

If separated, are there any custody orders in place? Yes/No (Please circle) _____

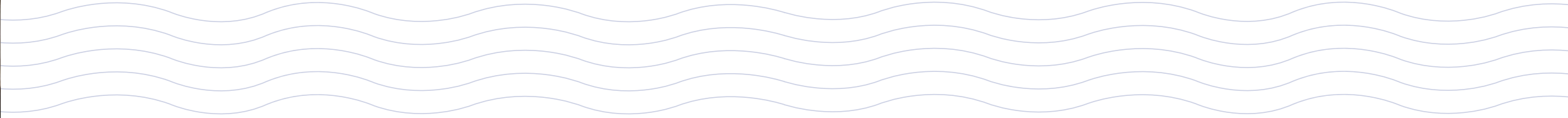
(If there are orders in place please provide a copy) _____

Non-Custodial Parent Information _____

Name _____ Telephone No. _____

Address _____

_____ Post Code _____



FINANCIAL TERMS AND CONDITIONS

APPLICATION PROCESSING FEE

An application processing fee of \$150 per child or \$300 per family is required upon receipt of the Application for Entry Form. Upon receipt of this fee, arrangements for an Application for Entry Interview can be made. This fee is non-refundable.

TUITION FEES

The college year is divided into four terms. Each term an invoice will be forwarded for the fees payable. (New students will be invoiced in the first week of attendance). The Year 12 fee will be charged and payable over three terms.

SUBJECT FEES

The College, where possible, has tried to contain fees to minimise an unnecessary burden on our community. However, it is not possible to make a general provision for all activities.

Therefore, we have determined that a number of additional fees may apply from time to time. These are generally limited to provision of services on activities that are in addition to normal classroom tuition. Additional fees/charges apply to:

- All excursions (except Year 7, 9 & 12 Outdoor Education Programmes)
- Uniform and associated accoutrement
- Elective courses may incur a fee
- Creative Arts, Design and Technology and Textiles & Design to cover 'take home' projects
- Sporting activities
- Some senior courses where texts may be required
- Basic Skills, SNAP and ELLA tests
- Other activities where notification is given

FAMILY ALLOWANCES

A concession in tuition fees is allowable where two or more members of the immediate family attend the college. The scale of concessions may vary over a period of years. At present it is:

- For the second child 20% discount
- For the third child 30% discount
- Fourth or subsequent children 40% discount.

Concessions may be withdrawn if the College account becomes overdue.

PAYMENT OF FEES

A statement will be issued monthly. Fees are due and payable in advance, and should be paid *within 21 days of issue of the account*. Prompt payment of fees is appreciated as it assists the college to contain operating costs. Where particular circumstances arise that may prevent timely settlement, contact should be made with the Business manager, in which case it may be possible to make alternative arrangements. These may include direct deposit or cash payment on a programmed weekly, fortnightly or monthly basis. Where this arrangement is approved, payments must be made in a manner that clears the account by the last day of the academic year. Major credit cards and BPAY® are accepted.

BUILDING FUND

It is anticipated that all families will endeavour to contribute to the Building Fund and the recommended level of donation is \$600 (may be paid by term). All donations to the Bishop Druitt College Building Fund are Tax Deductible.

WITHDRAWAL OF A STUDENT

Attention is drawn to the requirement to give a term's notice, in writing to the Principal of the intended withdrawal of a student from the College. In the absence of such notice one term's fee may be applied.

DISMISSAL OF A STUDENT

If a student is removed at the insistence of the College, the parent or guardian is liable for all fees and charges to the end of term in which the student's enrolment was terminated.

INSURANCE

PERSONAL INJURY

The College does not cover students for personal injury sustained while at College or participating in College activities. Parents can arrange cover through either their health insurer e.g. HCF or companies like Catholic Church Insurance.

PERSONAL PROPERTY

The College cannot insure personal property belonging to students. Valuable and attractive items should not be brought to school. Some home contents policies have cover for personal property away from home and parents are advised to check and arrange their own cover.

ABSENCE THROUGH ILLNESS OR INJURY

It should be understood that no remission of fees either in part or in whole will be made should the student be absent from the College through illness or injury. Private insurance cover can be obtained to cover this type of misfortune.

PRIVACY

The Privacy Act (1988) and the National Privacy Principles apply to personal information collected and used by Bishop Druitt College. Therefore we advise you that all this information will be collected, stored, used and disclosed according to the Act, the Principles and the Bishop Druitt College Privacy Policy.

AGREEMENT

I/We have read and understood and agree to be bound by the College's Financial Terms and Conditions as detailed.

I/We agree to accept the rule and practices of the College as detailed in the College handbook or in College publications.

I/We agree that entry is subject to satisfactory completion of subsequent enrolment procedures (including the medical form).

I/We acknowledge that I/we have received a copy of the current Prospectus of the College informing me/us of the aims of the College and detailing its activities.

I/We agree to permit the above pupil to participate in educational excursions, outside the College, and in addition, to participate in extra-curricular activities both in and out of the College, as approved by the Principal. Parents will be informed beforehand of excursions and must inform the Principal if their child is unable to attend.

SIGNATURES OF BOTH PARENTS/GUARDIANS

Please note that this application requires the signatures of both parents. If both signatures are not appended please indicate the circumstances. By signing this form, You accept full liability for fees and associated charges.

Father's signature	Date
Mother's signature	Date
Guardian (if applicable)	Date
Guardian's signature (if applicable)	Date

REQUIRED ATTACHMENTS

Please attach to this application:

- Copy of Birth Certificate
- Copy of most recent school reports
- Basic Skills Test and/ or ELLA Test (where applicable)
- Immunisation Certificate

RETURN ADDRESS FOR APPLICATION

The Registrar
Bishop Druitt College
PO Box 8004
COFFS HARBOUR 2450



ENROLMENT PROCEDURES

Step	Stage	Form to complete	Fee to pay	Action	Outcome
1	Enquiry	Nil	Nil	Parent makes enquiry.	College mails out Information pack. Contained within this Information Pack is an Application Form. Parent telephones Head's Secretary if they have any queries.
2	Application	Application Form	\$150 for 1st child, maximum of \$300 per family.	Parent completes Application Form and sends to College. All associated documentation is required with this form.	College acknowledges receipt of Application Form by letter. Parent is advised in letter to contact the College to arrange an interview no earlier than 2 years before proposed year of entry. Parents are strongly encouraged to have their Enrolment Interview well before 31 March in the year prior to entry (When 1st Round Offers are made). An Interview is a compulsory part of the Application for Entry Process and any application without an Interview will not be processed.
3	Enrolment Interview Reminder	Nil	Nil	If parent has not made contact with the College within the period of 18 months before proposed year of entry, a reminder letter is sent.	Head's Secretary posts letter of reminder of parental responsibility to make arrangements for an Enrolment Interview.
4	Enrolment Interview	Nil	Nil	Parent and Students attend Interview.	College makes decision as to the appropriateness of the student's application for enrolment. If the application is not accepted, a letter to that end is sent to parents. If the application is accepted, a letter of confirmation of a place in the Application for Entry Pool (AEP) is sent to parents.
5	Selection of students from the AEP	Nil	Nil	Based on Criteria set by the College Council, students in the AEP are placed in order for offer of places. Criteria include: <ul style="list-style-type: none"> • Siblings already at College • Date of Interview • Children of Staff Members • Commitment to the Ethos of the College 	Date of this Selection is 31 March of the year preceding entry.
6a	First Round Offer of Places in College made	Nil	Nil	Letter of Offer of Place in College is made to parents in writing.	Parents receive letter of Offer of Place in College with Acceptance of Offer Form. As part of this offer they are required to pay a non-refundable, non-transferable Enrolment Deposit of \$500 that will be credited to their first account upon successful entry into the College in the following year. This non refundable, non transferable Enrolment Deposit is not refundable or transferable if the student does not begin in the following year.
6b	Offer of Place in AEP Extended, but no offer of Place at College at this stage.	Nil	Nil	Letter confirming that College cannot, at this stage, offer a place. Extension of position in AEP made.	Students who remain AEP (i.e. have not received a first round offer) are advised that the College will make second round offers later in the year as the opportunity arises.
7	Parents Accept Offer	Acceptance of Offer Form	\$500	Parents return Acceptance of Offer Form to College with cheque for the non-refundable, non-transferable Enrolment Deposit. This must be returned by no later than 2 weeks after date of offer or place will lapse and will be offered to another student.	Place in College for student confirmed.
8a	Second round Offer of Place in College	Acceptance of Offer Form	\$500	Parents return Acceptance of Offer Form to College with cheque for the non-refundable, non-transferable Enrolment Deposit. This must be returned by no later than 2 weeks after date of offer or place will lapse and be offered to another student.	Place in College for student confirmed.
8b	Offer of Place in AEP Extended, but no offer of Place at College at this stage.	Nil	Nil	Letter confirming that College cannot, at this stage, offer a place. Extension of position in AEP made.	Students who remain AEP (i.e. have not received a second round offer) are advised that the College is unable to make an offer at this stage, but if a place should arise, parents will be contacted.
9	Orientation	Nil	Nil	College sends book list information, uniform information and an invitation to Orientation Day.	Student commences at Bishop Druitt College in the following year. Tuition Fees and extras are due on a termly basis.



**Dynamic
Caring
Optimistic**

Bishop Druitt College aims to develop graduates who are dynamic, caring and optimistic. They will be well-rounded individuals who are grounded in the Anglican way of faith, hope and love.

OFFICE USE ONLY

Application fee receipt no. _____

Birth Certificate provided _____

School reports provided _____

BST/ELLA provided _____

Immunisation Certificate _____

Date _____

Application processing fee paid: \$150/\$300 (please circle) _____



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