# GUILFORD YOUNG COLLEGE

**STUDENT ENROLMENT APPLICATION FORM**

P O Box 241 Glenorchy, Tasmania, 7010  
Principal's Office: 03) 6238 4357 principal@gyc.tas.edu.au  
Enrolments Registrar: 03) 6238 4367 enrolments@gyc.tas.edu.au  
www.gyc.tas.edu.au

Seeking enrolment for Grade 11, 12, 13 (circle)  
Year (e.g. 2014):

<table>
<thead>
<tr>
<th>STUDENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surname:</strong></td>
</tr>
<tr>
<td><strong>Middle Name/s:</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
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</thead>
<tbody>
<tr>
<td><strong>Suburb:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Home Phone:</strong> (indicate if a silent number)</th>
<th><strong>Mobile:</strong></th>
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<tr>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
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</tbody>
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<thead>
<tr>
<th><strong>Nominated first contact for student absenteeism (SMS):</strong></th>
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</thead>
<tbody>
<tr>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
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</tbody>
</table>

**Postal Address (If different from above):**

| **Student Car Registration No:** | **Special Interests** (music, sport, debating, etc) |

| Government Requirement: Does the student or his/her mother/guardian or his/her father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) |
|------------------------|------------------|
| ☐ No, English only | ☐ Yes – please specify | ☐ Student | ☐ Mother/Guardian | ☐ Father/Guardian |

| Is an interpreter required? | ☐ Yes | ☐ No |

**Government Requirement: Nationality**

In which country was the student born?

☐ Australia  
☐ Other- please specify: .................................................................

<table>
<thead>
<tr>
<th>Government Requirement: Is the student of Aboriginal or Torres Strait Islander origin?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes, Aboriginal</td>
</tr>
<tr>
<td>☐ Yes, Torres Strait Islander</td>
</tr>
<tr>
<td>☐ Yes, Aboriginal and Torres Strait Islander</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential Status – please indicate below: (original documents to be sighted and copies to be retained by College)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Australian citizen <em>(Naturalisation Certificate or Australian passport if Country of Birth is not Australia)</em></td>
</tr>
<tr>
<td>☐ Permanent resident <em>(passport if Country of Birth is not Australia)</em></td>
</tr>
<tr>
<td>☐ Temporary resident <em>(passport and visa)</em></td>
</tr>
<tr>
<td>☐ Foreign National without residential status <em>(passport and visa)</em></td>
</tr>
<tr>
<td>☐ Other / Visitor / Student / Passport / Other Visa <em>(passport and visa)</em></td>
</tr>
</tbody>
</table>

Office use only: Enrolment Application Fee Paid: ☐  
Report: ☐  Learning needs info: ☐  
Immunisation: ☐  Signatures: ☐  Date rec’d: _________________  Rec. no:_______
### Previous School/Permission

Name of previous school/s:

<table>
<thead>
<tr>
<th>I/We give permission for Guilford Young College to contact the previous school.</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
</table>

In the event that the student transfers to another college I/we give permission for Guilford Young College to transfer the information on this form to that college. | Yes ☐ No ☐ |

You will need to provide school and/or external test results (e.g. NAPLAN) where requested. Information will automatically be transferred between Catholic schools operated by the Archdiocese of Hobart regardless of what is chosen here.

### Student Wellbeing

Would the student benefit from an interview with a College counsellor early in the year? | Yes ☐ No ☐ |

Please provide any other information that would assist us in supporting the student:

### Medical Information

Medical Conditions: Please specify any medical conditions the student suffers from, e.g. asthma, diabetes, and/or any prescribed medication taken by the student.

**Health Priority:** (please circle) [ ] High [ ] Medium [ ] Low

Please specify the requirements regarding the administration of medication for both prescribed and non-prescribed medications, whether for ongoing or temporary illnesses:

Allergies: Please specify any known allergies the student has, e.g. allergy to nuts, penicillin, bee stings, including specific details:

Has the student been diagnosed as being at risk of anaphylaxis? | Yes ☐ No ☐ |

If yes, does the student have an EpiPen? | Yes ☐ No ☐ |

If a student is to be given medication by College staff or has a severe allergy, written notification is required. Please attach the written notification to the Enrolment Form.

*It is mandatory for parents/guardians to advise the College in writing of management plans for the medical conditions or allergies identified in this form with advice from medical practitioners including instances where a formal diagnosis has been made. Please attach the necessary information.*
This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our College. It will assist the College to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

### Special Needs

Does your child have:

- [ ] Autism
- [ ] Behaviour disorders
- [ ] Hearing impairment
- [ ] An intellectual disability
- [ ] A speech/language disorder
- [ ] Mental health issues
- [ ] A physical disability
- [ ] Vision impairment
- [ ] ADD/ADHD
- [ ] Learning difficulties
- [ ] Acquired brain injury
- [ ] None of these
- [ ] Other (please specify):

### Evidence of student’s identity and vaccination record

The student’s Birth Certificate (certified copy, not extract or photocopy) and proof of vaccination record **must be provided**. Enrolment is not complete until that evidence or any other evidence requested by the College is provided. You will need to provide supporting documentation of vaccinations, e.g. an immunisation certificate or a statutory declaration (form provided).

### What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school?

- [ ] Alternative teaching and learning strategies
- [ ] Signing
- [ ] Braille
- [ ] A reader or scribe
- [ ] Access to technology
- [ ] Modifications to equipment, furniture and learning spaces
- [ ] Personal carer support
- [ ] Other (please specify):

### Health and Safety

To your knowledge, is there anything in your child’s history or circumstances (including medical history) which might pose a risk of any type to him or her, other students or staff at this College?  

Yes [ ]  No [ ]

If yes, please provide a brief description:

---

Please provide the names and contact details of health professionals and/or support personnel at the last school or other relevant agencies who have knowledge of these issues:

Name/s: ____________________________

Contact details: ____________________________

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The information provided in this section will not in itself be a reason for accepting or rejecting an enrolment application. It is, however, knowledge that is necessary for the College to be able to take into account and cater for all the needs and challenges that the student presents in College. Should known needs/challenges of the student not be revealed at enrolment, the College may not be able to fully cater for the student.

I/We have attached written consent to the College to contact health professional, support personnel at the last school or other relevant agencies.  

Yes [ ]  No [ ]

Please attach written consent to the Enrolment Form including advice from health professionals/medical practitioners in instances where a formal diagnosis has been made.
## Family Details

### Mother / Guardian (please circle)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>First Name:</th>
<th>Title (e.g. Mrs/Ms/Dr):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Former name / maiden name:</th>
<th>Relationship to student:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address:** (leave blank if same as student address)

**Postal Address:** (if different from above)

### Contact Details

<table>
<thead>
<tr>
<th>Home Phone: <em>(indicate if a silent number)</em></th>
<th>Business Phone:</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Mobile:</th>
<th>Work Mobile:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Email:</th>
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</tbody>
</table>

**Nominated first contact phone number:**

**Nominated phone for SMS messages if SMS is acceptable:**

**Occupation:** __________________________

**Employer:** __________________________

### Government Requirement

**What is your occupation group?** *(select from list of parental occupation groups on page 8)*

<table>
<thead>
<tr>
<th>Name of Workplace:</th>
<th>Work Phone:</th>
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<tbody>
<tr>
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</tbody>
</table>

**What is the highest year of primary or secondary school the mother/guardian has completed?**

- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent

**What is the level of the highest qualification the mother/guardian has completed?**

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

**What language does the mother/guardian speak at home?**

**Country of Birth:**

**Date you entered Australia:**

**Religion:**

**Nationality:**

### Old Scholar

**Are you an old scholar of a Catholic school?**

- [ ] Yes
- [ ] No
- [ ]

If Yes: **Name of school/s:**

**If Yes: Your previous name:**

**Year/s attended:**
## Father / Guardian *(please circle)*

<table>
<thead>
<tr>
<th>Surname:</th>
<th>First Name:</th>
<th>Title (e.g. Mr/Dr):</th>
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<tbody>
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</table>

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<th>Relationship to student:</th>
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**Postal Address: (if different from above)**

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<th>Work Mobile:</th>
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**Occupation:**

**Employer:**

### Government Requirement

**What is your occupation group?**

*(select from list of parental occupation groups on page 8)*

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</table>

**What is the highest year of primary or secondary school the father/guardian has completed?**

- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent

**What is the level of the highest qualification the father/guardian has completed?**

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

**What language does the father/guardian speak at home?**

**Country of Birth:**

**Date you entered Australia:**

**Religion:**

**Nationality:**

### Old Scholar

**Are you an old scholar of a Catholic school?**

- [ ] Yes
- [ ] No
- [ ]

If Yes: Your previous name:

**If Yes: Name of school/s:**

**Year/s attended:**

Office use only:  Family Code:  Student ID No:
<table>
<thead>
<tr>
<th>Name</th>
<th>School/Pre-school</th>
<th>Year/Grade</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(current calendar year)</td>
<td>(pre-school only)</td>
</tr>
</tbody>
</table>

### Previous Family Members at the College

List all children in your family who have previously attended Guilford Young College.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to the student applicant</th>
<th>Final calendar year at GYC</th>
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<tbody>
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</table>
**Enrolment Pathway**

Normally students who have completed their primary education in Catholic schools will have priority entry into Catholic secondary/senior secondary colleges.

This enrolment applies to the student throughout his/her entire period of enrolment at Tasmanian Catholic schools and colleges operated by the Archdiocese. If the student moves to another Tasmanian Catholic school or college then all information about the student (including information on this enrolment form) may be transferred to that school or college. This includes other schools or colleges operated by the Archdiocese as well as St Virgil’s College (operated by Edmund Rice Education Australia) and Dominic College (operated by the Salesians of Don Bosco).

**Living Arrangements**

If there is a formal or informal Parenting Plan; Consent Orders or interim or final Court Orders in place which provide for the living arrangements for the student, please describe the living arrangement of the student below and, if applicable, the date of the Parenting Plan or Orders which set out that arrangement.

*Please note that an informal parenting plan includes an agreement between separated parents or other family members for the living arrangements of the student which has not been put into writing or finalised by a court.*

<table>
<thead>
<tr>
<th><strong>Court Orders (if applicable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any current court orders the College should know about?</td>
</tr>
</tbody>
</table>

*If yes, copies of these court orders e.g. family violence orders, Family Court/Federal Circuit Court orders or other relevant court orders must be provided (e.g. court parenting orders concerning residence, contact, child maintenance, education, health or other specific issues relating to this student). You do not need to include court orders already described in the “Living Arrangements” section above.*

Is there any other information of which the College should be aware?
<table>
<thead>
<tr>
<th>Government Requirement</th>
<th>LIST OF PARENTAL OCCUPATION GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals.</td>
<td></td>
</tr>
<tr>
<td><strong>Senior executive/ manager/department head</strong> in industry, commerce, media or other large organisation.</td>
<td></td>
</tr>
<tr>
<td><strong>Public service manager</strong> (Section head or above), regional director, health/ education/police/fire services administrator.</td>
<td></td>
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<tr>
<td><strong>Other administrator</strong> school principal, faculty head/dean, library/museum/gallery director, research facility director.</td>
<td></td>
</tr>
<tr>
<td><strong>Defence Forces</strong> Commissioned Officer.</td>
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<tr>
<td><strong>Professionals</strong> 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.</td>
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<tr>
<td><strong>Business</strong> management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer.</td>
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</tr>
<tr>
<td><strong>Air/sea transport</strong> aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller.</td>
<td></td>
</tr>
<tr>
<td>Group 2: Other business managers, arts/media/sportspersons and associate professors.</td>
<td></td>
</tr>
<tr>
<td><strong>Owner/manager</strong> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</td>
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</tr>
<tr>
<td><strong>Specialist manager</strong> finance/engineering/ production/personnel/ industrial relations/sales/ marketing.</td>
<td></td>
</tr>
<tr>
<td><strong>Financial services manager</strong> bank branch manager, finance/ investment/insurance broker, credit/loans officer.</td>
<td></td>
</tr>
<tr>
<td><strong>Retail sales/services manager</strong> shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.</td>
<td></td>
</tr>
<tr>
<td><strong>Arts/media/sports</strong> musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.</td>
<td></td>
</tr>
<tr>
<td><strong>Associate professionals</strong> generally have diploma/ technical qualifications and support managers and professionals.</td>
<td></td>
</tr>
<tr>
<td><strong>Business/administration</strong> recruitment/employment/ industrial relations/training officer, market research analyst, technical sales representative, retail buyer, officer/project manager.</td>
<td></td>
</tr>
<tr>
<td><strong>Defence Forces</strong> senior Non-Commissioned Officer.</td>
<td></td>
</tr>
<tr>
<td>Group 3: Tradesmen/women, clerks and skilled office, sales and service staff.</td>
<td></td>
</tr>
<tr>
<td><strong>Tradesmen/women</strong> generally have completed a 4 year Trade Certificate, usually by apprenticeship. <strong>All tradesmen/women are included in this group.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Clerks</strong> 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Skilled office, sales and service staff.</strong></td>
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</tr>
<tr>
<td><strong>Office secretary, personal assistant, desktop publishing operator, switchboard operator.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sales</strong> company sales representative, auctioneer, insurance agent/assessor/ loss adjuster, market researcher.</td>
<td></td>
</tr>
<tr>
<td><strong>Service</strong> aged/disabled/ refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.</td>
<td></td>
</tr>
<tr>
<td>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers.</td>
<td></td>
</tr>
<tr>
<td><strong>Drivers, mobile plant, production and processing machinery and other machinery operators.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hospitality staff</strong> hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.</td>
<td></td>
</tr>
<tr>
<td><strong>Office assistants, sales assistants and other assistants.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Office</strong> typist, word processing/data entry/ business machine operator, receptionist, office assistant.</td>
<td></td>
</tr>
<tr>
<td><strong>Sales</strong> 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Assistant/aide trades’ assistant, school/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Labourers and related work.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Defence Forces</strong> ranks below senior NCO not included above.</td>
<td></td>
</tr>
<tr>
<td><strong>Agriculture, horticulture, forestry, fishing, mining worker</strong> farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.</td>
<td></td>
</tr>
<tr>
<td><strong>Other worker</strong> labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</td>
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<tr>
<td>Group 8: Not in paid work in last 12 months</td>
<td></td>
</tr>
<tr>
<td>Group 9: Not Stated or Known</td>
<td></td>
</tr>
</tbody>
</table>
**SCHEDULE OF FEES AND CHARGES**

**Responsibility**
It is the College’s view that parents or guardians are responsible for the payment of fees and levies. The fact that students receive Government assistance to study does not detract from this.

**Accounts**
The annual fee and general levy are invoiced at the beginning of each year and may be paid by equal monthly instalments from February to October. Instalments are expected by the last day in each month. Overdue accounts may be charged interest on the balance remaining in each month.

**Student charges 2015**
The same charges apply to Years 11 and 12.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual tuition fee</td>
<td>$4664.25</td>
</tr>
<tr>
<td>General levy</td>
<td>$297.00</td>
</tr>
</tbody>
</table>

**Enrolment Fees**
An enrolment fee of $250 is required with each enrolment application and is not refundable.

**Sibling Discounts**
Discounts are available to parents who have three or more children in Catholic schools within Tasmania. Application must be made annually on the approved yellow form available from the College office.
Levels of discount are:
- 3 children in Catholic schools: 10% of the tuition fee
- 4 children in Catholic schools: 20% of the tuition fee
- 5 or more children in Catholic schools: 30% of the tuition fee

**Methods of Payment**
The following options are offered:
- Bpay
- Credit card (Visa or Mastercard)
- EFTPOS
- Cash or cheque
- Direct debit
- Centrepay
Details for these are found on each month’s statement.

**Special Arrangements**
Where parents anticipate difficulty with the payment of fees they are encouraged to talk to the Business Manager. All such discussions, and any ensuing arrangements, are in confidence.

**Building Fund**
The College operates a separate tax deductible building fund to help cover the cost of building projects, associated loan payments and maintenance. All parents are encouraged to contribute.

**Overdue Accounts**
In fairness to all parents and to ensure responsible financial management of the College, there is a strong expectation that statements will be paid by the due date. The College Board endorses firm action on overdue accounts. Should any formal collection action need to be taken, the collection costs are borne by the parent/guardian.

**Notice of Student Withdrawal**
Ten weeks’ formal notice in writing must be provided to the Principal if a student is withdrawing from the College. If the notice in writing is not received and the student ceases attending the College then fees and levies are charged for ten weeks in lieu of notice. This is a strictly enforced policy.
IMMUNISATIONS

The Public Health Act 1997 states that all colleges and schools are required to seek from parents confirmation of student immunisations against contagious diseases. You **MUST** provide either:

1. Proof of immunisation by way of a copy of information from your doctor or child health clinic; or
2. Complete the Statutory Declaration below stating immunisations have been received.

STATUTORY DECLARATION

1. (insert name) [insert name]

of (insert address) ................................................................. in Tasmania, do solemnly and sincerely declare that:

1. I am the parent/guardian of (insert name of student) ..........................................................

2. Although I am unable to produce any immunisation certificate or other proof of immunisation, I believe that my said child is fully immunised for his/her age against the following diseases as specified below (please circle):

<table>
<thead>
<tr>
<th>Disease</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Chicken Pox</td>
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<tr>
<td>Diphtheria</td>
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<tr>
<td>Haemophilus Influenza type B (hib)</td>
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<tr>
<td>Hepatitis B</td>
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<td>Human papilloma virus</td>
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<td>Influenza</td>
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<td>Measles</td>
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<tr>
<td>Meningococcal infection</td>
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</tbody>
</table>

all of which matters I conscientiously believe to be true AND I make this solemn declaration under the *Oaths Act 2001*.

Declared at .............................................................................

this ........ day of ........................................... 20...........

...........................................................................................

(sign here)

before me:

...........................................................................................

A Justice of the Peace
or Commissioner for Declarations

Office use only: Family Code: Student ID No:
EXCURSION and HEALTH AGREEMENT

To Guilford Young College, hereafter referred to as “the College”

I (Parent/Guardian Name) ........................................................................................................................................

the parent/legal guardian of (Student Name) ...............................................................................................................

1. Consent to my son/daughter travelling on a College bus or any form of public or private transport where such transport is deemed by the College to be necessary or desirable.

2. Consent to my son/daughter participating in all activities organised or available at College, College camps and all other outings, excursions and functions.

   a) In the event that I cannot be contacted: Consent to the College, by its servants or agents, seeking such medical or dental advice on behalf of my son/daughter as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, my son/daughter requires medical or dental attention or treatment, including but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment.

   b) Certify that the consent which I have given in paragraph (a) is valid at all times while my son/daughter is in the custody of the College, including but not limited to such times as my son/daughter is at College, is present at College camps or is attending or participating in excursions or functions.

3. Certify that I understand that the College will take all reasonable care in the event of my son/daughter suffering accident or illness, but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my son/daughter in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my son/daughter.

4. Tick appropriate box and give details:

   a) Certify that my son/daughter does not, to my knowledge, suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment. 

   b) Give notice that my son/daughter suffers from the following illnesses or disabilities and/or takes the following medication which might interfere with or inhibit any medical or dental attention or treatment but certify that, to my knowledge, my son/daughter does not suffer from any illness or disabilities or take medication which might interfere with or inhibit any medical or dental attention or treatment.

..............................................................................................................................................................................
..............................................................................................................................................................................
..............................................................................................................................................................................

Signed: ........................................................................................................  Date: ...... / ........ /......

SHOULD ANY DETAILS CHANGE THROUGHOUT THE YEAR, PLEASE INFORM OUR OFFICE IMMEDIATELY.
ENROLMENT POLICY

• Guilford Young College is a Catholic college under the auspices of a Governing Council, chaired by the Archbishop of Hobart. Parents and students must, therefore, understand and support the Catholic ethos of the College community. We adhere to the Archbishop’s Charter for Catholic Schools.

• Students are required to participate fully in the Religious Education program and to attend major College celebrations and days organised to enhance the spiritual and personal development of students. In so doing, Year 12 students are entitled to attend the College Formal, receive a College Reference and documentation of their participation.

• Parents, guardians and students agree to accept the authority of the Governing Council and the Principal to administer the College and they will be bound by and duly observe any policies and regulations of the College.

• Students are expected to conduct themselves according to the Gospel values of respect, compassion and justice and to co-operate fully in supporting the College community as a place of learning.

• Parents are expected to take a positive part in the activities of the College and to work in partnership with the College in promoting the educational experience of students.

• Students are to care for the buildings, furniture and equipment of the College; parents/guardians are financially responsible for damage caused through carelessness or neglect by students.

• Students are required to use the College Information Communication Technology resources carefully, responsibly and ethically.

• Students are to wear the College uniform properly, so as to represent the College with pride in personal appearance as well as developing a sense of belonging and responsibility.

• Students may not leave the College property during school hours without the permission of parents/guardians and the appropriate College authorities.

• Students are not permitted tobacco, alcohol or any form of illicit drug while at the College, at a College function or activity or travelling to or from College.

• Parents, guardians, or students living independently will pay all invoiced or agreed fees and levies by the required time. Should difficulties be experienced in doing so, they will contact the Principal or the Business Manager without delay. Recovery of outstanding accounts will also incur payment of collection and legal costs by those responsible for payment of fees.

• In the event of student illness/injury or other serious circumstances the Principal, or the nominee of the Principal, is authorised to take whatever action is considered necessary. It is understood that immediate contact with parents will be attempted.

• Parents/guardians give permission for students to participate in excursions planned by the staff of the College.

• Parents/guardians and students give permission for enrolment information to be disclosed to relevant staff as deemed necessary and to give permission for student names and photos to be used in College publications and for College promotion.

• Payment of an enrolment fee is required upon lodgement of the enrolment application. This fee will be credited against the second month’s account and is not refundable.

• Parents/guardians give permission for contact to be made with them via usual correspondence, telephone, SMS and email.
UNIFORM POLICY

**Female Student Uniform**
- College White Blouse
- College Skirt
- College Trousers
- College Jumper
- College Polar Fleece Jacket
- College White Socks
- College Navy Stockings
- Black Leather Lace-up School Shoes with Standard Heel
- College Navy Bag or College Navy Backpack

* These items are compulsory College Uniform for all students.

**Male Student Uniform**
- College White Business Shirt and College Neck Tie
- College White ‘Jack’ Shirt with Logo
- College Grey Trousers
- College Jumper
- College Polar Fleece Jacket
- College Grey Socks
- College Shorts
- Black Leather Lace-up School Shoes with Standard Heel
- College Navy Bag or College Navy Backpack

**Sports Uniform**
- College Polo Top
- College Rugby Top
- College Navy Track Pants
- College Navy Shorts
- College Tracksuit Jacket

All students are expected to adhere to College uniform requirements and to wear their College uniform with pride. When travelling to and from school, students are expected to wear complete College uniform.

Change rooms and shower facilities are available on campus and students are encouraged to use them.

The compulsory College Uniform must be worn at a number of specific College celebrations including the Commendation Ceremony and the Graduation Ceremony. For general wearing of the uniform, the following applies:

- Skirts have been made on a long line style and should be knee length. Females have the option of wearing College slacks.

- Males have the option of College grey shorts with College grey walk socks.

- The College cap or beanie is for outdoor use.

- Students may choose to wear a College blazer, College spray jacket or College polar fleece as the outer garment with the exclusion of formal occasions. A College or navy scarf may be worn with the uniform.

- In winter, if students need to wear an additional coat over their College jumper, the College polar fleece jacket is available from our uniform shops. The other option is a plain, navy blue coat, ‘great-coat’, or jacket with no logo or emblem.

- T-shirts (long or short sleeve) are not to be visible underneath the College uniform.

*For any reason a student is unable to wear the College uniform to school, a note is requested from home explaining the particular circumstances. The College Sports Uniform will be permitted as an alternative in these circumstances.*

**Uniform Shop**
College uniform items are available from the Uniform Shop located at Glenorchy and Hobart Campuses. Regular school term opening hours are Tuesday and Thursday, 10:30am until 2pm.
TERMS AND CONDITIONS OF ENROLMENT

This form governs the application for enrolment and the terms and conditions of the enrolment of the student. It continues to apply until completion of the student’s enrolment and payment of all monies due to the College.

In this form:

“Archdiocese” or “Archdiocese of Hobart” means the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.

“College” means Guilford Young College in Tasmania, operated by the Archdiocese.

CHANGES TO ENROLMENT TERMS AND CONDITIONS

The College may vary or amend these terms and conditions by written notice to the parent(s)/guardian(s) at any time. Any variations or amendments will apply from the date specified in the notice, being not less than 14 days after the notice is issued.

A notice may be handed to you personally or sent by email, facsimile or prepaid mail to the last known address of the addressee. Notices may also be given by delivery to students or by notice in the College newsletter. Notices sent by pre-paid post are deemed to be received on the second business day after posting. Notices sent by facsimile or email are deemed received on confirmation of successful transmission. Notice to one parent/guardian is deemed to be notice to all parents/guardians.

GENERAL TERMS AND CONDITIONS

Completion of this Application for Enrolment Form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the College’s enrolment criteria and the Tasmanian Catholic Education Commission Enrolment for Catholic Schools Policy.

Attendance at an enrolment interview does not guarantee enrolment being accepted.

Enrolment of a student at one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

The law of Tasmania from time to time governs these terms and conditions. The parties agree to the non-exclusive jurisdiction of the Courts of Tasmania, the Federal Court of Australia, and of Courts entitled to hear appeals from those Courts.

The College’s failure to enforce any of its rights (under these terms and conditions or otherwise) shall not be construed as a waiver of any of the College’s rights.

If any part of these terms and conditions is unenforceable it shall be read down to be enforceable or if it cannot be read down, it shall be severed from these terms and conditions without affecting the enforceability of the remaining terms or conditions.

Invoices are issued early in Term 1 of each year for the full year fees and levies. A single invoice will be issued covering all students for which the parent/guardian is responsible and including all fees and levies. Current fees and levies are outlined in the Schedule of Fees and Charges.

The Schedule of Fees and Charges may be updated each year and includes information about payment options. This also states any applicable interest rate payable on overdue fees or levies. Interest is payable from the due date until payment is received in full. You will be asked at the end of each year how you would like to pay fees for the next year.
RESPONSIBILITY FOR PAYMENT OF FEES

College Office staff can assist with any queries you may have in regard to payment of fees and levies.

Each person who signs this form accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment of the student.

Payment of fees is subject to all the terms and conditions contained in this form.

Where there is more than one person signing this form:

1. the College may issue only one account in the name of all individuals listed on this form;
2. each person is independently and jointly responsible for payment of the whole of the fees, meaning the College can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them;
3. notice to any one parent/guardian is taken to be notice to all parents/guardians;
4. each individual consents to his/her personal information in relation to this account (including payments made or overdue) being disclosed to each other individual on the account; and
5. amendments to fee payment arrangements can only be made with the written agreement of all affected parties (including all parents/guardians listed on this form and those who will be responsible for paying fees).

ENROLMENT FEE

At the time of submitting the Student Enrolment Application Form you will be required to pay an enrolment fee. This enrolment fee is non-refundable except in special circumstances and would require discussion with the College Business Manager.

PRO-RATED COLLEGE FEES

In cases where a student commences at or leaves the College part-way through the year, fees and levies will be pro-rated in accordance with this part.

Tuition fees
Subject to minimum notice requirements for withdrawing a student, tuition fees will be pro-rated to the nearest week, including any partial weeks of attendance as full weeks.

Notice of withdrawal
Written notice of at least ten weeks is required prior to withdrawal of a student from the College. Where notice is not provided, full tuition fees and all levies will need to be paid for the number of weeks where notice was not provided. This includes withdrawal prior to the start of the College year.

For example, if a student is withdrawn at the start of the College year, a total of ten weeks of school fees may need to be paid.

This notice period may be reduced or waived in special circumstances. Please contact the Business Manager if you would like to discuss this possibility.

Special payment arrangements
If you are experiencing financial hardship or are struggling to pay on time, please speak to the Business Manager. Variations in payment arrangements can be approved where required, and in exceptional circumstances limited fee remissions can be provided. You may be required to provide evidence of need to enter into a special payment arrangement or receive a fee remission.
**Failure to pay**

Where payment is not made on time, debt recovery action may be commenced against any one or all of the parent(s)/guardian(s) named on this form.

The College or the Archdiocese may charge the parent(s)/guardian(s) for, and the parent(s)/guardian(s) indemnify the College and the Archdiocese from, all costs and expenses (including without limitation all legal costs and expenses on an indemnity basis) incurred by the College or the Archdiocese resulting from the default (failure to pay) or in taking action to enforce compliance with these terms and conditions.

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**PERSONAL INFORMATION COLLECTION NOTICE**

1. The Archdiocese of Hobart both independently and through its schools and colleges collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the school. This may be in writing or in the course of conversations. This personal information is managed in accordance with the privacy policy of the Tasmanian Catholic Education Commission, copies of which are available on request. The policy includes information on how to access and correct your personal information, as well as information on how to complain about interferences with your privacy.

2. The primary purpose of collecting this personal information is to enable the Archdiocese to provide education to the student and to enable the student to take part in activities of the school or college.

3. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

4. Certain laws governing or relating to the operation of schools and colleges require that certain information is collected. These include but are not limited to the Australian Curriculum, Assessment and Reporting Authority Act, the Education Act, the Tasmanian Qualifications Authority Act and the Public Health Act.

5. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may ask you to provide medical reports and health information about the student from time to time.

6. If the College does not obtain the information requested, the College may not be able to enrol or continue the enrolment of the student.

7. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools and colleges, government departments (such as the Education Department), government agencies (such as the Australian Curriculum, Assessment and Reporting Authority [ACARA]), statutory bodies (such as the Teachers Registration Board of Tasmania), medical practitioners and people providing services to the College (such as auditors, lawyers, insurers, accountants, debt collectors, specialist visiting teachers, sports and other coaches, volunteers and counsellors).

8. When a student moves between schools and colleges both operated by the Archdiocese, the schools and colleges may exchange any and all personal information about the student. When a student moves from a school operated by the Archdiocese (“old school”) to a school or college not operated by the Archdiocese (“new school”), the old school may provide personal information about the student to the new school or college with the consent of the student (or their parent(s)/guardian(s) on his/her behalf).
9. Certain personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing some school information relating to the circumstances of parents and students on the MySchool website.

10. Personal information collected from students is regularly disclosed to their parents or guardians.

11. Personal information collected from one parent/guardian may be disclosed to others responsible for payment of fees, including information about payments made or overdue.

12. Parents and guardians may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include (but are not necessarily limited to) where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

13. The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.

14. The College may, with their consent, include parent or guardian contact details in a class list and College directory given to other parents and guardians.

15. The College does not normally send personal information overseas.

16. Personal information about the student may be used by the Archdiocese of Hobart for religious purposes, including inviting the student to participate in sacraments or Church activities.

17. In the event of a default, the College may seek credit information from and disclose credit information to credit reporting bodies in accordance with the Tasmanian Catholic Education Commission Credit Information Privacy Policy, available in electronic form from www.catholic.tas.edu.au and in hard copy from the Tasmanian Catholic Education Office or the College.

If you provide the College with the personal information of others, such as doctors or emergency contacts, the College encourages you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose such information to third parties.

**CONSENT TO PUBLICATION OF PERSONAL INFORMATION**

The student may appear in College photographs, photographs where the student is in the background of the image or wide shots, where it is not practicable to identify every student before taking the photograph (e.g. at sports carnivals), whether or not you give consent here. Similarly the student’s personal information may appear on the student’s College identification card. The College will never identify a student by name in photographs published online without express consent.

The College cannot control the actions of students, parents or others in relation to the publication of photographs. However, it is contrary to the College’s ethos for photographs or film taken of students participating in College activities to be publicly displayed (including social media) without prior permission of that student’s parents or guardians.
Please indicate whether or not you consent to the publication of certain personal information about the student (including their photographs or samples of their work) in the following circumstances. These will only apply if the student’s enrolment is accepted.

1. Publication of the student’s name and samples of the student’s work, with the student’s consent, as part of any printed College publication, such as the newsletter or yearbook and including online publication.

☐ YES, I/we consent to this. ☐ NO, I/we do not consent to this.

2. Photography, filming and interviewing the student and providing the student’s full name, College and age for publication by newspapers, radio and television in stories about education and College activities.

☐ YES, I/we consent to this. ☐ NO, I/we do not consent to this.

3. Publication of images of the student or samples of the student’s work in printed or online materials or advertising (including newspaper advertising and television commercials) produced by the College, the Tasmanian Catholic Education Office or the Archdiocese of Hobart. The College will never identify a student by full name in images published online without express consent.

☐ YES, I/we consent to this. ☐ NO, I/we do not consent to this.

SIGNATURE

This form is a binding contract between each person named below, jointly and severally, and the College. If the College accepts the enrolment you will be required to comply with all the terms and conditions contained in this form. Please ensure you have read it carefully.

1. I/We agree to support the Tasmanian Catholic Education Commission, system and College policies in relation to program of studies, sport, pastoral care, College uniform, discipline and the general operation of the College.

2. I/We have included copies of the following documents for the student being enrolled with this application for enrolment:

(please tick appropriate boxes)

☐ Birth Certificate*
☐ Passport, visa, citizenship documentation (if applicable) *
☐ Most recent previous school reports and external test results (including NAPLAN if applicable)
☐ Current court orders (sealed copies if applicable)
☐ Relevant medical and/or special needs information (if applicable)
☐ Immunisation Certificate or Statutory Declaration
☐ Reports of assessments the student has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)

* PLEASE NOTE: ORIGINALS MAY NEED TO BE PRODUCED DURING THE ENROLMENT PROCESS

3. I/We agree to honour the financial commitments required by the College in accordance with the Schedule of Fees and Charges and the terms and conditions.
4. I/We understand that the information that I/we have provided must be kept up to date throughout the period of enrolment and I/we agree to notify the College of any change in the information requested by this form, e.g. change of address or new court orders.

5. The College is conducted in accordance with the teachings, doctrines, beliefs, tenets and principles of the Catholic Church. I/We and the student acknowledge and accept that the College has an obligation to teach the doctrines, beliefs, tenets and principles of the Catholic Church and will continue to support that obligation while the student remains enrolled in Tasmanian Catholic education.

6. I/We give permission for the student to attend minor excursions in accordance with College policy without my further consent. I/We understand that this consent can be withdrawn at any time by notifying the College in writing and that additional consent will be required for major excursions.

☐ YES, I/we give permission.  ☐ NO, I/we do not give permission.

7. If, in time of emergencies, accidents or serious illness, I/we cannot be contacted, by checking the box below I/we give permission for the Principal (or his/her representative) to seek medical attention for my/our child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. I/We accept that I/we will be liable for all associated costs.

☐ YES, I/we give permission.  ☐ NO, I/we do not give permission.

8. I/We have read all of the information in the enrolment package including this form and understand the Tasmanian Catholic Education Commission, system and College policies that we will need to abide by should this enrolment application be successful. I/We understand that this is an ongoing commitment and non-support of these policies may be cause for discontinuation of enrolment. I/We have read the Personal Information Collection Notice about the collection and management of the personal information contained in this form. I/We understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

9. I/We have read and understood the following:

- Enrolment Policy
- Uniform Policy
- Privacy Policy
- Schedule of Fees and Charges
- Excursion/Health form
- Immunisation
- Statutory Declaration (where applicable)

Signature: ___________________________  Signature: ___________________________

Father / Guardian  Mother / Guardian

Date: ___________________________  Date: ___________________________

PLEASE NOTE: Acceptance of this application for enrolment is subject to the approval of the College.

If you do not understand any section of the Enrolment Application Form please contact the College for further information or seek your own legal advice.
Office use only:

Enrolment Application Fee:

☐ Mastercard
☐ Visa
☐ Cheque/Money Order

Card no: [Redacted]

Expiry date: [Redacted]

Cardholders Name: ______________________________________________________

Signature: ___________________________________________ Date:______________