



HIGHVIEW COLLEGE ENROLMENT APPLICATION

Affordable Excellence at Highview College

Highview College strives for academic excellence, but also recognises the development of the whole person as integral to educational growth. As the first ecumenical school in the world Highview College focuses on the common Christian values shared between Christian denominations.

The College's connection to the four founding Christian churches of the school - Uniting Church of Australia, Anglican, Roman Catholic and Church of Christ - means students are encouraged to question and have a broad and generous understanding of the Christian faith. The College community considers faith a gift and a journey, which students are encouraged to embark upon with thankfulness and a sense of adventure and wonder.

It is our quest to nurture student potential, foster sound personal values, and facilitate the mental, physical, and spiritual growth of the individual.

We believe that in order to achieve our vision and mission we need to teach, foster and live the values of Highview College:

Growth

Respect

Aspiration

Compassion

Excellence

As part of developing values of generosity and compassion, students are encouraged to engage in service to others within the local and global community, and care for the environment and each other.

The College motto, 'Education Through Wholeness' encourages all those in the Highview community to grow in harmony and co-operation with their brothers and sisters from all denominations, and in the spirit of Christian unity.

Application for Enrolment

Please complete this 'Application for Enrolment' (**Application**) and return to the Registrar with:

- a non-refundable application fee of \$75.00 together with
- a copy of a Full or Extract of Birth Certificate

Upon receipt of the completed Application in relation to your child (the **Applicant**), your child's name will be added to our waiting list for the required year of entry.

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Upon receipt of the completed Application in relation to your child (the **Applicant**), your child's name will be added to our waiting list for the required year of entry.

Receipt of the Application will be acknowledged in writing. The completion of the Application will not necessarily result in the Applicant being offered enrolment at Highview College.

Enrolment

All Applicants are required to have an enrolment interview before any offer of enrolment can be made.

If Highview College (the **College**) makes an offer of enrolment to the Applicant after the enrolment interview, the offer will be conditional on the College receiving:

- a duly executed 'Conditions of Enrolment' (executed by the Applicant's Parents/Guardian/s)
- the non-refundable enrolment acceptance fee (currently \$250.00, however the fee is subject to change)
- Documentation as appropriate

Once the College has received the properly executed Conditions of Enrolment, the College will confirm the offer of enrolment to the Applicant.

The enrolment acceptance fee will be deducted from the first term's fees after the Applicant commences as a student at Highview College.

Applicant's Details

Proposed student's details

Surname _____

First Name _____

Middle Name _____

Preferred Name _____

Gender _____

Date of Birth _____

VSN Student Number _____

Student's Religion _____

Residential Address

Is the applicant:

An Australian Citizen

A Temporary Resident of Australia

A Permanent Resident of Australia

Indigenous / Torres Strait Islander

(All Temporary and Permanent Resident applicants must provide a copy of a current Passport and proof of Visa)

Commencement

Commencement Year _____

Expected Year Level _____

Applicant resides with:

Both Parents

Parent 1

Parent 2

Guardian/s

Is there a court order or parent plan in relation to the applicant?

Yes

No

If yes, please attach a copy

Census Information

Schools are required to collect student background information from parents as agreed by State and Territory Education Ministers.

This is to enable nationally comparable reporting of students' outcomes against the National Goals for Schools in the 21st Century.

All information collected will be subject to the provisions of the Highview College Privacy Guidelines.

Is the student of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

In which country was the student born?

Australia

Other

(If 'Other', please specify)

Applicant's Schooling History

Present School

Previous School/s Attended & Year levels

Siblings who may enrol in the future

Name _____

Expected start year _____

Name _____

Expected start year _____

Name _____

Expected start year _____

Applicant's Medical Needs

Highview College aims to ensure the safety of every child. **Parents are required to complete and submit a medical form before the commencement of every academic year.** Students are not permitted to attend Highview College without current medical information.

If the Applicant has a Medical Emergency Action Plan in relation to any of the following, a Medical Emergency Action Plan must be **provided at the commencement of each academic year** in relation to each medical issue. Medical Emergency Action Plans must have a minimum of 11 months currency

- | | |
|--------------------------|-------------|
| <input type="checkbox"/> | Anaphylaxis |
| <input type="checkbox"/> | Asthma |
| <input type="checkbox"/> | Diabetes |
| <input type="checkbox"/> | Epilepsy |
| <input type="checkbox"/> | Other |

(If 'other', please provide details)

Applicant's Educational Needs

Highview College aims to identify students with individual learning needs as soon as possible.

The information you provide below will ease the transition of your child and in some circumstances avoid unnecessary delay in providing appropriate classroom support, should your child be offered a place at the College.

Does the applicant have any special educational needs of which the College should be aware in order to comply with legislation? If yes, you must provide details* and attach copies of any relevant medical diagnoses and provide copies of any relevant medical reports.

*Please note: any medical conditions or special educational needs must be known to the Principal prior to enrolment in order to ensure that an appropriate program can be offered.

- | | |
|--------------------------|--------------------------------|
| <input type="checkbox"/> | Learning Difficulties |
| <input type="checkbox"/> | Speech Difficulties |
| <input type="checkbox"/> | Physical Difficulties |
| <input type="checkbox"/> | Hearing Impairment |
| <input type="checkbox"/> | Vision Impairment |
| <input type="checkbox"/> | Social Disturbance |
| <input type="checkbox"/> | Emotional Disturbance |
| <input type="checkbox"/> | Assessed as Gifted |
| <input type="checkbox"/> | Autism Spectrum Disorder |
| <input type="checkbox"/> | Oppositional Defiance Disorder |
| <input type="checkbox"/> | Obsessive Compulsive Disorder |
| <input type="checkbox"/> | Other |

(If 'Other', please specify)

Parent/Guardian 1 Census Information

Title _____

Surname _____

First Name _____

Middle Name _____

Residential Address

Postal Address

Mobile _____

Email _____

Please note that accounts and correspondence will be delivered electronically

Occupation _____

Employer/Company _____

Business Address _____

Relationship to Applicant _____

Languages spoken

English only

Other

(If 'Other', please indicate)

Parent/Guardian 1 Education

What is the highest level of primary or secondary school completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')

Secondary Education

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Further Education

What is the level of the highest qualification completed?

Bachelor Degree or above

Advanced Diploma/Diploma

Certificate I to IV (inc Trade Certs)

No post-school qualifications

What is your occupation and occupation group?

(Please refer to the information on Page 7 of this document)

Parent/Guardian 2 Census Information

Title _____

Surname _____

First Name _____

Middle Name _____

Residential Address

Postal Address

Mobile _____

Email _____

Please note that accounts and correspondence will be delivered electronically

Occupation _____

Employer/Company _____

Business Address _____

Relationship to Applicant _____

Languages spoken

English only

Other

(If 'Other', please indicate)

Parent/Guardian 2 Education

What is the highest level of primary or secondary school completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')

Secondary Education

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

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What is the level of the highest qualification completed?

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Certificate I to IV (inc Trade Certs)

No post-school qualifications

What is your occupation and occupation group?

(Please refer to the information on Page 7 of this document)

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals 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.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [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]

Skilled office, sales and service staff

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [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]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [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]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Payment of \$75.00 Application Fee

- Cash at Reception
- Cheque/Money Order made payable to Highview College (please attach)
- Direct Deposit

ANZ

013-720

2895 42619

Remittance must be sent to accounts@highview.vic.edu.au

- Credit Card details below

To pay by credit card please complete the following

Please charge my:

Mastercard

Visa

Card Number _____

Expiry Date _____

CCV No. _____

Amount \$_____

Card Holder's Name

Card Holder's Signature

Declaration & Commitment

As the Parent/s/Guardians/s of the named child (the Applicant), I/we request that the Applicant be registered for admission to the College.

I/we have read, understood and agreed to the information provided in the Highview College Prospectus including, but not limited to, the Student Enrolment Policy and the Parent/Participant Code of Conduct Policy.

In signing this declaration, I/we understand and accept responsibility for the following:

- that as a part of the communication process between the College and home, I/we must provide a current email address;
- that I/we are willing to access online communication - eg. Accounts, Permission forms, Newsletter, Progress Reports etc;
- that I/we are responsible for any medical, hospital, Ambulance or other expenses incurred as a result of any illness or accident involving my/our child;
- that the College may vary or rescind policies, procedures or guidelines at any time in its absolute discretion;
- that I/we jointly and severally accept responsibility for the payment of all fees due to the College in relation to this Applicant's attendance at the College;
- I/we will advise the College in writing of any changes to contact details or other information in this Application;

Signed Parent/Guardian 1

Signature

Print Full Name

Date

- it is my/our joint and separate responsibility to inform the College in writing of any changes to the Applicant's enrolment status. I/we are aware the College requires one term's notice if the Applicant is to be withdrawn once enrolled. I/we understand that I/we will be responsible for one term's fees if I/we do not provide the required notice;

- I/we jointly and severally agree to abide by these terms, the Student Enrolment Policy, the Conditions of Enrolment and the Parent/ Participant Code of Conduct and any rules, procedures and policies from time to time in force at the College. I/We jointly and severally agree to pay all fees, charges and other monies falling due to the College in respect of the Applicant;

- I/we have read and understood the Privacy Policy available on the College website and, in making this Application, consent to the collection, use and disclosure of personal information and sensitive information as provided for by the Privacy Policy; and

- I/we understand that submitting this Application does not guarantee the Applicant enrolment at the College.

This application requires the signature of both Parent/s/Guardian/s.

Please advise of circumstances if only one of the parents or guardians is signing.

Signatories should be aware that by signing this form they agree to be jointly and severally responsible for all of the College's fees and charges.

Signed Parent/Guardian 2

Signature

Print Full Name

Date



HIGHVIEW COLLEGE

www.highview.vic.edu.au

21 Kars Street,
Maryborough
VIC 3465

T 03) 5459 1000
F 03) 5459 1099

highview@highview.vic.edu.au

ABN 24 006 194 369