

# Application for Enrolment

## for T-12 Day and Boarding students



ABBOTSLEIGH

### Student details

Surname											Optional photo		
Given names													
Date of birth												Religion	
Year of entry to Abbotsleigh	20		School year (T-12)					School term					
Student type	<input type="checkbox"/> Boarder (Years 7-12) <input type="checkbox"/> Day girl (Years T-12)												
Student is	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Full fee paying overseas student (CRICOS Provider Code 02270F) <input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident												
Nationality				Country of birth						Languages spoken at home			
Current school (if applicable)						Now in year (if applicable)							

### Parent/Guardian contact details

Parent 1/Guardian				Parent 2/Guardian			
Surname				Surname			
Given name			Title		Given name		
Address				Address			
			Postcode				
Postal address (if different)				Postal address (if different)			
Contact numbers	Home			Contact numbers	Home		
	Work		Mobile		Work		Mobile
Fax home/work				Fax home/work			
Email				Email			
Occupation or profession				Occupation or profession			
Employer's name				Employer's name			
Business address				Business address			

Parents must sign the conditions on page 4

Office use only				
Application fee	Acceptance fee	Refundable deposit	Place offered: Year/School Year	Student code
\$	\$	\$		Parent code
Date	Date	Date		Sisters
				AOG
				BC                      Res
				Rpt

## Abbotsleigh Old Girl relatives of student

Is the student's mother an Abbotsleigh Old Girl? If yes, please list mother below. Also add any other relatives who have attended Abbotsleigh.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Name	Maiden name	Years at Abbotsleigh	Relationship to student
1				
2				
3				
4				
5				

Please attach an additional sheet if you have more relatives to list.

## Siblings at Abbotsleigh

Sisters currently at Abbotsleigh		Sisters at Abbotsleigh in future				
Name	School year	Name	Year of entry	School year	Accepted list	Waiting list

## Student's position in family *(Include the student and all her brothers and sisters by age)*

The student has <input type="checkbox"/> sisters and <input type="checkbox"/> brothers. Please circle the student's place among siblings		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
Lives with	<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Both <input type="checkbox"/> Guardian <input type="checkbox"/> at address provided <input type="checkbox"/> Other (please specify) _____						
Is there a Court Order or Parenting Plan relevant to the student?		<input type="checkbox"/> Yes, please attach a copy <input type="checkbox"/> No					

<b>Special learning needs</b>

<b>Health considerations and special dietary needs</b>

<b>Student's interests and achievements</b>

## Conditions of entry and continuing enrolment

### Fees

The School fees (tuition, boarding and other charges) are determined by the Council of Abbotsleigh from time to time and are subject to change without notice. All fees are payable in advance. The parents/guardians of a student are jointly and individually responsible for payment of fees.

### Entry Fees

**A non refundable application fee of \$400** per student must accompany the Application for Enrolment.

**A non refundable acceptance fee of \$1,500** per student from Kindergarten to Year 12 is payable to confirm acceptance in the event that the School offers a place. This payment secures a place in the specific school year and calendar year offered by the School.

**A non refundable entrance fee of \$2,500** per student is payable two years prior to entry of new students. The payment of this fee finalises the enrolment process for a student.

Regardless of whether the student is an Australian citizen/resident or a full fee paying overseas student, if the parents/guardians of the student reside overseas they must pay an amount approximating the first semester's tuition fees (plus boarding fees if relevant) at least six months before commencement. This advance payment will not be refunded if the student is withdrawn in the six months prior to commencement.

### Tuition and other fees

Fees are to be paid in ten, monthly instalments payable February to November inclusive.

Other charges are raised as incurred and communicated to parents as a separate statement payable each term.

A surcharge on fees must be paid for full fee paying overseas students (FFPOS) – CRICOS provider code Q227OF.

If the School considers that a student needs intensive English support, parents/guardians may be required to pay additional fees.

Courses studied outside the normal School program may attract additional fees and charges.

Other charges such as competitions, excursions materials or purchases will be charged to a student's account and are payable under the same conditions as school fees.

If a student is absent from the School, fees will not be refunded in whole or part.

**If all the fees and charges are not paid when due, the School may terminate the enrolment of the student. Late payment of fees may incur an administration fee.**

### Absences

All students must attend school during the whole term. If a student is absent from school or arrives late to school, a written explanation from the parent/guardian must be provided on the next day of attendance at school.

Extended leave for any reason other than illness must be sought at least two weeks beforehand and will only be granted in special circumstances.

### Change in boarding/day status in the Senior School

Students enrolled as boarders must remain as boarders for the duration of their enrolment unless otherwise agreed in writing by the School. The allocation of places at the School depends on this commitment.

Requests to convert from a boarding place to a day place will be considered only in special circumstances. A change in such status, either before or after commencement, is entirely at the discretion of the School and will not be considered for boarders in Years 11 and 12.

At her sole discretion, the Headmistress may allow a boarder to live at home with her parents/guardians but there will be no reduction in the boarding fee unless otherwise agreed by the Headmistress.

### Withdrawal

If a student wishes to withdraw from the School, a term's notice in writing must be given to the Headmistress, otherwise a full term's fees (including boarding fees where applicable) will be payable.

Notice in writing four weeks before the end of semester is required for withdrawal from subjects in the Extended Tuition Program otherwise a full term's fees are payable.

### Exclusion

If the Headmistress considers that:

- a student is guilty of a serious breach of the School's Code of Conduct;
- a student has otherwise engaged in conduct which is prejudicial to the School or its students or staff;
- a student is not making satisfactory progress; or
- a mutually beneficial relationship of trust and cooperation between a parent/guardian and the School has broken down to the extent that it adversely impacts on that relationship,

the Headmistress may exclude the student permanently or temporarily from the School at her absolute discretion and no remission of fees will be granted.

### Uniform

All students are required to wear the school uniform as prescribed neatly and properly at school, in travelling to and from school, and on all school occasions unless otherwise instructed. Each item of clothing must be clean, in good repair and labelled with the student's name.

### Discipline

Parents/guardians agree to support the School in its discipline policy, including its Code of Conduct. A student's behaviour is required to be at all times lawful, safe for all concerned, considerate of others and a good reflection on herself, her family and the School.

### School Council and Headmistress

All parents/guardians and students must accept and abide by the requirements and directions of the School Council and the Headmistress and not interfere in any way with the conduct, management and administration of the School.

### School activities

Parents/guardians must support the Christian and communal activities of the School. All students must attend all Christian Studies classes, Chapel services, assemblies, outdoor education programs and excursions as appropriate.

As an Anglican School, we respect the rights of each person to hold different beliefs. However, in light of our own Christian beliefs, we are unable to accommodate the religious practices of other faiths in school.

By enrolling a student in the School parents/guardians give permission for the student to take part in all school activities including excursions, outdoor education programs and Saturday sport.

Students are required to attend all compulsory outdoor education programs and other activities. The Headmistress will only excuse students from attendance in special circumstances. Charges for outdoor education programs and other activities are payable even if illness or any other reason prevents attendance, unless otherwise decided by the Headmistress.

Participation in particular co-curricular, extended tuition activities, outdoor education programs and excursions may be subject to qualifying conditions.

### Courses and programs

The School reserves the right to amend its academic and other programs at any time without

notice. This may include discontinuance of teaching subjects and other programs.

### Medical details and urgent medical treatment

Parents/guardians must complete and return a medical disclosure form as required by the School.

If illness or injury to the student necessitates urgent hospital or medical treatment including but not limited to injections, blood transfusions and the like and where the parent or guardian is not contactable after making reasonable efforts, the parents/guardians authorise the School to give authority for such treatment without the School or its employees or agents incurring any legal liability. The parents/guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

### School reports

School reports are sent to the address notified by the parents or guardians. Where parents are separated or divorced, reports will be sent to both parents at the address notified by each parent. The only circumstances where this will not occur is where a parent advises that he or she does not wish to receive reports or fails to notify the School of an address to which it is to be sent, or where the School is given a copy of an order or agreement which provides reports are to be sent to one parent.

### Newsletter

The School publishes an online newsletter, named *The Shuttle*, containing information of importance to parents/guardians. Both parents/guardians and students are required to read this newsletter.

### Updates

Parents/guardians must advise the School in writing of any change of address, contact details or other information on the Application for Enrolment. Applications and enrolments may be cancelled if the School loses contact with parents/guardians or has mail returned to it.

Parents/guardians must inform the School of details of any specific needs that may impact on the student's education and/or participation in programs provided by the School.

Parents/guardians must inform the School of the details of any Court Order or Parenting Plan relevant to the student and any changes to any Order or Plan.

### Insurance

The School does not take any responsibility for insuring the cost of medical or dental expenses in the case of accidents involving the students while playing sport or taking part in school activities. Parents/guardians are therefore advised to consider taking out the appropriate insurance cover.

Students are responsible for their personal belongings and the School will not be liable for any loss of those belongings.

### Privacy statement

The information supplied on an Application for Enrolment is required by the School to manage the enrolment application. No personal information will be disclosed outside the School without the express consent of the parents/guardians unless it is for the purpose of the School providing services to the student or the parents/guardians, advancing or protecting the needs of the student or parents/guardians or a related secondary purpose, except when required by law. The School's privacy policy is available at [www.abbotsleigh.nsw.edu.au](http://www.abbotsleigh.nsw.edu.au).

### Alterations to Conditions of Entry

The Council of Abbotsleigh may alter these Conditions of Entry and Continuing Enrolment at any time by giving one term's notice and any alteration will be binding on the parents or guardians as if originally embodied in these Conditions.

## Referees

Please give details of two referees who can be contacted. Include your minister of religion if possible. Please note each referee's role in supporting the application – such as minister, Abbotsleigh connection, current school principal or teacher, business associate or friend, or by virtue of their occupation/profession. Relatives are not suitable referees unless they have a close connection with Abbotsleigh. If you wish, attach written references.

	Referee 1	Referee 2
Name		
Address		
Referee's role		
Contact telephone		
	Written reference attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Written reference attached <input type="checkbox"/> Yes <input type="checkbox"/> No

I/we the undersigned agree jointly and severally to be bound by the conditions overleaf if a place is offered.  
I/we have also read the document entitled *Enrolment Information*.

Signature of parent 1/guardian												
Date											Name	
Signature of parent 2/guardian												
Date											Name	

Where only one parent/guardian has signed the Conditions, that person must satisfy the School that he/she is the sole parent or guardian and will be responsible for all fees and charges.

## For our information

What prompted your application to Abbotsleigh? If more than one, please number in order of importance			
Publication/advert/expo _____	Student/staff contact _____	Family/friends _____	Abbotsleigh website _____
Old Girl _____	Other _____		

RETURN TO THE REGISTRAR'S OFFICE

The Registrar, Abbotsleigh  
Locked Bag 1666 Wahroonga NSW 2076  
Email registrar@abbotsleigh.nsw.edu.au

## Checklist

You must return the following with your application:

- Enrolment Application Form, completed and signed by both parents/guardians
- Cheque for application fee of \$400. Alternatively a payment facility has been set up on the Abbotsleigh website under Online services>Pay online>Other payments. Please attach a copy of receipt of payment with this application. This fee is not refundable and does not ensure a place offer.
- Copy of daughter's latest school report if she is of school age
- Test results if relevant to age, e.g. NAPLAN for Years 3, 5, 7, 9.
- Copy of daughter's full birth certificate
- Copy of residency/citizenship papers if daughter or both parents were born overseas

**Note:** An English proficiency test may be required for students whose first language is not English, particularly those applying from overseas. Contact the Registrar for test referral. CRICOS Provider Code 02270F.