



# OAKLEIGH GRAMMAR

EMPOWERING YOUNG MINDS

## Application for Enrolment

Please use block letters throughout

Application to enter year level: \_\_\_\_\_ in 20 \_\_\_\_\_

Family Name/Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Is this an Arrowsmith Application?  Yes  No

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  M  F Nationality: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Is the student of Aboriginal or Torres Strait Islander Origin?  Yes  No

Religious Denomination (if any): \_\_\_\_\_ Language/s spoken at home: \_\_\_\_\_

Is the student an Australian Citizen?  Yes  No

If no, what is the visa status of the student? \_\_\_\_\_

Type of Visa: \_\_\_\_\_ Subclass No.: \_\_\_\_\_

(If not born in Australia, please attach a copy of the student's passport, including visa)

Name of Current School: \_\_\_\_\_

Please provide details of any special education/psychological/physical conditions concerning the student or his/her family that the school should be aware of in meeting the student's needs:

- English as an additional language
- Support in literacy learning areas
- Support in numeracy learning areas

Other needs: \_\_\_\_\_

Diagnosed learning difficulties (please supply all relevant documents): \_\_\_\_\_

Does your child have any existing medical conditions?  Yes (a separate medical form must be attached)  No

(This information is for our First Aid records to allow us to ensure your child is safe and healthy at school, and so that we know how to treat your child in case of injury)



### OAKLEIGH GRAMMAR

ABN: 32 337 676 694  
Address: 77-81 Willesden Road, Oakleigh Vic 3166  
Phone: (03) 9569 6128  
Fax: (03) 9568 6558  
Email: admissions@oakleighgrammar.vic.edu.au  
Website: www.oakleighgrammar.vic.edu.au  
Correspondence to: PO Box 2120 Oakleigh Vic 3166  
CRICOS Registration Number: 03423G



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## Emergency Contact Details

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

## International Students Only

Agent: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_ (M): \_\_\_\_\_

Email: \_\_\_\_\_

## Intensive English High School Preparation Course

When do you wish to commence the course?

Commencing in term: \_\_\_\_\_ Year: 20 \_\_\_\_\_ Have you completed the AEAS test?  Yes  No

Your application will need to have the result of your AEAS test attached before we can send the letter of offer. Direct entry into mainstream classes is only possible under strict guidelines.

## Parent/Guardian Details

### Father/Guardian

Family Name/Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Given Name/s: \_\_\_\_\_ Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Language/s Spoken: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of correspondence:  Email  Postal Mail

Occupation: \_\_\_\_\_

Highest level of Secondary School completed:

- Year 9
- Year 10
- Year 11
- Year 12

Highest level of Tertiary Education completed:

- Bachelor Degree or above
- Advanced Diploma / Diploma
- Cert I to IV (include trade cert)
- No tertiary qualification

Did you attend Oakleigh Grammar?  Yes  No If you ticked yes, what year did you leave? \_\_\_\_\_



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## Mother/Guardian

Family Name/Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Given Name/s: \_\_\_\_\_ Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Language/s Spoken: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method of correspondence:  Email  Postal Mail

Occupation: \_\_\_\_\_

Highest level of Secondary School completed:

- Year 9
- Year 10
- Year 11
- Year 12

Highest level of Tertiary Education completed:

- Bachelor Degree or above
- Advanced Diploma / Diploma
- Cert I to IV (include trade cert)
- No tertiary qualification

Did you attend Oakleigh Grammar?  Yes  No If you ticked yes, what year did you leave? \_\_\_\_\_

The student resides with:  Both Parents  Mother  Father  
 Other (Please specify): \_\_\_\_\_

Did another relative attend Oakleigh Grammar?  Yes  No

If yes, what year did they leave? \_\_\_\_\_ Relation to student: \_\_\_\_\_

## Did you attend a School Tour or Open Day?

If so, please indicate the date you attended:

- Thursday 27 April 2017
- Tuesday 16 May 2017
- Wednesday 21 June 2017
- Tuesday 25 July 2017
- Thursday 17 August 2017
- Thursday 14 September 2017
- Friday 13 October 2017
- Thursday 16 November 2017
- Wednesday 21 February 2018
- Thursday 22 March
- Other (please specify): \_\_\_\_\_



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## Oakleigh Grammar Parent Declaration

My signature below indicates that I have read the conditions of enrolment found in the School Enrolment Book and agree to abide by these and any regulations in force at the School. I agree to pay promptly and by the due date all fees and other money due to the School in respect of the child enrolled.

Students will not be permitted to commence a new term whilst any fees remain unpaid, unless written permission has been granted by the Principal or Finance Manager prior to the commencement of the term. It is further agreed that we will be liable to pay the School all costs (including legal and debt collection costs) which result from the non-payment or late payment of accounts.

In cases where there has been substantial non-compliance with the rules and regulations of the School, the School may impose special conditions for the ongoing enrolment of the student which may include the requirement of payment of annual fees before the commencement of the year.

I/We agree to work with the School in my/our child's education, by following the advice of the Principal and staff, supporting the ethos of the School, abiding by the School's uniform and attendance requirements, upholding the standards of discipline set by the School and allowing our child to participate in all compulsory activities, sport and School camps.

All information relating to account and administration matters shall be provided equally to the signatories to this form, unless otherwise directed by both signatories and consented to by the School.

In respect of any unpaid fees, levies and costs owing by us to you, I hereby grant a charge in favour of Oakleigh Grammar over all my interests (from time to time) in any real property holdings. Should any fees, levies and costs be outstanding for more than 30 days after the due date of the account, I acknowledge that Oakleigh Grammar is irrevocably and unconditionally entitled to lodge a caveat against such real property as valid security for all amounts due and payable to us. Oakleigh Grammar will release any caveat promptly upon payment of all unpaid amounts.

A minimum of an academic term's notice in writing to the School Principal will be given before the removal of a student from the School, otherwise the School has the right to withhold fees or charge the fees for that term.

This application requires the signature of both parents. If both signatures cannot be provided, the circumstances should be indicated to the School, in writing as to why both signatures cannot be provided. If parents are divorced or separated, only one signature is required with proof of sole custodianship.

Signature of Father/Guardian:

Signature of Mother/Guardian:

Date: / /

Date: / /

## Photographic Permission

From time to time, your child may be photographed at school or school events. Please indicate whether you give permission for these photographs to be used for marketing purposes (e.g. on Facebook, in the Newsletter, in brochures, in magazines).

I give permission for my child's photograph to be used for marketing purposes

I DO NOT give permission for my child's photograph to be used for marketing purposes



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Please return completed Application for Enrolment and all requested documentation to:

## Admissions

Oakleigh Grammar  
P.O. Box 2120, Oakleigh, Victoria 3166  
77-81 Willisden Road, Oakleigh, Victoria 3166  
T +613 9569 6128 | E admissions@oakleighgrammar.vic.edu.au | www.oakleighgrammar.vic.edu.au  
CRICOS Number: 03423G

## DOCUMENT CHECKLIST FOR YOUR APPLICATION SUBMISSION

Please provide copies of the following documents together with the Application for Enrolment. A separate application form must be lodged for each student.

- Photocopy of your child's Birth Certificate
- A copy of the student's immunisation record from the myGov website
- A copy of the student's two previous school reports and/or relevant NAPLAN reports
- Registration Fee of \$100 (non-refundable)

## Payment

Payment can be made by cheque (payable to Oakleigh Grammar), Credit Card, Cash or Direct Deposit. Cash payments can be made in person at School Reception. This section will be destroyed upon processing of payment.

Please debit my:

- VISA       MASTERCARD       American Express

Amount:

Expiry Date:  /

CCV:

Name of cardholder:

Signature:

## OR

- I will pay by direct deposit to:       I will pay by cheque       I will pay by cash

## OAKLEIGH GRAMMAR

Bank: Commonwealth Bank  
BSB No.: 063-159  
Acc. No.: 10576267

Please enter 'REG' followed by your surname in the description when you make the direct deposit (e.g.: REGSmith).