OAKLEIGH GRAMMAR
Empowering young minds

International Student 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)

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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?

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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

OAKLEIGH GRAMMAR

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

Admissions
Oakleigh Grammar
P.O. Box 2120, Oakleigh, Victoria 3166
77-81 Willesden 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 $500 (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).