



BALLARAT
GRAMMAR

Application for Enrolment and Student Details

Junior and Senior School



BALLARAT AND QUEEN'S ANGLICAN GRAMMAR SCHOOL
201 Forest Street, Wendouree Victoria 3355 Australia
T +61 (0)3 5338 0700 **F** +61(0)3 5338 0991 **E** bgs@bgs.vic.edu.au **W** www.bgs.vic.edu.au
ABN 93 005 091 805



APPLICANT DETAILS

Surname: _____

Given Names: _____

Preferred Name: _____

Gender: _____ Date of Birth: ____/____/____

Religious Denomination: _____

Does the applicant have a Victorian Student Number (VSN)? Please tick one of the following:

- Yes - please supply: _____ Yes, but VSN is unknown
 No, a VSN has not been issued Don't know

*Place
passport
photo
here*

PROPOSED ENTRY TO SCHOOL

Please tick one: Day Student Boarder

Year of Entry (e.g. 2015): _____ Year Level (e.g. Yr 10): _____ Term: _____

Current Year Level: _____ Current School: _____

PARENT/GUARDIAN DETAILS

Parent/Guardian 1

Title: _____ Surname: _____

Given Name: _____ Relationship to Applicant: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ (AH) _____ (BH)

Mobile: _____ Email: _____

Occupation: _____ Employer: _____

Old Grammarian: Yes No Year Completed: _____

House: _____ Former Name (if any): _____

Parent/Guardian 2

Title: _____ Surname: _____

Given Name: _____ Relationship to Applicant: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ (AH) _____ (BH)

Mobile: _____ Email: _____

Occupation: _____ Employer: _____

Old Grammarian: Yes No Year Completed: _____

House: _____ Former Name (if any): _____

ADDRESS FOR BILLING AND CORRESPONDENCE

If the applicant's postal or billing address differs from the above, please provide details:

Postal address: _____ Postcode: _____

Billing address: _____ Postcode: _____

SIBLINGS OF APPLICANT

Name: _____	Name: _____	Name: _____
Current Age: _____	Current Age: _____	Current Age: _____
School: _____	School: _____	School: _____
Current Year Level: _____	Current Year Level: _____	Current Year Level: _____
or	or	or
Year Completed: _____	Year Completed: _____	Year Completed: _____
House: _____	House: _____	House: _____

CUSTODY ARRANGEMENTS

Are any Custody or Court Orders applicable to this student? Yes No

If Yes, please provide brief details (and attach copy): _____

ABORIGINAL OR TORRES STRAIT ISLANDER

Is the student indigenous? If Yes, please attach proof. Yes No

EDUCATIONAL NEEDS

To foster opportunities for all students to reach their full potential, as a Day Student or as a Boarder, Ballarat Grammar provides appropriate support for the learning needs of students, including specialist support and teacher assistance.

To assist the School in achieving this, you are required to provide up to date information regarding any special needs or conditions (physical, emotional, or intellectual) relating to your child, either current or previously experienced.

Please attach any supporting documentation including reports, diagnoses and assessments by psychologists or medical specialists as necessary.

- No special needs or conditions (physical, emotional or intellectual), current or previously experienced are known.
- I provide the following information regarding special needs or conditions (physical, emotional or intellectual), current or previously experienced:

SPECIAL ATTRIBUTES

Please provide brief details of any attributes which may enable the applicant to make a special contribution to the life of the School:

PRIVACY POLICY

The School will use the personal information it collects from you for the primary purpose of providing for the ongoing education and pastoral care for students. The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting the Admissions Office at any time.

CONDITIONS OF ENTRY

I/We the parent(s) or person(s) agree as follows (and where this application is signed by more than one parent or person each of us is bound by these conditions separately and jointly):

1. The parents or persons responsible for payment of fees shall pay to Ballarat Grammar (“the School”) such fees and charges for the education and maintenance of, and for the supply of goods and services to the Student, as outlined in the School’s Business Notice, fixed by the Board of Directors from time to time.
2. All fees and charges shall be payable in advance by the start of the Term to which they relate. The School reserves the right to remove or refuse entry to any student whose fees are not paid in accordance with this requirement.
3. Without prejudice to the requirements of Condition 2, a Late Payment Fee will be charged on any overdue account at rates determined from time to time by the Board of Directors.
4. **One full term’s notice in writing** must be provided to the Headmaster at headmaster@bgs.vic.edu.au prior to the removal of a student, otherwise one fourth of the total Annual Fees will be charged.
5. The School has the right to determine the appropriate year level of a student’s entry, and progression is dependent upon satisfactory performance in the opinion of the School.
6. I/We agree to fulfill the expectations of the School as outlined in the Parents’ Charter. A copy of the Charter is available by contacting the Admissions Office or on the Ballarat Grammar website.
7. The School reserves the right to discipline, suspend or expel any student whose lack of academic endeavour or whose behaviour is considered by the Headmaster to be unacceptable.
8. It is the responsibility of the parents to advise the School of any changes in family circumstances affecting the life of the Student at the School.
9. I/We are aware of the School’s Outdoor Education program and agree to allow our child to attend all compulsory camps.
10. I/We accept Fee Payment Protection as outlined in the School’s Business Notice (Policy details available upon request).
11. I/We confirm that, in the event of illness or injury to my child whilst at school, or on an excursion or co-curricular activity, or travelling to or from school, I authorise the Headmaster or senior staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations.
12. I/We consent to Ballarat Grammar’s communicating with my child’s current school (where appropriate) for information about developmental needs.
13. I/We confirm that all information provided in this application is complete and accurate.

Name of Student _____ Year Entry _____ Year Level _____

Signature of Parent/Guardian 1 _____ Date: ____/____/____

Signature of Parent/Guardian 2 _____ Date: ____/____/____

APPLICATION FEE

- I enclose a cheque for \$100 made payable to “Ballarat Grammar”
 Please charge \$100 to my credit card: Mastercard Visa Other:

Card Number: _____ Expiry Date: _____

Name on Card: _____ Signature: _____

Payments may also be made in person at the Accounts Office at Ballarat Grammar

APPLICATION CHECKLIST

To complete this application, the following must be forwarded to the Admissions Office:

- | | |
|---|---|
| <input type="checkbox"/> Copy of applicant’s Birth Certificate or Extract | <input type="checkbox"/> Payment of the \$100 application fee |
| <input type="checkbox"/> Passport sized photograph | <input type="checkbox"/> Most recent school report |

Please also forward the following documents where applicable:

- | | |
|--|--|
| <input type="checkbox"/> Court Order regarding custody | <input type="checkbox"/> Medical reports or supporting documentation |
| <input type="checkbox"/> Most recent NAPLAN results | <input type="checkbox"/> Immunisation Certificate (Junior School) |

Please return completed application form, supporting documentation and application fee to:

The Admissions Office
Ballarat Grammar
201 Forest Street
Wendouree, 3355

Tel: (03) 5338 0830
Fax: (03) 5338 0991
Email: admissions@bgs.vic.edu.au
Web: www.bgs.vic.edu.au