

MELBOURNE CITY SCHOOL APPLICATION FORM

Completing this **Application Form** is the first step towards your child's journey at the Melbourne City School. We look forward to working closely with you and your child to support this important decision-making process. Applications are added to an entry list in order of receipt. We will acknowledge your application in writing and provide you with further information about our enrolment process.

Please complete all pages and return to the **Enrolment Officer** with a copy of the student's birth certificate and AU\$100 application fee (non-refundable).

Enrolment Officer, Melbourne City School, P.O. Box 40, Eltham VIC 3095

Telephone: +61 3 9433 9973 Facsimile: +61 3 9437 1003 Email: dallgood@melbournecityschool.com.au

OFFICE USE ONLY

ID:

STUDENT DETAILS

Surname

Given Names

Date of Birth Gender Present School/Kindergarten

Present Year Level Proposed year of entry

GIFTED AND TALENTED

Does your child have any special talents and needs of which the school should be aware?

Details

DISABILITY

Does your child have a disability of which the School should be aware and which may require adjustments to be made by the School to meet his or her special needs?

Details

SPECIAL NEEDS

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

English as a second language

Support programs in literacy and numeracy

Integration

Medical condition

Other (please describe)

FATHER/LEGAL GUARDIAN

Title

Surname

Given Names

Residential Address

Postal Address

Occupation

Type of industry

Telephone: Home

Business

Mobile

Fax:

Home

Business

Email (please print)

Relationship to student? (eg. Father, Stepfather, Grandfather etc)

Single Parent

Sole Custodian

MOTHER/LEGAL GUARDIAN

Title

Surname

Given Names

Residential Address

Postal Address

Occupation Type of industry

Telephone: Home Business Mobile

Fax: Home Business

Email (please print)

Relationship to student? (eg. Father, Stepfather, Grandfather etc)

Single Parent Yes / No

Sole Custodian Yes / No

If parents/legal guardians live at separate addresses, please tick where correspondence should be sent:

Father/Legal Guardian

Mother/Legal Guardian

Both

ALL APPLICANTS MUST SIGN BELOW

PLEASE NOTE

1. This application must be signed by both parents and/or legal guardians
2. For this application to be processed, please include the application fee of AU\$100 and a copy of your child's birth certificate or birth certificate extract.
3. Notification must be given immediately of a change of address or change to any of the above particulars.

I/We the undersigned have read the attached "Conditions of Enrolment" (see reverse) and agree to be bound by these conditions and to cooperate with the School in all matters of discipline.

/ /

Signature of Father/Legal Guardian

Date

/ /

Signature of Mother/Legal Guardian

Date

PAYMENT OPTIONS

The enrolment fee can be paid by cheque or credit card. Please phone 03 9433 9973 if you have any questions.

Type of Card VISA / BANKCARD / MASTERCARD Name on Card

Card Number Date of Expiry /

Amount \$

/ /

Signature of Cardholder

Date

CONDITIONS OF ENROLMENT

1. A place is offered to parents/legal guardians based on the following priority list:
 - the date of application
 - the capacity of the school's program to make a contribution to the child's growth and development
2. Before a confirmed place can be offered, each student will be assessed by a member of staff. These assessments vary and are appropriate to the student's entry level. Parents/legal guardians will be interviewed with the student. Assessments are undertaken to ensure, as far as possible, that students who are accepted are likely to benefit from the programs provided.
3. Following the interview and within 14 days from the date of the written letter of offer, the following amounts will become payable to accept a confirmed place:
 - Family Deposit totalling \$2,000 and payable on entry of the first child of a family comprising:
 - Refundable deposit \$1,000 (refundable when last child leaves the School)
 - Non-refundable payment \$1000
 - Entrance Fee of \$250 per student
 - Company Membership: one parent/legal guardian must become a member of the Melbourne City School Company (\$10 p.a.) and maintain membership while a student remains at the School.
4. School fees and other charges must be paid in accordance with the Schedule of Fees produced by the School each year.
5. Notice of intention to remove a student from the School must be received by the Principal in writing not less than one full school term in advance of the student leaving. Failure to provide the complete period of notice will result in a charge equivalent to one term's school fees.
6. Once a student leaves the School, the parent/legal guardian may request the return of the refundable portion of the family deposit. If this is refunded and another child is enrolled in the School at a future date, the enrolment process will be treated as a new family enrolment. At this time, the full amounts listed to accept a confirmed place will become payable.
7. It is a condition of the enrolment of the student that the parents/legal guardians, on their own behalf and on behalf of the student, agree to abide by the School rules in force from time to time. The parents/legal guardians acknowledge at that time that they are aware of the content of the School rules. The School, through the Principal, retains the right to temporarily or indefinitely suspend the student from school or otherwise discipline the student on the grounds of the student's unsatisfactory conduct or failure to observe any School rule.

Melbourne City School is Privacy compliant. The School's complete Privacy Policy may be viewed on our website at www.melbournecityschool.com.au

OFFICE USE ONLY

Date Received

Fee

B.Cert

Offer

Accepted

Comments

Commenced

Withdrawn