

## Submittal Procedures for Enrolment Application Mandatory Documents Required

### **Enrolment Application:**

Please ensure that the Mandatory Forms are returned to the College, completed and signed where appropriate.

#### **Form A. Enrolment Application [Mandatory]:**

Please ensure that all sections of the form that are relevant to your child enrolling at the College are completed.

The Application form is to be signed by the person/s who is/are responsible for the financial obligation to the school.

#### **Form B: Consent Form and Data [Mandatory]:**

Medical Consent Form [Mandatory] *To be completed and signed.*

Consent to Sell Raffle Tickets [Mandatory] *To be completed and signed.*

Consent form for Photography, Video, Audio and Works [Mandatory]  
*To be completed and signed.*

National Data Collection Form [Mandatory] *To be completed.*

#### **Form C: Overseas and Exchange Students [If Applicable]**

#### **Form D: Contact Information** - This must be completed for the student's secondary residence or for a parent is not residing with the student. [If Applicable]

**Application Fee:** \$50.00 this is non-refundable and payable on submittal of the Application.

Due to the processing of the application fee, Enrolment Applications can only be accepted during the hours of 8.30am to 3.00pm daily at the College.

Payable by Debit/Credit card or Cash only.

No cheques accepted or American Express.

### **Mandatory Documents to support your application:**

Please ensure that the following documentation, where applicable, are also submitted with the Enrolment Application:

#### **Birth Certificate Full [Mandatory]**

The original birth certificate must be sighted, and **No Extracts** will be accepted.

A copy will be held on file at the College.

If your child's name has been changed, we require legal documentation to be submitted to reflect this change.

**Important Note:** The name registered at the College will be what appears on your child's Full Birth Certificate or Change of Name documentation.

#### **Baptismal Certificate [Mandatory]**

The original must be sighted, and a copy will be held on file.

### **Sacramental Certificates [If Applicable]**

If your child has received their Reconciliation, First Communion and Confirmation, the original is to be sighted and copies of these certificates will be held on file.

**School Report [Mandatory]** - the latest school report is required, and a copy will be held on file.

**NAPLAN Results [Mandatory]** – a copy will be held on file

For students entering:

Year 7	submit the Year 5 results
Year 8	submit the Year 7 results
Year 9	submit the Year 7 results
Years 10-11	submit the Year 9 results

### **Learning Support Notification Form [If Applicable]**

Please request this form at submittal of your Enrolment Application, it will need to be completed if your child is receiving learning support or requires any other special learning adjustments at school.

Please submit any relevant doctors or assessment reports if your child is receiving learning support at their current school. Copies of these will be held on file.

### **Medical Documents or Medical Plans [If Applicable]**

#### **Immunisation Record [Mandatory]**

To be obtained from the Medicare website see instructions below on how to obtain this:

This information must be downloaded via the **myGov link**.

#### **Step 1: Sign into your myGov account:**

Go to [myGov](#) and open your **Medicare** linked service. Select **Immunisation history statement** from the page or the main menu.

#### **Step 2: Select the person you want to view a statement for:**

Select the **person's name whose statement you wish to view**, then read the **Declaration** and tick the box to confirm you understand.

#### **Step 3: View the immunisation history statement:**

The Immunisation history statement will display.

If you would like to print or download the statement, select **PDF version of the Immunisation History Statement** and select **Open** to print or **Save**.

Bring this document with your application form to the College.

**Passport Photo [Mandatory]** – One only if no medical conditions. Two if there are medical conditions.

#### **Proof of Residential Address [Mandatory]**

#### **Visa [If Applicable]**

If your child is not an Australian citizen. Both the parents and child's passport / visa must be sighted.

#### **Queries:**

If you have any queries regarding the completion and submittal of your application, please contact the College Office and ask to speak to the Enrolment Secretary.

Telephone: 4728 8100