

Enrolment Application



Please return this form to: **The Enrolments Officer, Casey Grammar School**
PO Box 302, Cranbourne Victoria 3977
Email: enrolments@caseygrammar.vic.edu.au

Please note: This application places your child on a waitlist only and is not a guarantee of a position.

STUDENT SURNAME

GIVEN NAMES

Preferred Name (if different from above)

Sex Male Female

Do you have any other children currently attending Casey Grammar School? Yes No

Names:

Previous School / Kindergarten

Religious Affiliation

Date of Birth (please attach birth certificate)

Proposed date/year of entry Year Level of Entry

Please note: The School adheres strictly to its policy that students must be 5 years of age by the end of February of the year in which they commence Prep.

Office Use Only	
Date Enrolment Received	
Contact ID	
Student ID	
G/L	
Receipt	
Receipt Amount	
Receipt Date	
Posting	

<p>FATHER OR MALE GUARDIAN <input type="checkbox"/> Mr <input type="checkbox"/> Dr</p> <p>Living with student? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Surname <input type="text"/></p> <p>Given Name <input type="text"/></p> <p>Residential Address <input type="text"/></p> <p>Suburb <input type="text"/> Postcode <input type="text"/></p> <p>Home Phone <input type="text"/></p> <p>Mobile <input type="text"/></p> <p>Email <input type="text"/></p> <p>Occupation <input type="text"/></p> <p>Business Hours Phone <input type="text"/></p>	<p>MOTHER OR FEMALE GUARDIAN <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr</p> <p>Living with student? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Surname <input type="text"/></p> <p>Given Name <input type="text"/></p> <p>Residential Address <input type="text"/></p> <p>Suburb <input type="text"/> Postcode <input type="text"/></p> <p>Home Phone <input type="text"/></p> <p>Mobile <input type="text"/></p> <p>Email <input type="text"/></p> <p>Occupation <input type="text"/></p> <p>Business Hours Phone <input type="text"/></p>
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THE FOLLOWING INFORMATION IS IMPORTANT AND DESIGNED TO HELP AVOID CONFUSION. PLEASE TICK IF RELEVANT

- Parents Separated Father Deceased Father Remarried
 Parents Divorced Mother Deceased Mother Remarried

Who should the School communicate with regarding day to day matters?

ADDITIONAL INFORMATION.

Full information on any known learning/behavioural/physical disabilities and relevant assessments/reports must be provided. Failure to disclose this information may result in any offer of a place being withdrawn. Has your child any physical, medical, learning or behavioural problems of which the school should be aware? (If space is insufficient, please supply separately)

SCHOOL RULES

1. Students will respect teachers, parents, visitors and their fellow students
2. Students will be on time for school, assemblies and classes
3. Students will wear and maintain in good order their school uniform
4. Students will care for the school property, buildings and gardens
5. Students will stay in the playground area set aside for them

Constant breaches in school rules or serious misconduct will be dealt with by the Principal in consultation with the student and parents.

Should the child be accepted for enrolment at Casey Grammar School, I/we agree to:

1. Support the Aims of the School.
2. Abide by the School rules.
3. Pay school fees and all other charges as required by the due date.
4. Give one term's notice of intent to withdraw the child from the school or a term's fee will be payable.
5. This form requires an administration fee of **\$100.00** and is non-refundable.
6. An enrolment confirmation deposit is required within one month of the offer of a place.
This is taken as part payment of the 1st Term fees. The confirmation deposit is non-refundable.

The voluntary building fund donation is included on the fee statement each year with the total fees payable. The voluntary building fund donation is tax deductible and is non-refundable. Whilst this is a "voluntary" donation, it forms an essential part of the School's capital income.

It is the policy of the School to determine the position of each student on the waiting list by the date and receipt of the Enrolment Form and other atypical determinants. Please note that the School adheres strictly to its policy that students must be 5 years of age by the end of February of the year in which they commence Prep.

It is the responsibility of parents to notify the School in writing of any changes to contact details. Failure to do so will result in the child's enrolment being cancelled when mail is returned marked "Left Address" and contact cannot be made via recorded telephone numbers.

PARENT/GUARDIAN AGREEMENT (Both parents to sign)

In signing this document, I/we agree to the terms and conditions as set out above.

Signed:	<input type="text"/>	Relationship to Student	<input type="text"/>	Date	<input type="text"/>
Signed:	<input type="text"/>	Relationship to Student	<input type="text"/>	Date	<input type="text"/>

PAYMENT AGREEMENT

Name and Address of person to receive accounts:

(A letter of authority is required from the person responsible for the accounts if other than parents/guardian)

The person/s signing this form will be held jointly and severally responsible for payment of all fees and charges.

Where only one parent/guardian has signed the form they must satisfy the School that they are the sole parent or guardian and will be responsible for all fees and charges.

In signing this document, I/we agree to the terms and conditions as set out above.

Signed:	<input type="text"/>	Relationship to Student	<input type="text"/>	Date	<input type="text"/>
Signed:	<input type="text"/>	Relationship to Student	<input type="text"/>	Date	<input type="text"/>

CHECKLIST FOR COMPLETING THIS FORM

- Please submit a separate application for each child
- Please attach a photocopy of the student birth certificate
- Please attached a photocopy of visa or citizenship certificates for any child not born in Australia
- A non-refundable administration fee of \$100.00 (per family) to be paid with this application
(see enrolments page on our website for payment options)