

Application for Enrolment

Student Details	
Student's first name: _____	Student's surname: _____
Middle name: _____	Preferred name: _____
Date of birth: _____	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Country of birth: _____	Nationality: _____
Preferred start date: _____	Current school: _____
School year level requested: _____	Length of intended stay: _____
Is the student a holder of an entry Visa to Australia:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Does the student speak a language other than English at home?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the student of Aboriginal or Torres Strait Islander origin?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Parent/ Guardian 1 details		Parent/ Guardian 2 details	
Full name: _____		Full name: _____	
Preferred name: _____		Preferred name: _____	
Address: _____		Address: _____	
Occupation: _____		Occupation: _____	
Nationality: _____		Nationality: _____	
Country of birth: _____		Country of birth: _____	
Date of birth: _____		Date of birth: _____	
Home phone no: _____		Home phone no: _____	
Mobile no: _____		Mobile no: _____	
Email: _____		Email: _____	
Work email: _____		Work email: _____	
Are you a holder of an entry Visa to Australia:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Are you a holder of an entry Visa to Australia:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Do you speak a language other than English at home?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Do you speak a language other than English at home?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, please specify: _____		If yes, please specify: _____	

Additional Information

Please complete all sections of this form honestly and accurately.

Learning/Academic

Describe your child's learning strengths:

Describe your child's learning weaknesses:

Describe any adjustments, accommodations, considerations or specialised equipment your child needs to participate in learning.

Diagnosis/Assessments

Does your child have a learning difficulty, medical condition or diagnosis that may affect their safety, participation or learning? These may include physical, mental health, medical (anaphylaxis, diabetes, asthma etc.), cognitive/intellectual, learning, sensory, speech & language, Autism Spectrum Disorder, social-emotional /behavioural, illness or other.

Any additional information related to your child's needs to give us a more complete picture of how we can support your child:

Education Plan	YES	NO
Has your child had a documented plan of any sort? (e.g.: Individual Education Plan related to learning, behaviour or other)		
Are you aware that your child is achieving below expected grade level in any areas of the curriculum?		
Please give details:		
Hearing and Vision:	YES	NO
Has your child's vision been tested?		
Does your child need to wear/use vision aids?		
Has your child's hearing been tested?		
Does your child need to wear/use hearing aids?		
<i>(Do they need acoustic considerations?)</i> Please give details:		
Speech and Language	YES	NO
Has your child's speech and/or language skills been tested?		
Has your child accessed specialist speech or language services?		
Does your child need/use adjustments, strategies for speech or language concerns?		
Please give details:		
Mobility	YES	NO
Will your child require adjustments/support to manage mobility issues while at school?		
Does your child access any treatment regularly to manage their mobility? (Including balance, fine motor, gross motor etc.)		
Please give details:		
Independence	YES	NO
Note: Students must be 3 years old and fully toilet trained to begin Pre-Kindergarten.		
Can your child manage personal care needs independently? (Toilet, dressing, eating, mobility)		
Please give details:		

Sibling Name/s:

Age:

Medical/Camp and School Excursion Form 2023

Contact Information

Student Details			
Child's full name:		Date of birth:	
Year level:		Class teacher/s:	
Siblings:		Medicare No:	
Enrolling Parent / Guardian 1		Second Parent / Guardian 2	
Name:		Name:	
Relationship to child:		Relationship to child:	
Contact priority:		Contact priority:	
Home phone:		Home phone	
Work phone:		Work phone:	
Mobile phone:		Mobile phone:	
Email:		Email:	
Home address:		Home address:	
Suburb: Post Code		Suburb: Post Code	
Workplace & address:		Workplace & address:	
Collection Authorities <i>(Must be over 18 years.)</i>			
Name:		Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone	
Work phone:		Work phone::	
Mobile phone:		Mobile phone:	

Emergency Contact Information

Emergency Contacts <i>(Must be over 18 years and NOT the parents.)</i>			
<i>(Only contacted in the event that neither of the Parents/Guardians named are not contactable.)</i>			
Primary emergency contact:		Secondary emergency contact:	
Name:		Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone	
Work phone:		Work phone::	
Mobile phone:		Mobile phone:	
Address:		Address:	
<i>It is very important that you tell these people you have nominated them. In nominating them you give them the authority to act on the child's behalf if neither parent can be located, to pick the child up in an emergency and care for the child until she/he can be returned home.</i>			
Parenting Plans/Orders		YES	NO
Please indicate above if there are parenting plans or legal orders in place relating to your child.			
If so please specify: eg Custody/Court/Other.			
<i>(Copies of court & custody orders to be given to the School.)</i>			

It is essential this information is completed prior to children attending any camps, or participating in educational excursions. Please notify administration immediately of any changes to the given information. All information is strictly confidential.

Medical/Camp and School Excursion Form 2023

Medical and Health Information									
Child's blood type:									
Doctor's name:					Doctor's phone number:				
Surgery name:									
Private health care provider:					Policy number:				
Allergies/Conditions				YES	NO	If yes, please give details /special care required /reaction etc			
	YES	NO							
Asthma			Allergic to:						
Respiratory problems			Penicillin						
Diabetes			Any other drug						
Epilepsy			Nuts						
Heart problems			Any other food						
Travel sickness			Insect bites						
Other			Plant material						
			Other						
Medication and Dietary					YES	NO	If yes, please give details:		
Is your child currently taking any form of medication?									
Does your child self-administer the medication?									
Has your child had any operations or ongoing illnesses?									
Does your child have any special dietary requirements?							Please give details:		
Does your child have any special religious or cultural requirements?							Please give details if relevant:		
Immunisations					YES	NO			
Has your child received all immunisations appropriate for their age?									
Please provide a copy of their current immunisation record.									
https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register									
Health Care Plans									
1. Has your child any additional needs?									
2. Does your child usually require special aids or equipment (e.g glasses, hearing aids etc)?									
4. Is there any other medical information we might need to know?									
Swimming Ability:			Please rate (tick) their competency level:						
Can your child swim?	YES		Pool: very weak		weak		competent		very competent
	NO		Ocean: very weak		weak		competent		very competent
Consents and Agreements									
The school has qualified first aid staff on site who will administer simple first aid when required. If you do not wish this to happen, please contact the school.									
									TICK
I/We authorise the Teachers and instructors to obtain all medical assistance, which they deem necessary, in the case of accident or sickness. I agree to pay all medical expenses incurred on behalf of the above student.									
Certification of Information (Signature of Enrolling parent/s, guardian/s)									
I/We certify that the information entered on this form is true to the best of my knowledge. I/we will inform the School if any of these details change.									
SIGN HERE →			Signature of enrolling parent/s, guardian/s:				Date:		
SIGN HERE →			Signature of enrolling parent/s, guardian/s:				Date:		

Mandatory Data Collection

These questions are required for the purpose of federal government data collection.

Parent/Guardian 1

What is the highest year of primary or secondary school you have completed?

Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

Bachelor degree or above
 Advanced diploma / Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

Occupation group:

Parent/Guardian 2

What is the highest year of primary or secondary school you have completed?

Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent or below

What is the level of the highest qualification you have completed?

Bachelor degree or above
 Advanced diploma / Diploma
 Certificate I to IV (including trade certificate)
 No non-school qualification

Occupation group:

Please select the appropriate parental occupation group from the list provided below. If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation, government administration & defence, and qualified professionals Senior executive/manager/department head in industry, commerce, media or other large organisation Public service manager (section head or above), regional director, health/education/police/ fire services administrator Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director] Defence Forces Commissioned Officer Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others Health, Education, Law, Social Welfare, Engineering, Science, Computing professional. Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]	Other business managers, arts/media/ sportspersons and associate professionals Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business. Specialist manager [finance/engineering/ production/ personnel/industrial relations/ sales/marketing]. Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer] Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency] Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official] Associate professionals generally have diploma/technical qualifications and support managers and professionals Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional. Business/administration [recruitment/ employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager] Defence Forces senior Non-Commissioned Officer.	Tradesmen/women, clerks and skilled office, sales and service staff Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group. Clerks [bookkeeper, bank/PO clerk, statistical/ actuarial clerk, accounting/ claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk] Skilled office, sales and service staff Office [secretary, personal assistant, desktop publishing operator, switchboard operator] Sales [company sales representative, auctioneer, insurance agent/ assessor/ loss adjuster, market researcher] Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]	Machine operators, hospitality staff, assistants, labourers and related workers Drivers, mobile plant, production/ processing machinery and other machinery operators Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper] Office assistants, sales assistants and other assistants Office [typist, word processing/data entry/ business machine operator, receptionist, office assistant] Sales [sales assistant, motor vehicle/ caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker] Assistant/aide [trades' assistant, school/ teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant] Labourers and related workers Defence Forces ranks below senior NCO not included in other groups Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand] Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Tuition Fees	Annual	Per term
Pre-Kindergarten x 2 days	\$10,334	\$2,584
Pre-Kindergarten x 3 days	\$15,501	\$3,875
Kindergarten x 3 days	\$ 9,390	\$2,348
Kindergarten x 4 days	\$12,520	\$3,130
Kindergarten x 5 days	\$15,650	\$3,913
Pre-Primary	\$14,129	\$3,532
Primary Years 1-6	\$12,798	\$3,199
Other Charges		
Application Fee	\$300	Per Student
<i>The Application Fee is payable per student on each individual application.</i>		
Refundable Student Bond	\$1,600	Per Student
<i>The Student Bond is payable per student once a letter of offer has been received.</i>		
Enrolment Fee (Excluding PK & K)	\$2,500	Per Family
<i>The non-refundable Enrolment Fee is payable once per family from Pre-Primary.</i>		
Sibling Discount		
A reduction of 10% on the tuition fees applies for a second child and 15% reduction in fees for a third child.		
Camps and Booklists		
For camps Year 1 to Year 5 the approximate cost is \$150 to \$250 per camp. The Year 6 group is involved in fundraising for the more expensive Year 6 Camp. Booklists are issued for each year group. These are on the school website.		

Methods of Payment for School Fees

- Full year's fees in advance paid at the beginning of first term attract a **3% discount**.
- Each term's fees paid in full at the start of each term.
- Two part payments of 50% of the term fees. The first payment at the beginning of term and the second by the end of the fifth week of term. This option attracts a \$50.00 administration fee.
- Credit cards accepted are Visa, Master Card and AMEX. Credit Card and EFTPOS payments available at reception, or over the phone. A 1% surcharge applies for Visa and Master Card. A 1.3% surcharge applies for AMEX payments. Cheques made payable to *Quintilian School* are accepted.
- Fee invoices are issued electronically and it is the responsibility of parents to ensure that email address details are current at all times. It is essential fees are paid promptly and in full. Any parent wishing to vary the mode of payment must discuss this with the School Bursar.

Quintilian Banking details: *Please use your CHILD'S SURNAME as a reference.*

Direct Debit	BSB No:	016 112 ANZ Bank
	Account No:	422 951 244
	Account Name:	Quintilian School Inc.

Late fees

If fees are not paid by the end of school Week 2 a late fee of \$50 is charged, another at Week 6 and another charge at the end of term. Where any school fees and other charges from the previous term remain unpaid, a student may be refused admission to a new term at school. Any additional costs in recovering overdue fees will be charged to your account. If families experience difficulties regarding the payment of their accounts, they should discuss their situation with the School Bursar.

Bond Refund

Parents/Guardians must provide **one school term's written notice** of withdrawal of enrolment prior to the first day of the relevant school term. The bond will be returned only if the written notice of withdrawal of enrolment is given to the Principal and or Registrar in this timeframe.

Withdrawal prior to the ending of a term

When a family provides the required notice of one term in advance and students leave during a school term, pro-rata fees may be considered. In the event of illness or accident, each case will be considered individually.

Arriving during a term

When students commence during a school term, school fees will be charged pro-rata from the date of commencement.

The non-refundable Enrolment Fee

The non-refundable Enrolment Fee is payable **once only per family**. The Enrolment Fee is required for students entering Pre-Primary to Year 6 and for Quintilian Kindergarten students moving to Pre-Primary, and will be invoiced in Term 4 of Kindergarten. Families may choose to pay this fee voluntarily at Pre-Kindergarten or Kindergarten if desired.

Enrolment and Permissions

Who is/are the legal custodian/s of this enrolling child?

Excursions

Quintilian School has its own buses and the children go out regularly on various excursions as part of the curriculum. Your permission for your children to accompany their class on each excursion is signified by signing this Enrolment and Permissions Schedule. The school accepts no legal liability. Our drivers have current licences and the children are accompanied and supervised at all times.

I/We give my consent for the enrolling student to participate in Quintilian School activities. I/We understand a separate permission slip **will not** be sent out for each excursion.

Permission to travel by car

I/we give my consent for the enrolling student to travel by car with a parent or staff member in a private car, should the need arise.

Photographs

From time to time, Quintilian uses photographs on the website, in social media, in school newsletters, and in other promotional articles and material used outside of the school.

I/We understand by signing below, I/We give permission for my child's photograph to be used as herein.

If you do not give your permission, please advise the Principal in writing of your objection, including a photograph of your child, which will enable the school to identify and remove them from any promotional material.

As all parents are encouraged to participate in a range of school-based activities, by signing this Enrolment and Permissions Schedule, you are declaring that there are no legal reasons why you cannot participate in activities at the school.

I/We (as listed below) declare there are no legal (including prior or outstanding convictions) or personal circumstances that might preclude me/either of us from working/volunteering with or near children.

I/We (as listed below) agree to abide by the **Quintilian School Parent Code of Conduct**, and **all school policy documents**.

I/We (as listed below) agree to **accept jointly and severally** responsibility for the payment of all fees incurred. I/We (as listed below) agree to abide by all regulations listed on the Fee Schedule.

Full name Parent/ Guardian 1: _____

 Parent/ Guardian 1 signature: _____ Date: / /

Full name Parent/ Guardian 2: _____

 Parent/ Guardian 2 signature: _____ Date: / /