

Mount Alvernia College

Educating young women in the Franciscan tradition

ENROLMENT APPLICATION FORM

Student's Name: _____

Enrolment sought for year level: _____ in 20 _____



- The Australian Government requires each school to collect mandatory data as part of its funding agreement. These mandatory data areas are collected through questions marked with an *
- It is a condition of enrolment that if a family makes a decision to withdraw a student from the College, one full term's notice must be given in writing to the Principal of the College. If the required amount of notice is not given, one full term's fees will be charged in lieu of notice.
- Please Note: failure to disclose all relevant and correct information could result in cancellation of enrolment.
- An Application Fee (non-refundable) of \$250.00 must be paid when you lodge this application.

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Kedron Qld 4031
www.mta.qld.edu.au

Phone: (07)3357 6000
Fax: (07) 3857 2231
Email: mta@mta.qld.edu.au

Office Use Only:

Date Application Received:		Enrolment Fee Received:	
Date entered in MAZE:		Holding Deposit Received:	
By:		Application Acknowledged:	
Student Code:		Family Code:	

STUDENT PARTICULARS

Surname:		Given Names	
Preferred Name:		Religion:	
Sacraments Received:	Baptism <input type="checkbox"/> Reconciliation <input type="checkbox"/> Eucharist <input type="checkbox"/> Confirmation <input type="checkbox"/>		
Home Address:			
Student lives with:	Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other <input type="checkbox"/>		
Date of Birth:		*Country of Birth:	
Date of arrival if COB not Australia:		Visa No:	
Type of Resident	Australian Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/> Permanent: <input type="checkbox"/> Temporary: <input type="checkbox"/>		
*Is the student Aboriginal?	Yes <input type="checkbox"/> No <input type="checkbox"/>	*Torres Strait Islander?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main language spoken at home:		Secondary Language spoken at home:	
Position of Applicant in Family (B = Brother; S = Sister, I = Applicant e.g. B I S)			

***If born outside Australia, please provide a copy of student's Passport (including Visa Information).**

List all previous schools attended (list most recent school first and number of years attended)

School	Years Attended

SIBLINGS: Has the applicant any siblings at this school, or are being enrolled in future years, or are past students of the College?

Current Student/s		To attend in future years		Past Student/s	
Name	HR Group	Name	Year to Commence	Name	Years of Attendance

Are there any special arrangements or conditions relating to custody of and/or access to the student? Yes No

Details: _____

Are there any Family Court Orders relating to this student? Yes No

If yes, please provide a copy to the school.

Where did you hear about Mt Alvernia College?

- Advertising: Cinema Newspaper Billboard Website
- Family/Friends
- Current school
- Other _____

HISTORY OF ASSISTANCE

1. Does your daughter have an Education Adjustment Profile (EAP) Yes No
 If yes, in what category of the EAP has your daughter been verified?

- Autistic spectrum disorder
- Intellectual impairment
- Hearing impairment
- Physical impairment
- Vision impairment
- Speech/language impairment
- Social/emotional disorder

Please attach documentation.

2. Has your daughter been diagnosed with a

- Learning disability (eg. ADHD) Please specify: _____ Yes No
- Central auditory processing dysfunction (CAPD) Yes No

Please attach documentation.

3. Has your daughter received support in any of the following areas:

Type	Please Tick	Please circle the year levels	Further Information
Gifted and Talented Assistance	Yes <input type="checkbox"/> No <input type="checkbox"/>	P 1 2 3 4 5 6 7	
Learning Support	Yes <input type="checkbox"/> No <input type="checkbox"/>	P 1 2 3 4 5 6 7	
ESL Assistance	Yes <input type="checkbox"/> No <input type="checkbox"/>	P 1 2 3 4 5 6 7	
Professional Counselling	Yes <input type="checkbox"/> No <input type="checkbox"/>	P 1 2 3 4 5 6 7	

4. Have tests or Professional Assessment for Learning Difficulties been carried out? Yes No
 If so, please specify:

Date	Test	Copy Provided
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Please attach documentation.

5. Is there any other factor that could affect your daughter's ability to learn and/or participate in the life of the College?
 (eg medical, emotional, developmental). If so, please specify:

PARENT/GUARDIAN DETAILS Home Information – CONFIDENTIAL

	Parent/Guardian (a) Residing with Applicant	Parent/Guardian (b) Residing with Applicant	Parent/Guardian (c) Not Residing with Applicant
Title (eg Mr/Mrs/Ms)			
Surname			
Given Name/s			
Preferred Name			
Relationship to Applicant			
Home Address (including Post Code)			
Address for Correspondence	Name: Address:		
Email Address for Correspondence			
Home Telephone			
Mobile Telephone			
Marital Status			
Religion			
Parish			
Occupation			
Employer			
Work telephone number			
Country of Birth			
Countries of Citizenship			
Aboriginal Culture	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Torres Strait Islander Culture	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Level of English spoken			
Signatures			

If mother is a past student, please indicate Maiden Name _____ Years of Attendance _____

Enrolment Fee Payment Details:

Payment by: Cash Cheque Credit Card
 Cardholder's Name: _____ Type of Card: Visa / Mastercard
 Card Number: _____ / _____ / _____ / _____ CSV: _____ Expiry Date: ____/____
 Payment Amount: \$ _____ Signature: _____

The following information is required to be collected for Australian Government purposes:

*Does the student or their mother/stepmother or their father/stepfather speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

	Student	Mother/stepmother	Father/stepfather
English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samoan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____			

Mother/Caregiver

*Circle one of the Occupation/Groups below (see instructions on next page):

Group No: 1 2 3 4 8

*What is the highest year of primary or secondary school completed?: (Tick on box)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent

What is the level of the highest qualification completed? (Tick on box)

- Bachelor degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualifications

Father/Caregiver

*Circle one of the Occupation/Groups below (see instructions on next page):

Group No: 1 2 3 4 8

*What is the highest year of primary or secondary school completed?: (Tick on box)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent

What is the level of the highest qualification completed? (Tick on box)

- Bachelor degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualifications

RELEASE OF INFORMATION – CONSENT AGREEMENT

In order to best meet your daughter's needs it may be necessary to liaise with her current school to get updated information of how best to support her needs.

Under the current privacy legislation, schools are not at liberty to divulge information about any student, therefore, we require permission from you as parents/caregivers in order to request and discuss any relevant information.

Please sign the Consent Agreement below. If you have any queries relating to release of information regarding your daughter, please contact the school.

I/We _____, give permission to Mt Alvernia College to obtain information from and give relevant information to the previous school, specialist practitioners etc about my/our daughter _____.

I/We have been assured that such communication shall be conducted by the school in the strictest confidence, and at all times uphold my/our daughter's dignity, and if applicable that of her family or carers.

Signed: _____
(Parent/Caregiver 1)

Signed: _____
(Parent/Caregiver 2)

Date: _____

DECLARATION

This is to certify that the information provided in this enrolment application is true at as date of application and that there is no information relating to this enrolment application that has been omitted.

Signed: _____
(Parent/Caregiver 1)

Signed: _____
(Parent/Caregiver 2)

Date: _____

I/We understand that if any of the information disclosed in this form changes (eg: address, learning support assessments, etc) we will forward changes, additional information and any supporting documentation (if applicable) to the College immediately.

Signed: _____
(Parent/Caregiver 1)

Signed: _____
(Parent/Caregiver 2)

Date: _____

I/We understand that if information given is found to be incorrect or misleading, this application may be rejected.

Signed: _____
(Parent/Caregiver 1)

Signed: _____
(Parent/Caregiver 2)

Date: _____

CHECKLIST

Please check that you have enclosed all the following documentation:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Fee of \$250.00 | <input type="checkbox"/> Baptismal/Confirmation/Eucharist Certificates (if Catholic) or Letter from Pastor (if not Catholic) |
| <input type="checkbox"/> Copy of Birth Certificate | <input type="checkbox"/> Completed all sections of the Application Form including the Release of Information – Consent Agreement & Declaration (including signatures of BOTH Parents/Caregivers) |
| <input type="checkbox"/> Copy of most recent school report | <input type="checkbox"/> Copy of visa documentation (if your daughter was not Australian-born) |
| <input type="checkbox"/> Naplan Results | |
| <input type="checkbox"/> Copies of any documentation in regard to Specialist Reports, Education Plans and school learning support assessments | |
| <input type="checkbox"/> Copy of any Family Court Orders that apply | |

List of Parental Occupation Groups (for question in Family Details)

Instructions: Please select the appropriate parental occupation group number from the list.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, circle '8' in the box.

Group 1: Senior management in large business organization, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organization.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)

Air/sea transport (aircraft/ship's captain/office/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing)

Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)

Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)

Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, officer/project manager)

Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship

All tradesmen/women are included in this group

Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

Skilled office, sales and service staff

Office (secretary, personal assistant, desktop publishing operator, switchboard operator)

Sales (company sales representative, auctioneer, insurance agent, assessor/loss adjuster, market researcher)

Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers including:

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)

Office assistants, sales assistants and other assistants

Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)

Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)

Assistant/aide (trades' assistant, school/teacher's aid, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car par attendant, crossing supervisor)

Group 8: If person has not been in paid work in the last 12 months.