



MACQUARIE COLLEGE

Application for Enrolment

ENROLMENT PROCESS

Macquarie College is open to families of all faiths and religious persuasions who have regard for the Adventist Christian faith and wish for their children to fully participate in all aspects of the College program. The fees are competitively structured and provide the average family greater access to private education. As limited places are available, parents are advised to submit an Enrolment Application without delay to avoid disappointment. Arrangements will then be made for testing and an appointment organised for you to inspect the facilities and to discuss the education program offered at the College.

Enrolment Policy

Macquarie College is a coeducational K-12 school which provides an education underpinned by religious values and operating within the policies of the Board of Studies (NSW). All applications will be processed in accordance with our 'Enrolment Guidelines' and consideration will be given to the applicants' support for the ethos of the College.

Enrolment Process

All applications are processed in the following way:

1. Submission of application, supporting documentation and application fee
2. Application acknowledged by mail and application fee receipted
3. Consultation with current and/or previous schools, teachers and referees, as applicable
4. Assessment (if applicable)
5. Panel interview of student with parents
6. Admissions Committee appraisal of all applications
7. Placement offers mailed to successful applicants
8. Positions confirmed by parents with payment of Enrolment Holding Deposit.

Enrolment Checklist

1. Application fee as outlined in fee schedule
2. Birth Certificate
3. Immunisation Certificate
4. Reports from the previous two years if applicable
5. Most recent NAPLAN results if applicable
6. Copies of residency, citizenship or visa status for applicants or parents not born in Australia
7. Medical or specialist reports if applicable
8. Student Photo.

Note: i. The fee deposit is payable on acceptance of placement offer

ii. Photocopies of reports/certificates must accompany this application.



MACQUARIE COLLEGE

MACQUARIE COLLEGE
182-222 LAKE ROAD, WALLSEND
www.macquariecollege.nsw.edu.au
Phone (02) 4954 6222 Fax (02) 4956 8685

Father/Guardian

Surname: Title:

Given Name(s)

Residential Address

Post Code

Mailing Address: (if same as residential, write same)

Nationality Country of Birth

Religion

Occupation

Type of Business

Name of Company / Employer

Position

Telephone H W

M F

Email

Mother/Guardian

Surname: Title:

Given Name(s)

Residential Address

Post Code

Mailing Address: (if same as residential, write same)

Nationality Country of Birth

Religion

Occupation

Type of Business

Name of Company / Employer

Position

Telephone H W

M F

Email

Other/Guardian

Surname: Title:

Given Name(s)

Residential Address

Post Code

Mailing Address: (if same as residential, write same)

Nationality Country of Birth

Religion

Occupation

Type of Business

Name of Company / Employer

Position

Telephone H W

M F

Email

Please complete if natural parents are not living together:
(This information is to help avoid confusion and embarrassment)

Please tick whichever applies:

- Parents separated
- Parents divorced
- Father deceased
- Mother deceased
- Father remarried
- Mother remarried

Where relevant, please attach copies of any Family Court or other Court Orders.

RELIGIOUS INFORMATION

Religion / Denomination: Place/congregation of membership:

Student regularly attends church? Yes No Minister's contact phone number:

Father regularly attends church? Yes No Mother regularly attends church? Yes No

Are you happy for the student to fully participate in the religious life of the College? Yes No

Has the student ever made a profession of faith in Christ? Yes No

If so, has applicant been baptised? Yes No If yes, in which year:

Signature of Minister if regular church attendee Minister's Name:

[NB SDA applicants are required to include a letter from their church pastor to authenticate their church membership with this application.]

EDUCATIONAL INFORMATION

Current School Class
Class Teacher / Year Adviser Phone
Pupil's previous academic level of work was Excellent Good Average Poor
Describe any special learning difficulties that your child will require assistance with (e.g. Dyslexia, ADD)

Is the student currently receiving any of the following?

Language support Specialist Interventions (eg Speech, OT etc.) English as a Second Language support Mathematics support
 Individual Teacher Aide time Time given Other

Has the student been identified as gifted/talented? Yes No

Please list/enclose photocopies of any special academic achievements or awards (also sport, music, debating, other awards or accomplishments etc...)

BEHAVIOURAL INFORMATION

Indicate your child's level of past conduct Excellent Good Average Poor

Has the student ever been expelled, suspended or refused admission to another school? Yes No

If yes, give details:

Has your child ever:

Had disciplinary difficulties? Yes No If yes, give details

Been arrested or in trouble with the law? Yes No

If yes, give details

Used alcohol, tobacco or illegal drugs of any kind? Yes No

If yes, give details

REFERENCES

Please give the name and telephone number of two referees who may be contacted

Name <input type="text"/>	Occupation <input type="text"/>	Phone <input type="text"/>
Name <input type="text"/>	Occupation <input type="text"/>	Phone <input type="text"/>

GENERAL INFORMATION

Do you allow the College to use photos of the student in newsletters and other College communications? Yes No

Would you allow the College to use photos of the student for marketing purposes? Yes No

Reasons for selecting Macquarie College:

Source of information about Macquarie College: (please tick)

Website Word of mouth I live locally Macquarie College advertisement Type
Other

Commonwealth Government Data Collection

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with new data collection and reporting arrangements.

All schools must collect information on the gender, Indigenous status, geographic location, socioeconomic background and language background of school students to fulfill their functions and obligations under State, Territory and Australian Government legislation. For more information, please go to www.mceetya.com.au/.

All information which could identify (or would reasonably identify) individuals to whom particular background characteristics apply, is removed for national reporting so that no personal information is reported publicly. Information collected from this form will be covered by Macquarie College's Privacy Policy. A copy of the policy is available from the Administration Office.

If you have already completed a form for another student in your family at Macquarie College, then you do not need to complete the remaining questions.

5(a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only in each column

	Father/Parent Guardian	Mother/Parent Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.	<input type="checkbox"/>	<input type="checkbox"/>

5(b) What is the level of the highest qualification the parents/guardians have completed?

Mark one box only in each column

	Father/Parent Guardian	Mother/Parent Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

6(a) What is the occupation group of the Father/Parent/Guardian? (please enter "1", "2", "3", "4" or "8" from the attached list)

6(b) What is the occupation group of the Mother/Parent/Guardian? (please enter "1", "2", "3", "4" or "8" from the attached list)

FEE INFORMATION

Refer to policy conditions in Conditions of Enrolment.

Name of person/s responsible for payment of fees. If bill is split between two parties, please indicate what percentage each party is responsible to pay.

I/We agree to pay all tuition and charges for this student.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print name clearly	Signature	% of fee

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print name clearly	Signature	% of fee

Relationship to Student

Email address 1

Email address 2

If different to Parent / Guardians on page 3 please provide the following information:

Residential Address

Phone

CONDITIONS OF ENROLMENT

In this application for enrolment, "College" means Macquarie College and where the context permits, "our child" means the child referred to on the Application under the heading "Student Information" being the child in respect of whom this Application is made.

1. We will support the Christian ethos and philosophy of the College at all times while our child is enrolled. We will endeavour to support and uphold the principles, practices and educational policies of the College in every way. Further, we will ensure that, in after-hours meetings of College students under our jurisdiction or organised by us, the Christian principles and moral standards of the College will be upheld at all times.
2. We understand and agree that:
 - a) Our child must abide by the College Rules in force from time to time as interpreted by the College and the continued attendance at the College is at the absolute discretion of the College Council and Administration.
 - b) The College reserves the right to take any disciplinary action thought appropriate in relation to any student whose attitude, progress or behaviour is not, in the College's opinion, conducive to the welfare of that student at the College.
 - c) Our child will accept the discipline and other requirements of the College.
3. We recognise that the College reserves the right to amend its educational program. While every care will be taken, this may include the right to discontinue teaching subjects or adjusting other programs as deemed necessary.
4. We recognise that for our child to progress academically it is essential that he/she have confidence in the staff of the College. Therefore, we will do all in our power to see that our child respects and obeys the staff and rules of the College. If our child should experience any difficulty in the College, we will in no case complain to any other parents but will bring any necessary complaints directly to the College Administration.
5. We agree to uphold and support the high academic standards of Macquarie College by providing a place at home for our child to study and giving them positive encouragement while reinforcing the necessity for the completion of home work and assignments.
6. We give permission for our child to take part in all College activities, including sports and College-sponsored trips away from the College and understand and accept that teachers will be responsible and liable for such reasonable care and protection as is normally given by parents.
7. In the event of injury or illness to our child necessitating urgent hospital and/or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, we authorise the Principal or, in his absence, a member of the College staff to give the necessary authority for such treatment without the College or such person incurring any legal liability to the parent, guardian or pupil in so doing.
8. The College from time to time discloses personal and sensitive information to others.
 - a) This includes to others schools, government department, the Seventh-day Adventist Schools (NNSW) Ltd, medical practitioners, and people providing services to the College, including specialist teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about students.
 - b) The College sends personal information in regard to assessment details on your child to specific funding bodies for the purpose of accessing Commonwealth funding and support services.
9. We agree to the following financial obligations as a condition of continuing enrolment:
 - a) To lodge an entry deposit as determined by the College Fee Policy as confirmation of acceptance of the enrolment offer. The deposit, and any income it may earn, may be invested or otherwise used by the College, at its discretion. No interest shall be payable by the College in relation to the deposit. Deposit return requests must be made in writing. A refund of the deposit will be in accordance with College policy.
 - b) To be jointly and severally liable for the payment of fees as published by the College, and to ensure that all tuition and other fees are paid as they fall due in accordance with the fee policy.
 - d) To give at least one term's notice of our intention to withdraw our child from the College, or pay fees in lieu of due notice.
10. We agree to actively support and to assist where possible in the life of the College program.
11. If the College Council and the Principal believe that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the College Council and the Principal may require the parent to remove the child from the College.
12. We recognise that the Conditions of Enrolment may be amended at the discretion of the College Council at any time. In so doing, we understand that due notice will be given of any such change.

We declare that: a) to the best of our knowledge, all the information provided on this application is true and correct

b) we have read and accept the Conditions of Enrolment.

All Parents/Guardians must sign:

Parent/Guardian 1 name	<input type="text"/>	Signed	<input type="text"/>
Parent/Guardian 2 name	<input type="text"/>	Signed	<input type="text"/>
Other	<input type="text"/>	Signed	<input type="text"/>
Date	<input type="text"/>		





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Application Fee Payment

I/We enclose an application fee with this form as listed on the current Fee Schedule and I/we acknowledge and agree that this fee is not refundable.

Cheque attached: Yes No

Please charge my credit card: \$ _____  

Card Number:

Name: Expiry Date: mm/yy

OFFICE USE ONLY

Application rec'd date:	_____	EHD rec'd:	_____
Application complete:	_____	Confirmation sent:	_____
Application fee rec'd:	_____	Date registered:	_____
Payment by:	_____	Start pack sent:	_____
Acknowledgment sent:	_____	Student code:	_____
Testing/assessment date:	_____	Family code:	_____
Interview date:	_____	File code:	_____
Offer sent:	_____	Date start school:	_____
Acceptance rec'd:	_____	Date left school:	_____