



Gippsland Grammar

CRICOS Provider 00340B

**Application for Enrolment
And Conditions of Entry**

Overseas Students



P.O. Box 465,
Sale, Victoria, 3853.
Telephone: +61-3-5143 6388

Princes Highway
Sale, Victoria, 3850.
Email: coran.johnson@gippslandgs.vic.edu.au

APPLICATION FOR ADMISSION

To the Principal,

I have read the principles governing admission to Gippsland Grammar and the "Conditions of Entry", and hereby apply for the admission of the undermentioned as a student.

Family Name		Given Names	
Preferred Name		Religion of Student:	
Day Pupil	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Gender	Male <input type="checkbox"/>	Female	<input type="checkbox"/>
Commencement date		Year Level.....(7-12)	
Date of Birth		Country of Citizenship.....	
Passport No.....		Visa Expiry Date (if required).....	
		If no, do you require Boarding House? <input type="checkbox"/>	

Full Name of Father (underline surname)	
Address of Father	
.....	
Telephone No. (Home).....	Telephone No. (Work).....
Living	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation	
Full Name of Mother (underline surname)	
Address of Mother	
.....	
Telephone No. (Home).....	Telephone No. (Work).....
Living	Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation	



GUARDIANSHIP

Name of Guardian (underline surname).....

Guardian's Address in Australia

..... Telephone No.

Student's Address in Australia

..... Telephone No.

FURTHER DETAILS

Last School attended:.....

Address of School:

Grade/s..... Years of Attendance

Results of English Language Test: (IELTS or TOEFL)

Interests:.....

.....

Musical Instruments Played

Art:..... Sport

Other:

Number of children in family

Position of this child:.....

MEDICAL INFORMATION

Medicare Number (Will be advised after arrival in Australia) : _____

My/our child has had the following immunisations:

				Year Administered
DTP (Triple Antigen Diphtheria/Tetanus/Whooping Cough).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
CDT (Child Diphtheria/Tetanus).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Poliomyelitis (Oral Sabin)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Measles.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mumps	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Measles/Mumps	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
MMR (Measles/Mumps/Rubella).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I/We desire/do not desire that Blackwood House arrange for my/our child to receive the necessary injections should the need arise.



PAST MEDICAL HISTORY

Measles	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Rubella (German Measles).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mumps	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Chicken Pox	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Sore throats.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Whooping cough	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Headaches	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Epilepsy or seizures	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Glandular fever.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Anaphylaxis	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Asthma	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					

Please provide other medical information that would assist in the care of your child, including a summary of severe illnesses to date: (Attach separate sheet if necessary)

.....

.....

Regular medication (give details of regular medication taken by your child)

.....

.....

Allergies:

Disabilities:

ANAESTHETIC: I/We hereby give my/our authority for a Medical Practitioner to administer an anaesthetic to my/our child if necessary and authorise a staff member of Blackwood House to sign the required permission on my/our behalf. I/We accept responsibility for medical expenses involved.

Signature of Parent or Guardian:.....

TO ACCOMPANY THIS APPLICATION

1. A copy of the applicant's most recent school report
2. A letter of recommendation from the Principal of the pupil's present school if readily obtainable
3. Copies of recent references
4. Copy of current IELTS or TOEFL English Assessment document



CONDITIONS OF ENTRY

1. The School will require any proposed student to attend an interview with a nominated agent of the School in the student's home country, or with the Registrar and Principal if in Australia.
2. Six months prior to entry to the School, or at interview, whichever is sooner, an acceptance fee equivalent to one semester's tuition fees shall be paid. Payment of this fee secures a class place. (Parents may choose to pay a full year's tuition and boarding in advance, and this is acceptable.)
3. Once a student has been accepted and the Acceptance fee paid, the student will be deemed to be enrolled for that year. No refund of the fee will be made if subsequently the application is withdrawn. However, in exceptional circumstances and at the discretion of the Principal, this condition may be waived.
4. Before entry into the School, all fees for Overseas Student Health Cover, Uniform, Textbook Hire, Textbooks, Stationery and one semester's boarding fees must be paid at the request of the Registrar.
5. Once a student is enrolled at the School, at least three calendar months notice of withdrawal must be given in writing to the Principal. In default of such notice a full term's fees will normally be charged.
6. Fees will be charged two times per year and are payable in advance. Interest will be charged on overdue accounts.
7. The tuition fee does not include private purchases, photocopying by students, private music and speech tuition, Art, Graphic Communication and Woodwork levies for materials, Outdoor Education equipment hire and food costs, daily travel to and from School by charter buses, or any special private or voluntary activities not shared by the majority of the School.
8. The Board of Directors reserves the right of the Principal to terminate the attendance of any student whose lack of progress or whose conduct, attendance and punctuality pattern or behaviour is, in the opinion of the Principal, unacceptable. The Student Behaviour Management Policy will be applied. No remission of fees will be given in such cases. Note that it is a requirement of the Australian Government that overseas students maintain attendance patterns of at least 90%.
9. Absence from School during the whole or any part of a term will not in itself be any foundation for a claim about remission of fees, in whole or part. Only in very exceptional circumstances will the School consider on its merit any special case that may be placed before the Principal. The expense of carrying on the School is the same whether a particular student is absent for part of the term or not.
10. Students attending Gippsland Grammar must join their classes on the dates fixed for resumption. They are not permitted to leave School at the end of term until the recognised closing date, except with prior permission of the Principal and in special circumstances.
11. A student and his/her parents or guardians shall duly observe the Rules and Regulations of the School (as found in the School Diary) in force from time to time. This includes the wearing of the proper School uniform to and from School at all times.
12. In the event of injury or illness to the student necessitating urgent hospital and/or medical treatment including injections, blood transfusions, anaesthetics and the like, and if the parent is not readily available to authorise such treatment a responsible person of the School staff if hereby empowered to give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent or guardian or student in doing so.
13. The student is obliged to notify the school of any **change of address** while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.
14. Where Gippsland Grammar has approved the student's welfare and accommodation arrangements, the student requires both the school's and the parent's approval for any changes to welfare and accommodation arrangements.



CONDITIONS OF BOARDING

1. FEES AND ACCOUNTS

- 1.1. Boarding fees shall be for such amounts and shall be rendered at such times as determined by the Board of Directors of Gippsland Grammar School.
- 1.2. Accounts for additional expenses such as medical, chemist, transport, laundry and other items required in the course of or in relation to boarding will be raised as they are incurred.
- 1.3. Where a pupil is to be withdrawn from Blackwood House one term's notice in writing of that intention, directed to the Principal, is required.
- 1.4. Any pupil admitted to Blackwood House during the term will be charged fees on a pro rata basis.
- 1.5. A pupil withdrawn from Blackwood House during the term will normally be liable for the boarding fees paid for the whole term.

2. RULES OF BLACKWOOD HOUSE

- 2.1. Full-time boarders are permitted to go home on any weekend during the term, provided the parents (or guardians) have made prior arrangements with the Head of Boarding.
- 2.2. Boarders may go out with their parents or with adults approved by their parents on any Saturday or Sunday after 9:30 a.m. They must return to Blackwood House no later than 9:00 p.m.
- 2.3. A boarder may be permitted on Saturday or Sunday to go out with or visit a friend but only if written approval has been given in advance to the Head of Boarding by the boarder's parents or guardian.
- 2.4. A boarder may accompany another on a holiday only after written approval has been sent to the Head of Boarding by parents of both parties.
- 2.5. Parents and friends visiting Blackwood House are asked to report to the Head of Boarding upon arrival.
- 2.6. No boarder may leave Blackwood House without permission from a Boarding Supervisor. When such permission is given, details where the student is going, time out and the expected time of return, must be entered in the "Leave Book".
- 2.7. If you wish to contact your son/daughter, please telephone the Head of Boarding (+61 3 5143 6388 or +61 3 5143 6311) direct, who will then endeavour to find the student. It is not normally possible to remove students from meals, or evening preparation to see visitors or to take telephone calls, and it would be appreciated if calls and visits are NOT made during the hours of 6:00-6:30 p.m. and 7:00-8:30 p.m. Telephone calls after 9:00 p.m. should be avoided where possible as a late preparation for senior students will be in progress.
- 2.8. Outward telephone calls made on the pay phones should be kept to a minimum.
- 2.9. A boarder MUST NOT bring alcoholic liquor to Blackwood House or consume it at any time whilst in the care of the boarding house.
- 2.10. Due to health and safety reasons SMOKING is prohibited when boarders are under the care of Blackwood House.
- 2.11. Proper rest is imperative, and boarders must not cause any disturbance after lights-out.
- 2.12. Boarders will be responsible for their own personal spending money. However, it is recommended that excess money be credited to a bank account and withdrawn in small amounts as required. Arrangements for the provision of small amounts of spending money, to be credited to the parents/guardian's account, can be made.
- 2.13. The address for boarder's mail will be:- c/- Blackwood House, Gippsland Grammar, P.O. Box 465, Sale, 3853, Victoria, Australia.
- 2.14. Boarders may bring bicycles to Blackwood House and leave them in the place provided but it is the student's responsibility to secure the bicycle against theft. Bicycles must be taken home at the end of the school year. It is a legal requirement that all students wear a protective helmet whilst riding a bicycle.
- 2.15. Dental and medical appointments will be made as required or on request by parents.
- 2.16. All articles of clothing including a doona or blankets must be marked with nametags.
- 2.17. The use of mobile phones is governed by the School's "Use of Mobile Phone Policy".



3. TERMINATION OF BOARDING

- 3.1. These rules are in the interest and welfare of all students living in Blackwood House.
- 3.2. Failure to abide by these rules and regulations of Gippsland Grammar may result in the dismissal or suspension of the student from Blackwood House.
- 3.3. Such dismissal or suspension will take place after discussion with the parents (or guardian), the student, the Head of Boarding and the Principal according to the Student Behaviour Management Policy.

4. PRIVACY

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

5. DECLARATION

I/We, the undersigned, apply to have the above mentioned pupil entered at the School and understand and agree, should the application be accepted:

1. To give at least three calendar months notice of withdrawal in writing to the Principal, or pay a full term's fee in lieu.
2. To pay fees by the due date.
3. The Gippsland Grammar Refund Policy.
4. To co-operate with the School in matters of discipline and abide by the conditions stated in the Conditions of Entry and all School rules.
5. The conditions on enrolment in the course.
6. The sharing of personal information in order to meet our obligations under the ESOS Act and the National Code 2018.

I/We have read, understood and agree to be bound by the above conditions of enrolment.

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

*This agreement, and the availability of the grievance and appeal process, does not remove the right to take further action under Australia's consumer protection laws.