

# Student Enrolment Application Form

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

**STUDENT SURNAME:** .....

**GIVEN NAME(S):** .....

**MIDDLE NAME(S):** .....

Preferred Given Name: .....

Sex  M  F

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

Name(s): .....

Previous School/Kindergarten: .....

Victorian Student Number (if applicable): .....

Religious affiliation: .....

Date of birth: ..... (attach birth certificate)

Country of birth: .....

Languages spoken at home: .....

Proposed calendar year of entry: ..... Year level of entry: .....

**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	
Initials	
G/L	: :
Receipt:	
Receipt Amount:	
Receipt Date:	
Posting:	

**This application places your child on a waitlist and is not a guarantee of a position.**

FATHER OR MALE GUARDIAN	MOTHER OR FEMALE GUARDIAN
<input type="checkbox"/> Mr <input type="checkbox"/> Dr	<input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Living with student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Living with student? <input type="checkbox"/> Yes <input type="checkbox"/> No
Surname: .....	Surname: .....
Given name: .....	Given name: .....
Residential Address: .....	Residential Address: .....
Suburb: ..... Postcode: .....	Suburb: ..... Postcode: .....
Home Phone: .....	Home Phone: .....
Mobile: .....	Mobile: .....
Email: .....	Email: .....
Occupation: .....	Occupation: .....
Business hours phone: .....	Business hours phone: .....

**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

**ANY COURT ORDERS REGARDING RESIDENTIAL AND/OR CONTACT MUST BE PRESENTED.**

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## PARENT/GUARDIAN COMMUNICATION

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

- Father / Male Guardian
- Mother/ Female Guardian
- Other – please specify.....

## MEDICAL DETAILS

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.

1. Medical Conditions  Yes  No (If yes, please provide details in the space below)  
.....  
.....
2. Allergies  Yes  No (If yes, please provide details in the space below)  
.....  
.....
3. Asthma  Yes  No (If yes, please provide details in the space below)  
.....  
.....
4. Medication(s) if applicable  
.....  
.....
5. Disability (e.g. Physical, Social, Emotional)  Yes  No (If yes, please provide details in the space below & attach reports)  
.....  
.....
6. Has your child received any of the following specialist services: Speech Pathology, Physiotherapy, Occupational Therapy, Psychologist Counselling or Psychiatrist?  Yes  No (If yes, please provide details in the space below & attach reports)  
.....  
.....
7. Has your child received any specialist education support: e.g Integration Aide, modified curriculum, modified assessments\ reports, participated in a specialised education support program  Yes  No (If yes, please provide details in the space below & attach reports)  
.....  
.....
8. Learning Difficulties  Yes  No (If yes, please provide details in the space below)  
.....  
.....
9. Prescription Glasses and/or Hearing Aid  Yes  No (If yes, please provide details in the space below)  
.....  
.....

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## 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 two weeks 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: ..... Date: .....  
(relationship to student)

Signed: ..... Date: .....  
(relationship to student)

## 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: ..... Date: .....  
(relationship to student)

Signed: ..... Date: .....  
(relationship to student)

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## ENROLMENT ADMINISTRATION FEE PAYMENT

Is the applicant a sibling of a student currently attending Casey Grammar School or a sibling of a student on the waiting list?

- Yes The application fee is waived.  
 No A non-refundable application fee of \$100.00 (includes GST) is payable

### ONLINE

Payments can be made via our website at [caseygrammar.vic.edu.au/enrolments](http://caseygrammar.vic.edu.au/enrolments)

If you have multiple applications, please only enter in one child via the payment section but complete separate Enrolment Applications for each child.

### DIRECT DEPOSIT

Casey Grammar School  
 BSB: 033 686  
 Account Number: 357071

### BY PHONE

Call 5991 0800

### MAIL YOUR PAYMENT – CHEQUE/MONEY ORDER

Payable to Casey Grammar School  
 PO Box 302, Cranbourne VIC 3977

### IN PERSON

Casey Grammar School  
 3 New Holland Drive, Cranbourne VIC 3977

Payment by:  Visa  Mastercard  Cheque/Money Order  Cash  Direct Deposit  Online

Card Number:

Expiry Date: ..... / ..... CVV: .....

Name on card: ..... Signature: .....

## HOW DID YOU HEAR ABOUT CASEY GRAMMAR SCHOOL?

- Word of mouth  Facebook  
 Website  Press advertising  
 Bus advertising  Lynbrook Train Station sign  
 Other – please specify .....

## ✓ PLEASE COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE APPLICATION TO AVOID DELAY IN PROCESSING YOUR APPLICATION

- A separate application has been submitted for each child  
 A photocopy of the student's birth certificate is attached  
 A photocopy of visa or citizenship certificates for any child not born in Australia is attached  
 Both parent/guardians have read & signed school rules section  
 The person(s) responsible for fee payment has signed & complete the fee payment agreement  
 A non-refundable administration fee of \$100.00 (per family) to be paid with this application

**Questions can be directed to the Enrolments Officer by phoning 03 5991 0800 or by email, [enrol@caseygrammar.vic.edu.au](mailto:enrol@caseygrammar.vic.edu.au)**