APPLICATION FOR ENROLMENT
FULL FEE PAYING OVERSEAS STUDENTS

CRICOS Provider Code: 02277K
The Presbyterian Church of Australia in NSW
Trading as: The Scots School

STUDENT INFORMATION: ***(please write clearly or type this application)*** **PLEASE ATTACH A CURRENT PHOTO**

Name of Student _____ Sex: Male ☐ Female ☐
(Given Names) (Surname)

To Commence Year Level _____ In Term _____ In Calendar Year _____

Date of Birth _____ Nationality _____ Country of Birth _____

Current School _____

Religious Denomination _____

Country of Citizenship _____

Passport Number _____ DIAC Office for Visa _____

Has the Student done the IELTS Test Yes ☐ No ☐ If Yes, Date Tested _____ Result _____

SIBLINGS NOT CURRENTLY ATTENDING THE SCOTS SCHOOL:

Student's Sibling's Name _____ Age _____ Year _____ School _____

Student's Sibling's Name _____ Age _____ Year _____ School _____

Student's Sibling's Name _____ Age _____ Year _____ School _____

Student Resides With Both Parents ☐ Mother ☐ Father ☐ Guardian/Carer ☐

Please complete if Natural Parents are not living together: *(Please ☑ Tick whichever applies)*

Parents Separated ☐ Father Deceased ☐ Father Remarried ☐

Parents Divorced ☐ Mother Deceased ☐ Mother Remarried ☐

Who does The College communicate with for day-to-day matters?

Father ☐ Mother ☐ Guardian ☐ Agent ☐

Who receives copies of correspondence from The School?

Father ☐ Mother ☐ Guardian ☐ Agent ☐

Does The Student have any specific needs or disabilities that may impact on his/her ability to fully participate in the Curricular or Co-curricular Programs provided by The School or any Special Talents which the college may need to accommodate?

Yes ☐ No ☐

PARENT INFORMATION: ***(Please write clearly or type this application)***

Father _____
(Dr / Mr / etc.) (Given Names) (Surname)

Home Address _____

Occupation _____

Place of Employment _____

Home Telephone _____

Work Telephone _____

Mobile Telephone _____

Facsimile _____

Email _____

Mother _____
(Dr / Mr / etc.) (Given Names) (Surname)

Home Address _____

Occupation _____

Place of Employment _____

Home Telephone _____

Work Telephone _____

Mobile Telephone _____

Facsimile _____

Email _____

Billing address (if different to above) _____

IF APPLICABLE:

Custodial Parent _____

Usual Residential Address of Student _____

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GUARDIAN INFORMATION: ***(MUST be completed)***

Guardian's Name

Address

Telephone (Business Hours) Telephone (After Hours)

Facsimile Telephone (Mobile)

Email

Occupation

Proficiency in spoken English *(please circle)*: Very good / Good / Average / Basic / Translator required

Percentage of time spent in Sydney? %

Guardianship Requirements

Guardians act on behalf of parents for their children while they are away from home. The Scots College requires that parents who do not live in Australia appoint a suitable adult resident in Sydney as a guardian (to act in place of the parents). Every student with parents living out of Australia, especially those students who are residents of a Boarding House, must have a guardian who can be contacted by the College to give written, or in an emergency, telephone, permission for leave, outings or medical assistance. This adult must be appointed in writing by the parents and must sign the Guardianship Form attached accepting responsibility for the student.

Who Makes an Ideal Guardian?

All new students will be homesick. They are in a strange environment, experiencing a very different culture, making new friends and starting a new school, sometimes in a foreign language. Good guardianship can be a tremendous help in coming to terms with this new situation.

A Good Guardian is One Who:

- Takes an interest in children.
- Can provide the student with accommodation for boarders' free weekends and holidays.
- Has a compatible home environment, preferably with other children of a similar age group.
- Is willing to act as a parent by attending the College to support the student at Parent/Teacher evenings, concerts, plays, Speech Day and sports events, to name a few.
- Has the ability to deal with events as they arise, perhaps organising travel, advising on personal matters etc, visits the Boarding House and works collaboratively with Boarding Housemaster and staff.
- Takes the student out for a meal or excursion from time to time.
- Is willing and able to work with the College Clinic in looking after the student during a period of ill health.

Expectations

The College expects guardians to act in place of the parents. Among other things, guardians are expected to:

- Collect junior students from the Boarding House for any leave.
- Be the first point of contact when problems arise.
- Communicate information to the student's parents.
- Exercise proper care when the student is with them; e.g. by limiting the times he travels by himself on public transport, by restricting excessive socialising during the weekends so he returns ready and able to cope with his school work on Mondays.
- Sign all leave forms and take responsibility for the leave requested.
- Ensure that all extra tuition undertaken by the student out of school hours is valid and beneficial.

Guardian Date / /

(Signature)

Parents Date / /

(Signature)

The Scots School, 4173 O'Connell Road, Bathurst NSW 2795
Tel: 02 6331 2766 | Fax: 02 6333 4795 | www.scots.nsw.edu.au

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FAMILY INFORMATION:

Is there any family information relating to this student of which you would like us to be aware?

ACCEPTANCE OF ENROLMENT:

This application for enrolment is submitted to the Headmaster for consideration and is made subject to the Conditions of Enrolment which I/we have read, and signed as attached to this form.

Father _____ Date / / Mother _____ Date / /

(Signature) (Signature)

If there is a disagreement or dispute which cannot be settled directly with the School, it may be referred to the Association of Independent Schools (NSW).

THIS FORM MUST BE ACCOMPANIED BY THE BOOKING FEE OF $A200.00
A COMPLETED MEDICAL CERTIFICATE FORM MUST BE PROVIDED PRIOR TO COMMENCEMENT.
PLEASE ALSO ATTACH THREE (3) PASSPORT SIZE PHOTOS OF APPLICANT.
ON ACCEPTANCE OF THIS ENROLMENT APPLICATION A DEPOSIT OF $A3,000.00
SHOULD BE LODGED WITH THE SCHOOL (See Fee Schedule)

OFFICE USE ONLY:

Booking Fee Paid $_____ Date / / Acknowledged _____

Deposit Paid $_____ Date / / Acknowledged _____

Conditions of Enrolment

The School is an activity of the Presbyterian Church of Australia (in NSW). The management of the School is undertaken by the School Board on behalf of the Church. The Headmaster is the Chief Executive. In the Conditions of Enrolment, references are made to the School Board, the School and the Headmaster. In all cases, the Headmaster is the delegated authority for the School Board and for the School. All notices and advices should be directed to the Headmaster.

1. (a) The Booking Fee accompanying this application is non-refundable.
   (b) A deposit is required upon acceptance of enrolment. This deposit is refundable upon written application one month after the end of the School Term in which a student leaves. The School may, at any time, apply the deposit to meet any outstanding School Fee or charges. If the deposit, or any part, is so applied by the School during or after the termination of enrolment, then the balance, if any, of the deposit shall be refunded. The deposit will not be refunded if a place is accepted but the student does not subsequently attend the School
2. (a) The School Fee referred to in these conditions include Tuition Fees and Boarding Fees (where applicable).
   (b) The School Fee is an annual fee which, for the convenience of parents, is charged in four equal instalments (with the exception of Year 12 students who will be charged in three equal instalments). Fees are payable at the commencement of each term and shall be set from time to time by the School Board. Failure to pay fees, when due, may result in a student's attendance being suspended or enrolment terminated.
3. For Overseas Students two Term's notice in writing of intention to withdraw a student from the School must be given to the Headmaster and such notice must expire at the end of a Term, unless such requirement is waived by the Headmaster. Such waiver will only be granted in the event that the Headmaster considers that unavoidable circumstances exist causing the termination of enrolment.
4. Upon withdrawal of a student, the following rules shall apply:
   (a) where notice required by Clause 3 has been given, fees shall be payable in respect of the period given by the notice.
   (b) where less than the notice required by Clause 3 has been give, two (2) Term's fees in lieu of notice will be payable.
5. A full Term's notice, in writing, of intention to change the status of a student from Boarder to Day student must be given to the Headmaster and such notice must expire at the end of a Term, unless such requirement is waived by the Headmaster.

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6. (a) In the event of a student being absent, without prior notice from illness, or any other reason whatever, the School should immediately be advised by telephone, or letter addressed to the Headmaster.
   (b) Parents are expected to ensure attendance of students throughout the school year. Leave of absence is granted only in exceptional circumstances on written application to the Headmaster.
7. A student at the School is subject to the Rules and Regulations in force from time to time varied or imposed by the School and to the discipline of the School.
8. The Headmaster may suspend a student's attendance or expel a student if he considers that he has adequate cause for doing so.
9. Should a student's attendance in any Term be suspended by the School, or a student be expelled, the School Fee payable shall be calculated to the end of the Term in which such suspension or expulsion.
10. Students shall comply with any requirements the School may make in respect of dress, general appearance, behaviour and participation in the School's programme of activities. The parent consents to the student's participation in all School excursions which form part of the School's programme.
11. At all times the Staff in charge, shall have the powers of control and guardianship as the parent/guardian would have if present, including the power to consent to medical, surgical or hospital treatment and the parent/guardian will be responsible for any expenses so incurred for or on behalf of the student.
12. The School will not be responsible for the loss of or damage to clothes, effects, etc., of students not matter how caused. (It is suggested that parents ensure their own insurance policy provides adequate cover.)
13. The parent will be responsible for all breakages and damage to School property caused by a student. (The cost of repairs or replacement will be added to the student's Statement of Fee Account.)
14. Charges will be made, over and above the tuition and/or boarding fees, for such things as extra curricular activities. Generally, these will be charged on the Mid Term Account but, whenever charged, parents agree to pay them as they fall due.
15. These conditions are subject to alteration from time to time by the School. Any such alterations shall be notified, in writing, to parents. Continuing enrolment of a student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised conditions.
16. Where more than one person has applied for enrolment of a student, the liability of each hereunder shall be joint and several.
17. Personal information collected from pupils is regularly disclosed to their parents or guardian. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the media and in School newsletters, magazines and on our website, but in the later case it is de–identified. If you do not wish your child to be used in any advertising please notify The Scots School immediately.
18. All students are required to participate in Christian Studies Classes and Chapel.

ACCEPTANCE OF CONDITIONS:

I/we have read and/or had explained to us, and accept the above Conditions of Enrolment for Full Fee Paying Overseas Students.

Father _____ Date / / Mother _____ Date / /

(Signature) (Signature)

OFFICE USE ONLY:			
COMMENCEMENT DATE		**YEAR LEVEL**	
DEPARTURE DATE		**YEAR LEVEL**	
TEXT BOOK RETURN			
EXIT INTERVIEW			
COMMENTS			