



# Application for Enrolment

Please read this form carefully and fill out each section in block letters and in blue or black pen.

## 1. Student Details

Surname

First given name

Other given names

Preferred name

Date of birth  Gender  M  F

Nationality

Religion

Language spoken at home

Does your child identify as Aboriginal or Torres Strait Islander? Y  N

Current year level (if applicable)  Current school (if applicable)

For visa purposes, is your child:

- An Australian or New Zealand Citizen       A Permanent Resident on a Residency Visa       On a Residency Visa

Please attach a copy of your child's birth certificate or proof of the above to this application. If you do not hold an Australian or New Zealand passport, please attach a clear copy of the photo page of your passport and your visa to the application.

Does your child have a Victorian Student Number (VSN)?  Yes, please specify   
All students in Victorian schools have a VSN.  Yes, but the VSN is unknown  
 No, never been issued a VSN

## 2. Campus

**Truganina** Prep to year 12       **Williamstown** Prep to Year 3      **Year of entry** (eg 2017)       **Entry year level** (eg Year 4)

Remember, you can change or update your preference for entry at any time by contacting the Admissions team.

### Checklist - Tick when completed.

- Both parents have signed the declaration at section 9 of this form
- Non-refundable Application fee of \$150 submitted with this Application Form
- A photocopy of your child's Birth Certificate or Passport is included (to be retained by the School)
- School entry Immunisation Certificate which states, "This child has received all vaccines required by 5 years of age" if appropriate at time of Application (to be retained by the school)
- A copy of your child's most recent semester school report is attached and if requested a copy of your child's AEAS test (to be retained by the School)

### 3. Parent/Guardian Details

The child lives with:

- Both parents   
  Parent 1   
  Parent 2   
  Other – please specify

Is there a court order or agreement regarding contact with, or responsibility for, the child?

- No   
  Yes – please specify

	Parent/Guardian 1	Parent/Guardian 2
Relationship to child	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Title	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Surname	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Given name	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Preferred name	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Language spoken at home	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Residential address	Street <input style="width: 95%; height: 20px;" type="text"/>	Street <input style="width: 95%; height: 20px;" type="text"/>
	Suburb <input style="width: 95%; height: 20px;" type="text"/>	Suburb <input style="width: 95%; height: 20px;" type="text"/>
	State <input style="width: 45%; height: 20px;" type="text"/> Postcode <input style="width: 45%; height: 20px;" type="text"/>	State <input style="width: 45%; height: 20px;" type="text"/> Postcode <input style="width: 45%; height: 20px;" type="text"/>
	Country <input style="width: 95%; height: 20px;" type="text"/>	Country <input style="width: 95%; height: 20px;" type="text"/>
Postal address if different to Residential	Street <input style="width: 95%; height: 20px;" type="text"/>	Street <input style="width: 95%; height: 20px;" type="text"/>
	Suburb <input style="width: 95%; height: 20px;" type="text"/>	Suburb <input style="width: 95%; height: 20px;" type="text"/>
	State <input style="width: 45%; height: 20px;" type="text"/> Postcode <input style="width: 45%; height: 20px;" type="text"/>	State <input style="width: 45%; height: 20px;" type="text"/> Postcode <input style="width: 45%; height: 20px;" type="text"/>
	Country <input style="width: 95%; height: 20px;" type="text"/>	Country <input style="width: 95%; height: 20px;" type="text"/>
Home telephone	<input style="width: 95%; height: 20px;" type="text"/> Silent number? <input type="radio"/> Yes <input type="radio"/> No	<input style="width: 95%; height: 20px;" type="text"/> Silent number? <input type="radio"/> Yes <input type="radio"/> No
Mobile number	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Email address	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

**Additional contact details (if applicable)**

<b>Relationship to the child</b>	<input style="width: 95%; height: 20px;" type="text"/>	<b>Company if applicable</b>	<input style="width: 95%; height: 20px;" type="text"/>
Title <input style="width: 20px; height: 20px;" type="text"/> Surname	<input style="width: 95%; height: 20px;" type="text"/>	<b>Address</b>	<input style="width: 95%; height: 20px;" type="text"/>
Given name	<input style="width: 95%; height: 20px;" type="text"/>	<b>Home telephone</b>	<input style="width: 95%; height: 20px;" type="text"/> Silent number? <input type="radio"/> Yes <input type="radio"/> No
Preferred name	<input style="width: 95%; height: 20px;" type="text"/>	<b>Mobile number</b>	<input style="width: 95%; height: 20px;" type="text"/>
Email address	<input style="width: 95%; height: 20px;" type="text"/>		

### 4. Westbourne Grammar Connections

If either parent attended Westbourne Grammar School, please provide the following information:

Parent Name	Final year	House affiliation	Name during school
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

If you are a past student, can you provide us with archive material?  Yes  No

Is either parent a staff member at Westbourne Grammar?  Yes  No



## 5. Sibling Information

Name of brother/sister	Year of birth	Previously at Westbourne	Current student at Westbourne	Applied at Westbourne	Name of current school (if applicable)
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

## 6. International Students Only

If you do not as yet have a visa to enter Australia, please tick the appropriate box that applies to the visa for which you are applying.

- Temporary residency     Full fee paying Overseas Student Visa  
 Exchange student

Is this Application being submitted by an Agent?

- No     Yes

### Agent Details (if applicable)

Company	<input type="text"/>	Address	<input type="text"/>
Title	<input type="text"/>		<input type="text"/>
Surname	<input type="text"/>		<input type="text"/>
Given name	<input type="text"/>		<input type="text"/>
Preferred name	<input type="text"/>	Telephone	<input type="text"/>
Email address	<input type="text"/>	Mobile number	<input type="text"/>

For international student submitting an Application, please attach a copy of your AEAS test results along with a clear copy of your passport.

## 7. Evaluation

Have you visited Westbourne Grammar School for:

- An Open Morning     A private tour     I have not visited the School     Other event (please specify)

Has your child visited Westbourne Grammar School?     Yes     No

If you have not yet visited our School and are interested in doing so, you can find out about our upcoming Open Mornings via our website [www.westbournegrammar.com](http://www.westbournegrammar.com) - Please note, you do not need to have visited our School to submit an application.

How did you learn about the School?

- Academic reputation     Billboard advertising     Other (please specify)  
 Website     Word of mouth

## 8. Payment Details

The Application Fee of \$150 may be paid by Credit Card or Cheque which must be enclosed with this Application. Cheques should be made payable to 'Westbourne Grammar School' and please record your child's name on the back.

Please tick the appropriate form of payment:

Cheque

Credit Card     Visa     MasterCard     Amex

Card Number                        

Amount    \$     Expiry      /

Name of cardholder   

Three-digit security code/ Four if paying by Amex   

Signature   

### Office use only

Date received

Application fee \$

Receipt number

## 9. Declaration (to be signed by both parents)

I/We warrant that the information contained in this Application for Enrolment is true and correct in every particular. I/We will promptly advise the School if any of the information contained in this application changes or becomes inaccurate.

I/We agree that if this Application for Enrolment is accepted the relationship between me/us and the School shall be regulated by the 'Westbourne Grammar School - General Regulations' as approved by the Principal of the School from time to time and we accept we are liable jointly and severally for all amounts due to the School.

If My/Our child is transferring from another school, I/we authorise you to obtain from that school other information as you may require. Both parent signatures are required, unless the parent is the sole custodian, in which case a copy of the relevant court order (where a custody order exists) should be provided.

### Parent/Guardian 1

Name   

Signature   

Date     /  /

### Parent/Guardian 2

Name   

Signature   

Date     /  /

Please ensure you have completed the checklist on the first page of this form and have attached all the relevant documentation. Thank you!



# Westbourne Grammar School

## General Regulations

### 1. Application

These Conditions of Enrolment apply from 1 January 2017 to existing and new enrolments.

### 2. Provision of Tuition

The School will provide tuition to the Student until the earlier of:

- (a) the completion of the first academic year in which the Student undertakes Year 12; and
- (b) termination of the enrolment of the Student.

However, if Fees and Charges are not paid when due, the School may by notice in writing require the immediate withdrawal of the Student from the School and suspend the provision of tuition and all other services until all outstanding Fees and Charges are paid.

### 3. Payment of Fees and Charges

Parents must pay the Fees, Deposits and Charges payable to the School from time to time. Payment will be made by the date specified in any such invoice or otherwise when due. A Fee, Deposit or Charge will be deemed to have been invoiced if that was sent to a Parent's Address by ordinary mail.

Fees, Deposits and Charges are reviewed from time to time. The current Fees, Deposits and Charges include administration fees of \$125 per term in respect of Fees, Deposits and Charges not paid when due. Confirmation of Enrolment Fee is not refundable.

Deposits paid against fees will be credited against the first instalment of Fees and Charges for a Student. Without prejudice to any other rights the School may have, if a Student fails to attend the School for the first term for which that Student is enrolled, the Deposit Against Fees will be forfeited to the School absolutely.

If less than one full School term's notice (excluding holiday periods between terms) is given in writing to the Principal of the Parents' intention to withdraw the Student from the School, all Fees and Charges shall continue to accrue until the later of the date of withdrawal and the expiry date of the requisite notice period to a maximum of one half a quarterly instalment of fees.

### 4. No Abatement

The Fees and Charges shall not abate:

- (a) as a consequence of any Disciplinary Action taken by the School;
- (b) whilst the Student is not in attendance at the School or in receipt of tuition whether due to withdrawal, suspension, expulsion, leave of absence, illness or whatsoever.

### 5. Termination of Enrolment

Without limiting condition 11, the School may terminate the enrolment of a Student:

- (a) immediately by notice in writing to the Parents if:
  - (i) any information provided to the School prior to the enrolment of the Student was not accurate in any material respect;
  - (ii) the School is not provided with any information which the Principal considers would have been material to the School's decision whether to offer enrolment for that Student, and/or the terms upon which such enrolment might have been offered;
  - (iii) the Principal considers that it is appropriate to do so in the best interests of other Students;
  - (iv) the Parents or the Student fail to cooperate with the School to the satisfaction of the Principal;
  - (v) prior instalments of fees are unpaid at the commencement of any Term;
  - (vi) the Deposit is not paid when due;
- (b) the School may in its sole discretion terminate the enrolment of a Student by giving not less than one term's notice if the Principal determines to do so but does not also determine that immediate termination of enrolment is appropriate.

The Parents may jointly terminate the enrolment of their Student by giving not less than one full term's notice in writing (excluding holiday periods between terms) to the Principal.

### 6. School Rules

Each Parent shall:

- (a) comply with the School Rules in so far as the School Rules relate to Parents;
- (b) ensure that the Student complies with the School Rules in so far as those School Rules relate to Students;
- (c) cooperate fully with the School, and without limiting the generality of the foregoing attend such meetings and sessions as the Principal may reasonably require;
- (d) abide by any Disciplinary Decision made by the School, subject always to the Parents right to request the Principal to review any Disciplinary Decision in the Principal's sole discretion.

### 7. Discipline

The School may impose such Disciplinary Action upon a Student as the School considers appropriate in its sole discretion.

### 8. Use of and Updating of Information

The Parents acknowledge and agree on their own behalf and on behalf of the Student that:

- (a) the School will collect information for the purpose of providing for the educational and general advancement of the Student, the administration of the School, the maintenance of the School's records of past, present and future students and the parents and guardians of such students;

# Westbourne Grammar School

## General Regulations - Continued

- (b) information collected will be utilised by the School and its Associated Organisations;
- (c) the School is authorised to disclose the information collected by the School to the Associated Organisations on the basis that such organisations hold the information and use the information only for the purposes of activities which that organisation customarily undertakes from time to time;
- (d) the School is also authorised to publish the Student's name and photograph for such purposes as it may reasonably require including in publications and marketing material;
- (e) the Parents and the Student also authorise all information from time to time held by the School and information concerning the academic, sporting or cultural performance of the Student to be released to parties within and outside the School at the discretion of the School in any situation where the education, health, welfare or safety of the Student is concerned.

### 9. Liability of Parents

The liability of each Parent shall be joint and several. The liability of a Parent will not be affected by relationship breakdown or by the other Parent or any other person failing to make payment for any reason.

Each Parent shall indemnify the School against all losses, costs and expenses the School suffers or incurs as a consequence of any breach of these regulations, including losses, costs and expenses suffered or incurred as a consequence of any breach of the School Rules by the Student.

### 10. Limitation of Liability

The School accepts no responsibility for any loss of or damage to personal property of the Student or any other person.

The School accepts no responsibility for the outcome of the tuition and other services to be provided. It makes no representation as to the quality of the tuition or other services to be provided or the outcomes, including academic results, the Student will or might achieve.

To the fullest extent permitted by law any liability of the School arising out of the provision of the tuition and other services and opportunities provided or to be provided by it is excluded. To the extent that:

- (a) there are any terms, conditions, warranties or guarantees or the like of this agreement which cannot be excluded by law; and
- (b) it is legally permissible to do so; the liability of the School for breach of any terms, conditions, warranties or guarantees or the like is limited to the cost of supplying the services to be provided by the School again.

### 11. Preparatory Students

Parents and the Student must attend a meeting at the School to assess the Student's school readiness in approximately April/May of the year prior to the Student commencing Preparatory level. Following that meeting the School may in its sole discretion elect to terminate the enrolment of a Student or to defer the commencement of a Student.

### 12. Electronic Communications and Authorisations

I/we acknowledge and agree that communications with the School will involve a variety of electronic means. We further agree that:

- (a) all emails sent to an address recorded in the School's records as one of my/our email addresses shall be deemed to have been received by me/us within 48 hours of being sent; and
- (b) all instructions, approvals, consents, representations, communications or the like recorded upon the School's records as having apparently been given by me/us shall be deemed to have been given by me/us.

### 13. Interpretation

In these General Regulations:

**Associated Organisations** means such bodies as the School may recognise as associated organisations from time to time and includes without limiting the generality of the foregoing the Williamstown and Westbourne Grammar Alumni Association Incorporated, the Friends of Westbourne Association Incorporated and Old Westbourne Amateur Football Club Incorporated;

**Disciplinary Action** means any action taken or sanction imposed by the School as a consequence of the behaviour of a Student;

**Deposits** means such deposits as may be determined by the school from time to time;

**Disciplinary Decision** means a decision to impose Disciplinary Action;

**Fees and Charges** means all fees and charges determined by the School from time to time and includes all expenses incurred by the School in collecting any overdue fees or other amounts due (including legal costs on an indemnity basis);

**Parents** means the Parent or Parents who sign and deliver to the School an application for enrolment form in respect of a Student; and **Parent** has a corresponding meaning;

**Parent's Address** means the last address of the Parents notified to the School in writing, and means where there is more than one such address, either of them;

**Principal** means, unless inconsistent with the context, the Principal of the School from time to time, and includes any person acting as Principal with the authority of the Principal of the School or otherwise with the authority of the Principal of the School;

**School** means Westbourne Grammar School;

**School Rules** means the rules adopted by the Principal as the "School Rules" from time to time and includes without limiting the generality of the foregoing the School's Business and other Regulations, the School Rules including the School Rules - policies, procedures and guidelines, and any other regulations from time to time in force at the School or otherwise authorised and initiated by the Principal for the good running and conduct of the School;

**Student** means, unless inconsistent with the context, the student identified in the application for enrolment form to which these Conditions of Enrolment relate;

**Students** means, unless inconsistent with the context, the students of the School from time to time.



### Westbourne Grammar School

PO Box 37  
Werribee Vic 3030  
info@westbourne.vic.edu.au  
westbournegrammar.com

### TRUGANINA (EARLY LEARNING-12)

300 Sayers Road  
Truganina Vic 3029  
Telephone +61 3 9731 9444  
Facsimile +61 3 9731 9544

### WILLIAMSTOWN (P-3)

67 The Strand  
Newport Vic 3015  
Telephone +61 3 9731 9555  
Facsimile +61 3 9731 9500