



Camberwell Girls Grammar School

An Anglican School

A P P L I C A T I O N F O R E N R O L M E N T

PLEASE COMPLETE, SIGN AND RETURN THIS FORM TOGETHER WITH THE NON-REFUNDABLE REGISTRATION FEE OF \$75

STUDENT'S SURNAME

(Block letters please)

GIVEN NAME/S

(Block letters please)

FEMALE

MALE

(Early Learning Centre only)

Date of Birth

Religious Denomination

Year Level Required (ELC-Year 12)

Intended Year of Entry (ie 2019)

FATHER

(Title/surname)

MOTHER

(Title/surname)

(Given names)

(Given names)

Private Address

Private Address

Postcode

Postcode

Telephone (H)

Fax

Telephone (H)

Fax

Mobile

Mobile

email

email

Professional Qualifications

Professional Qualifications

Occupation

Occupation

Type of Industry

Type of Industry

Employer

Employer

Business Address

Business Address

Postcode

Postcode

Telephone (Bus.)

Fax

Telephone (Bus.)

Fax

email

email

Names of siblings *who have previously* attended Camberwell GGS

Alumni Year

Names of siblings *who are currently* attending Camberwell GGS

Year of Entry

Names of siblings *who may enrol in the future* at Camberwell GGS

Year of Entry

Did a parent or relative attend Camberwell GGS?

Yes

No

If yes, Name

Maiden Name

Relationship to student

Year/s attended

*International students who are not Australian Citizens, New Zealanders or Australian Permanent Residents and who hold a student VISA should complete the **International Enrolment Form** obtainable from the School. Other International students should indicate their status in the space below:*

Permanent Resident

Temporary Resident

Exchange Student

cont. overleaf

Student's Current School

Current Year Level

Are you aware of any special needs your child may have?

1. Learning Needs Please specify
2. English as a Second Language Please specify
3. Medical Condition Please specify

Further Comments

BUSINESS REGULATIONS (Terms & Conditions of Enrolment)

REGISTRATION

A student's name will be registered as an applicant following the receipt of the Application for Enrolment Form and the payment of the Registration Fee. This fee is applicable at all levels, ELC to Year 12. It covers administrative costs and is non-refundable.

ENROLMENT

An Enrolment Confirmation Fee is payable within 30 days following the offer of a place. This fee, which is non-refundable, covers all administrative costs in relation to the processing of the enrolment.

FEES

- a) The School will render its accounts four times a year, payable at the beginning of each term, one term in advance. The first payment is due on 15 October for commencement in the following year. Accounts are payable on 15 October, 15 February, 15 April and 15 July.
- b) Where fees remain unpaid by any due date, a late fee of \$100 will be charged. This fee will be charged each 30 days that the account is outstanding after the due date.
- c) A 10% reduction of the Tuition Fee is available for the second sibling; and a 15% reduction for subsequent siblings attending concurrently. This discount is not available for a student who receives another financial benefit from the School eg scholarship recipients.
- d) A 2.5% reduction of the Tuition Fee is available when the full year's payment is made at the commencement of the billing period in October.

DEFERRAL OF ENROLMENT

Enrolment can be deferred for entry in a later year following an acceptance of a place but does not guarantee that a place will be available at that time.

WITHDRAWAL OF A STUDENT

If a student is withdrawn the Principal must be notified in writing a full term in advance. Failure to give the required notice will result in a penalty of a term's fees (plus GST - as prescribed by Government legislation). Where a student is withdrawn at the end of the year, notice is required by the first day of Term 4.

LIABILITY FOR PAYMENT

Acceptance of an enrolment is acknowledgement that each signatory on the Enrolment Form is jointly and severally liable to the School for payment of all accounts. This applies even if the accounts are usually paid by one parent or guardian, and regardless of whether the accounts are addressed only to one parent or guardian. A parent or guardian of a child may not delay or refuse to pay an account on the basis that another parent or guardian of the child is responsible for payment of all or part of any account.

ACCEPTANCE OF BUSINESS REGULATIONS

Each person signing the Application for Enrolment Form will be deemed to have accepted the above terms and conditions of the Business Regulations, as amended from time to time.

I/we have read and understood the Camberwell Girls Grammar School Business Regulations.

I/we agree to abide by these regulations.

I/we acknowledge that we are jointly and severally liable for all fees and charges falling due to the School in respect of the enrolment of our child.

If our child is transferring from another school, I/we authorise you to obtain from that school such credit information as you may require.

A term's notice **in writing** to the Principal and an interview is required prior to any student leaving the School. Such notice must be delivered on or before the first day of the student's last term, otherwise a term's fee will be charged. If a student leaves during a term without the appropriate notice no refund will be made for the remaining portion of the term.

Please Note: Both parents' signatures are required.

FATHER'S signature

MOTHER'S signature

Date

Date

Please return:

1. Completed Application Form
2. Birth Certificate and Immunisation Certificate
3. **Non-Refundable Registration Fee: Local Students \$75**
Payable to: **Camberwell Girls Grammar School**

To: The Director of Admissions
Camberwell Girls Grammar School
2 Torrington Street
Canterbury VICTORIA 3126

ADMINISTRATION: Senior Campus
2 Torrington Street Canterbury 3126
Victoria Australia
Telephone +61 3 9813 1166
Facsimile +61 3 9882 9248

Junior Campus
4 Mont Albert Road Canterbury 3126
Victoria Australia
Telephone +61 3 9813 1965
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