

Trustees of the Anglican Diocese of Armidale

OVERSEAS STUDENT APPLICATION FORM

For Campus (please tick)

William Cowper Campus

Primary
(CRICOS Course 041492B)

Secondary Boys (Years 7-10)
(CRICOS Course 041492B)

Secondary Boys (Years 11-12)
(CRICOS Course 041493A)

Brisbane Street Campus

Secondary Girls (Years 7-10)
(CRICOS Course 041492B)

Secondary Girls (Years 11-12)
(CRICOS Course 041493A)

Full name of Applicant: _____
(In the Conditions of Entry called "the student") Surname Given Names

Preferred Name: _____
Surname Given Names

Gender: Female Male Date of Birth: _____ Nationality of Applicant: _____

Australian Permanent Resident Yes No Australian Visa Number _____

In which country was the Applicant born? _____

Proposed Term of Entry: T1 T2 T3 T4 Proposed Year of Entry: 20 _____

Proposed Year Level at Entry: _____ Day Student Boarder

Is it your intention that the Applicant completes his/her secondary education at Calrossy Anglican School? Yes No

Name of Current School: _____ Current Level: _____

PARENT INFORMATION

FATHER: _____ Dr/Mr/Other _____

Please use block letters Surname Given Names Preferred form of address, please specify

Nationality: _____ Occupation: _____

Position: _____ Company Name: _____

RESIDENTIAL ADDRESS: _____

Postcode: _____

POSTAL ADDRESS: _____

If different to above _____

Postcode: _____

Telephone: (H) _____ Facsimile: (H) _____ Mobile: _____

Telephone: (W) _____ Facsimile: (W) _____

Email for School Correspondence: _____

MOTHER: _____ Dr/Mrs/Other _____

Please use block letters Surname Given Names Preferred form of address, please specify

Nationality: _____ Occupation: _____

Position: _____ Company Name: _____

RESIDENTIAL ADDRESS: _____

Postcode: _____

POSTAL ADDRESS: _____

If different to above _____

Postcode: _____

Telephone: (H) _____ Facsimile: (H) _____ Mobile: _____

Telephone: (W) _____ Facsimile: (W) _____

Email for School Correspondence: _____

Are parents: Married Separated Divorced Other

To whom should reports be sent: Mother Father Both Parents Guardian (if applicable)

With whom does the Applicant live? _____

Are there any parenting orders made pursuant to the Family Law Act or by any other court dealing with arrangements concerning residence, contact or other issue concerning the Applicant? Yes, if so please provide a copy No

Has the Applicant any sibling(s) attending Calrossy Anglican School? Yes No

If yes, please provide details:

Name: _____ Year Group: _____ Campus: _____ House: _____

Name: _____ Year Group: _____ Campus: _____ House: _____

Please indicate any other family association with Calrossy Anglican School:

Name: _____ Year Group: _____ House: _____ Relationship: _____

Name: _____ Year Group: _____ House: _____ Relationship: _____

IMPOTANT NOTE:

By signing this Student Application Form you agree that:

1. You have read the attached Conditions of Entry and Business Notices and agree to be bound by them.
2. When accepted in writing by the School, this form and the Conditions of Entry will constitute a legally enforceable and binding contract between you and the School.
3. In accordance with the Conditions of Entry, you will pay the fees, sundry charges and interest determined by the School from time to time.
4. The School may request such further or additional information as it considers appropriate for enrolment application purposes and may not process this form further until that information is provided.
5. You have read the Privacy Clause (16) and expressed any concerns in writing to the Principal.
6. By completing and forwarding this application to the School you are registering an intention to enrol the Applicant at the School. No place will be available for the Applicant at the School until the Applicant has been offered a place by the School and parents have accepted the offer.

AUTHORISATION

1. I hereby authorise the School to include photos of the Applicant in School publications (including electronic and print).

Consent Do not consent

2. I hereby authorise the School to include our name(s), telephone number(s) and email details on Class/House/Friendship lists including Parent Contact Lists to other members of the Calrossy Anglican School community.

(Privacy Act) Consent Do not consent

Signature of FATHER: _____

(Name - Block letters): _____ Date: _____

Signature of MOTHER: _____

(Name - Block letters): _____ Date: _____

Signature of Other Person(s) taking responsibility for payment of fees: _____

(Name - Block letters): _____

Relationship to Applicant: _____ Date: _____

Address of Other Person(s) taking responsibility for payment of fees: _____

Postcode: _____

Telephone: _____ Email: _____

STUDENT APPLICATION CHECKLIST

Please ensure you complete the following checklist before sending your Application:

- Complete the Payment Slip of the Student Application Form in full.

EMAIL COMMUNICATION

Please note: Calrossy Anglican School places a strong emphasis on online communication. To receive regular notifications and school correspondence, please ensure you provide us with your preferred email address.

- Sign the form where appropriate.
- Enclose a certified or notarised copy of:
- Passport and Birth Certificate
 - Permanent Residency Visa or Certificate of Australian Citizenship or Other Visa

All overseas applicants must enclose a certified or notarised copy of their passport

- Enclose a copy of your child's most recent school reports, **if applying for entry within the next 2 years** (translated into English where necessary).
- Enclose 2 current passport size photographs, **if applying for entry within the next 2 years**
- Enclose the non-refundable Application Fee of \$154 Inc. GST
- Complete the Application Fee Payment Slip for Credit Card payments, or enclosed cheque.
- Send the completed Application Form, all requested documentation and application fee to:

The Principal
Calrossy Anglican School
140 Brisbane Street
PO Box 1245
Tamworth, NSW 2340
AUSTRALIA
Telephone: +61 2 5776 5100
Facsimile: +61 2 5776 5129

- Read the Conditions of Entry and Business Notices and this checklist. retain both for your records.

Payment Options *application fee may be paid by any of the following methods:*

1. **Australian Personal Cheque, Bank Cheque or Money Order**, made payable to Calrossy Anglican School.
2. **Credit Card:** Visa, Mastercard, Diners Card or American Express.
Please complete the application fee Payment Slip.

ANGLICAN SCHOOL

Est. 1919

APPLICATION FEE PAYMENT SLIP

I enclose a payment of \$ _____ for _____ for entry into Year _____ in 20 _____

Visa Mastercard Diners AMEX Cheque Other

FOR CREDIT CARD PAYMENTS ONLY

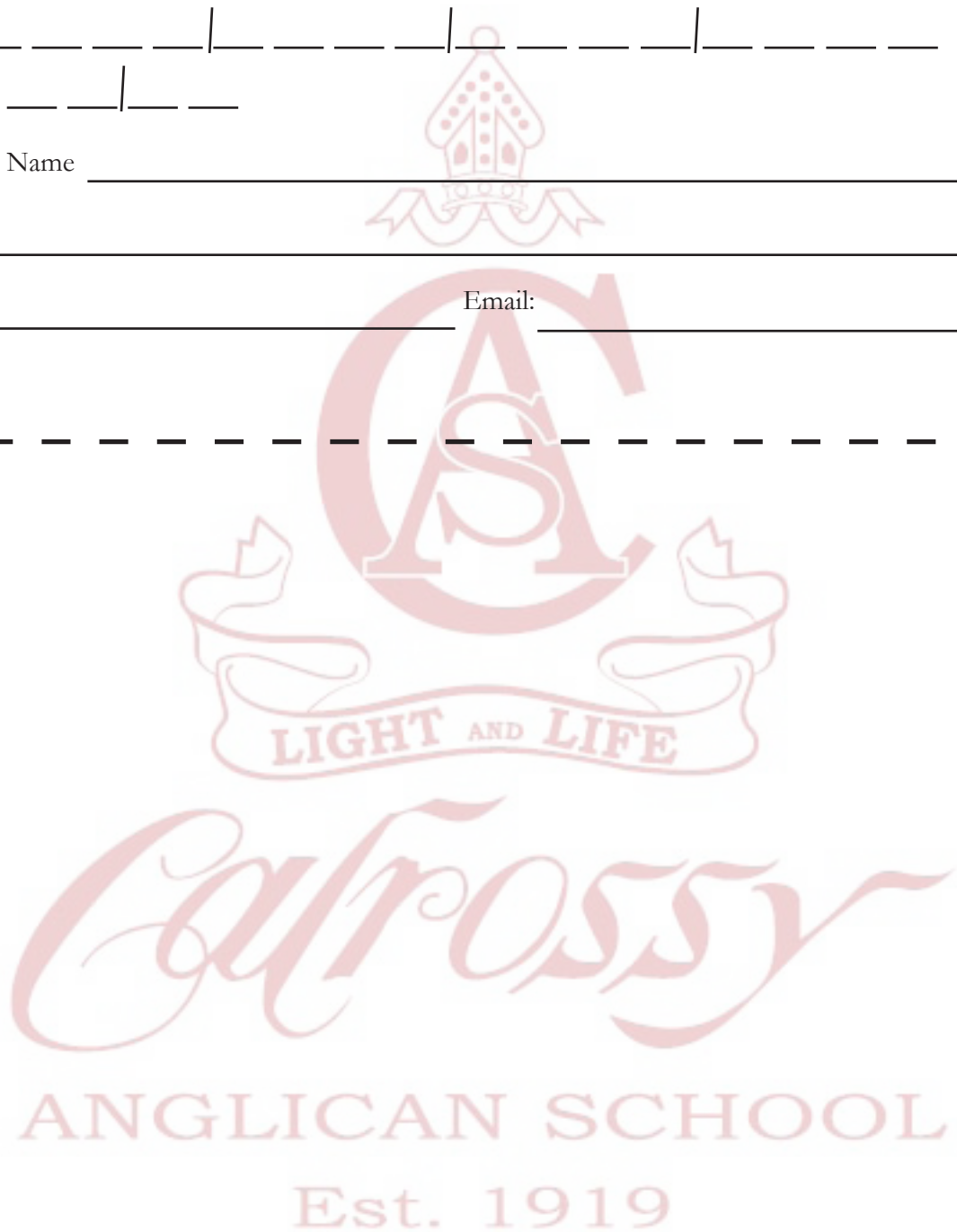
Card No. _____|_____|_____|_____

Expiry Date ____|____|____|____

Cardholder's Name _____

Signature _____

Telephone: _____ Email: _____



Overseas Student Enrolment Procedure

If you are applying from outside Australia

Look at our website www.calrossy.nsw.edu.au, or write or telephone (Mrs Kim Brissett, 02 5776 5107) and request a prospectus.

Complete the Student Application Form in the prospectus.

All overseas students must sit an approved English Language proficiency test, Calrossy Anglican School uses the Australian Assessment Service (AEAS). Please go to www.aeas.com.au to find your nearest testing centre.

Return the completed Student Application Form together with the application fee and associated documents (as described on the Application form) to Calrossy Anglican School.

If possible, arrange to visit Calrossy Anglican School. Do this by contacting the PA to the Principal (Mrs Kim Brissett) to make an appointment that is convenient to both parties; otherwise the Principal will conduct a teleconference with the prospective student, again at a time suitable to both parties.

If a place is available, and if your child is able to reach the required level of English proficiency, either by attending an English Language Intensive Course for Overseas Students (ELICOS) school, or due to the high results from the AEAS test, an offer may be made to you.

If your child needs to attend an ELICOS school a provisional offer may be made with the condition that he/she successfully completes the ELICOS course to the required level of English proficiency. If this level is not reached the offer may be rescinded, or your child may have to delay their entry until the required level is reached.

Once the offer of a place is made to you you can accept this offer by paying the non refundable enrolment bond of \$2000AUD and the overseas health insurance costs. Later, a Confirmation of Enrolment (CoE) form and a Confirmation of Appropriate Welfare/Accommodation form (CAAW) is prepared and sent to you. This will assist you in obtaining a visa for your child.

Overseas students are generally boarders from Years 7-12, but in certain circumstances they may live with their parents or a close relative and become a day student. For primary students (Prep to Year 6) the School does not offer boarding and only accepts students as day students living with their parents.

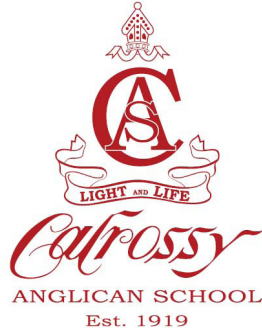
Students in the Primary and Secondary years are not permitted to reside with a Guardian, friend or in a home stay arrangement.

If you are applying from within Australia

Your child may sit for the AEAS test in Australia, otherwise the process is the same.

Minimum levels of English language proficiency

For Prep to Year 6 students language in class is monitored on an individual basis. English as a Second Language (ESL) teachers or Learning Support teachers are able to assist with language progression if necessary.



Overseas Students

FEE SCHEDULE 2017

Fees Payable in Advance

Application Fee	\$154 (Inc GST)
Enrolment Bond	\$2000

	Tuition	Co-Curricular
Primary	\$17,600	\$720
Secondary	\$25,200	\$1,280
Boarding	\$18,680 inclusive of meals and \$420 GST	
HSC Fee	\$1,160	

Sibling Discount

Applies to Tuition Fees only - Children of the same family in attendance at the same time: Second Child 15%, Third and Subsequent Child 25%

CONDITIONS OF ENTRY

1. ADMISSION

Acceptance of the student for admission to, and continuing enrolment in, the School shall be:

- 1.1. Conditional upon payment, as per conditions 4.1 and 4.2 in the School's Business Notices, of such fees as the School may determine, and
- 1.2. At the sole discretion of the School.
- 1.3. A reference to "these conditions" in this document is a reference to the Conditions of Entry.

2. SCHOOL RULES

- 2.1. The parents agree it is a condition of the student's admission and continuing enrolment at the School that they shall ensure, and accept responsibility for, the student's compliance with those rules which the School may establish from time to time for the good conduct of the School and its students.
- 2.2. The parents acknowledge and agree that the proper management and operation of the School may require the School to act from time to time in a manner deemed by the School to be appropriate and without consultation with the parents, particularly in circumstances where the School rules have been breached or the student is considered by the School in its sole discretion to have undertaken conduct which in any other way is not approved by the School.
- 2.3. The School rules may be varied from time to time by the School and such variation shall continue to apply to the student and, as appropriate, to the parents.

3. FEES AND SUNDRY EXPENSES

- 3.1. The parents shall at such times as the School may require, pay to the School such fees as the School may determine, and reimburse any expenses incurred by or on behalf of the student.
- 3.2. If fees and expenses are not paid in accordance with the School's requirements, the School may refuse to allow the student to attend, or may remove the student from the School.
- 3.3. Unpaid fees and expenses shall accrue interest from the date of default in payment (or such other date as may be considered appropriate by the School) at the rate or rates determined by the School from time to time and an administration charge determined by the School may be charged, which the parents agree to pay.
- 3.4. The parents agree to pay all costs incurred by the School in recovering or attempting to recover unpaid fees and interest including, but not limited to, legal costs and disbursements incurred by the School.

4. NOTICE

- 4.1. Where a place is offered by the School and accepted but not subsequently taken up, the parents shall give the Principal of the School written notice at least 10 weeks prior to the last day of the term which immediately precedes the term in which the student was due to commence attending the School. If such notice is not given, the parents agree to pay the School liquidated damages of half of the fees for the term in respect of which the student was due to commence attending the School.
- 4.2. Subject to Clause 5, before removing the student from the School for any reason, the parents shall give the Principal of the School written notice at least 10 weeks prior to the day on which the student will last attend the School. If such notice is not given, the parents agree to pay the School:

(a) All fees and expenses due and payable for the whole term during or at the end of which the student is removed; and

(b) Liquidate damages of half of the fees for the term following that term.

- 4.3. The parents agree that the calculation of liquidated damages referred to in clauses 4.1 and 4.2 represents a proper and appropriate calculation of the actual loss suffered by the School for failure to give appropriate notice.

5. TEMPORARY STUDENT ABSENCE FOR ILLNESS

If parents temporarily remove a student who has become ill, the notice provisions under clause 4 will not apply. The School, in its sole discretion, may grant a rebate of fees for an absence due to illness exceeding 14 consecutive school days. No rebate shall be granted where parents choose to remove the student because they fear infection at the School. Whether a place will be held open for a student removed due to temporary illness shall be at the sole discretion of the School and subject to such conditions as the School may determine.

6. TEMPORARY ABSENCE FOR STUDY OR SIMILAR PURPOSE

Where the parents give notice under Clause 4 that the removal of a student is for study or other similar purpose, the School may in its sole discretion hold the student's place open for up to one year on the condition that a non-refundable holding fee to be determined by the School having regard to the period for which the student's place will be kept open is paid on the next date that fees would otherwise be payable pursuant to Clause 3.

7. OBSERVANCE OF DATES

Students returning to School must rejoin their boarding house or classes as the case may be, on the dates fixed for resuming and must not leave School at the end of a term until the recognised closing dates.

8. DISCIPLINE

8.1. The parents acknowledge that attendance of the student at the School shall be at the sole discretion of the School irrespective of whether the parents or the students are in breach of any of these conditions.

8.2. The parents agree that the proper and effective operation of the School requires the School to be able, at its sole discretion:

(a) to terminate the right of the student to attend the School; and

(b) to discipline or suspend the student.

8.3. The parents agree if the School intends to exercise its power:

(a) to terminate the right of the student to attend the School; or

(b) to discipline or suspend the student.

Where the student is suspended or expelled and the fees are unpaid at the date of suspension or expulsion, the parents agree that they shall be liable to immediately pay to the School all fees, expenses and any interest then outstanding in relation to the student up to and including fees payable to the end of the term in which the suspension or expulsion occurs. In this event the parents waive and abandon any set-off or counterclaim arising from the student's inability to continue to attend the School.

9. MEDICAL AND RELATED EXPENSES

The parents shall be responsible for all medical, hospital, dental and other expenses incurred by or on behalf of the student arising from or in connection with any injury or illness suffered by the student while attending the School or taking part in School activities, and the parents

authorise the School to obtain such treatment for the student as the School in its sole discretion may determine. The parents acknowledge that they are solely responsible for obtaining insurance sufficient to meet the costs arising out of such injury or illness.

10. STUDENT'S PERSONAL BELONGINGS

The School shall not be responsible for the loss, theft of or damage to the student's personal belongings, which shall be the sole responsibility of the student and the parents.

11. CUSTODIAL AUTHORITY

The parents agree that the School may permit or require the student to undertake such activities as the School may in its absolute discretion consider reasonable or appropriate and for the purposes of granting such permission or meeting such requirements appoints the School as their agent.

BUSINESS NOTICES

11.1. The School will issue Business Notices from time to time which may deal with the operation of the School, fee payments, financial and/or other matters which the School considers appropriate. A Business Notice shall take effect on the day it is published (or other date stated).

11.2. Unless clearly stated to the contrary in a Business Notice, a Business Notice shall be read subject to these conditions, including any addenda to these conditions.

11.3. The parents and the School agree that the School may in its sole discretion vary these conditions or any current Business Notice from time to time and notification of such variation shall be by issue of a Business Notice to parents which shall be binding on the parents and student in all respects.

11.4. No error in, non-receipt or late receipt of, a Business Notice shall bind the School or entitle the parents or the student to any relief from their obligations contained in these conditions or a Business Notice, nor shall it entitle the parents or student to any compensation arising from any loss or damage allegedly suffered as a consequence of such error, non-receipt or late receipt.

12. ADDENDA TO CONDITIONS OF ENTRY

12.1. The School may issue addenda to these conditions from time to time, which may deal with matters specific to certain categories of students including, but not limited to, fee payments, financial and/or other matters which the School considers appropriate.

12.2. To avoid doubt, any addendum or addenda to these conditions is, by this clause, expressly incorporated into these conditions.

13. AUTHORITY OF PARENTS

The parents agree that they enter into these terms on their own behalf and on behalf of the student and that they have authority to do so.

14. PARENTS AND STUDENTS DETAILS AND CIRCUMSTANCES

14.1. The parents agree they shall be honest and accurate in all information they supply to the School, and shall not knowingly withhold any information which could reasonably be regarded as relevant.

14.2. The parents shall immediately notify the School of any change of details of the student or the parents contained in any information previously supplied to the School (including change of address or other contact details) and of any change in family circumstances which will affect the student's education or well-being whilst enrolled at the School.

15. PRIVACY

Calrossy Anglican School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The Act applies to private sector organisations from 21st December 2001. A copy of the School's Privacy Policy is available on request.

Parents must be aware that information collected may need to be disclosed to outside organisations from time to time. Any objections to the following information, should be notified to the Principal immediately.

15.1. The School collects personal information including sensitive information about students, their parents or families before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for students. In addition, the School retains this information after the student has left the School for Alumni purposes.

15.2. Some of the information collected is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

15.3. Certain laws governing or relation to the operation of schools require that particular information be collected. These include Public Health and Child Protection laws.

15.4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The School asks parents to provide medical reports about the student at the time of enrolment and requires an annual update from parents. This information is treated in confidence.

15.5. The School from time to time discloses personal sensitive information to others for administrative, education and health purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers assisting the School in an ancillary capacity (eg. parent associations). In addition, personal contact details, name(s), telephone number(s) and email details, are provided on class/house/friendship lists.

15.6. Personal information collected from students is regularly disclosed to their parents and guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, external newspapers, magazines and websites including the School's website. This may also include visual images used for promotional purposes that may go beyond the School community.

15.7. Parents may seek to access personal information collected about them and their student child by request. Students may also seek access to personal information about themselves. There will be occasions when access is denied and such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. The information collected remains the property of the School and any request for access to information must be in writing, giving 48 hours notice. Information may be viewed at the School's premises with a member of the School's staff in attendance at a pre-arranged time convenient to the School.

15.8. The School from time to time engages in fundraising activities. Information received from parents may be used to make an appeal to parents and others. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. Personal information will not be disclosed to third parties for their own marketing purposes without the parents' consent.

15.9. In providing the School with the personal information of others such as doctors or emergency contacts, parents are encouraged to inform them they are disclosing that information to the School, the reason why they can access that information if they wish and that the School will not disclose the information to third parties without the parents' consent.

16. CYBERSAFETY

The parents agree that they will comply with such policies as the School have in place in relation to use of information technology.

17. STUDENT AND OTHER RECORDS

From time to time the School may determine to receive and store information concerning the parents, the student or other information relevant to the student's attendance at the School in electronic form. The School may also determine from time to time to convert written records concerning the parents, the student or which are otherwise relevant to the student's attendance at the School to an electronic format or other format as the School deems most appropriate in its sole discretion. The parents agree that the School may record such information in a manner deemed most appropriate by the School in its sole discretion and will make no claim or take any exception to records held in such manner provided that nothing in this clause shall be deemed to be consent to any breach by the School of any statutory requirement for the keeping of records.

18. UNAVAILABILITY OF SCHOOL CAMPUS OR FACILITY

Where a campus or facility of the School becomes unavailable for any reason, including but not limited to as a consequence of flood, fire, natural disaster, epidemic or other outbreak of illness, the School may require the student to attend an alternative campus or facility of the School. The inability of the School to provide the student with access to any campus or facility, or any alternative campus or facility, shall not entitle the parents to any rebate or waiver of fees and expenses at the sole discretion of the School.

19. ELECTRONIC COMMUNICATION

19.1. The School may communicate with parents via the parents' portal on the School's website and for all purposes publication of these conditions, the Business Notices and any amendments or additions to either of them shall be deemed sufficiently given if published on the School's website.

19.2. The parents agree that any invoice, statement, notice or other correspondence from the School to the parents shall be sufficiently given or sent if provided to the parents by email at any address provided by the parents to the School as the email address at which the parents may be contacted.

19.3. Provision by the School of any written invoice, conditions, statement, notice, correspondence or other document in hard copy rather than electronically shall be at the sole discretion of the School and any failure by the School to provide such document in hard copy or electronically shall not entitle the parents to fail to comply with any obligation which they may have to the School.

19.4. The School will display on the parents' portal on the School's website the Conditions of Entry and Business Notices which may be in effect from time to time. Any addenda or amendments to the Conditions of Entry or Business Notices shall take effect on the date they are first published on the School's website.

20. INTERPRETATION

20.1. These conditions, any addenda or amendments to these conditions and, subject to Clause 12.2, the Business Notices, shall comprise the entire agreement between the School and the parents notwithstanding any prior representation whether written or oral which has been made to the parents, which representations the parents agree shall not be legally enforceable nor form, any part of these conditions nor comprise any representation pursuant to which enrolment or admission of the student to the School was sought.

20.2. "Parents" means and includes the natural and/or adoptive parents of the student and/or guardians by order of any court or otherwise and, where relevant, includes a person or persons who have agreed to be responsible for payment of fees and sundry charges.

20.3. "School" means Calrossy Anglican School and includes the Principal, the Board of the School and any employee of the School.

Business Notices (Effective, March 2014)

The following procedures, fees and expenses will apply in respect of students applying, enrolling and attending the School with effect from the above date.

1. APPLICATION

A non-refundable application fee of \$154 (inc. GST) per student for Overseas Students. This fee must be paid before the application will be processed. A certified copy of birth verification and a certified copy of the Applicant's passport must accompany Student Application Checklist.

2. BOND

After a place is offered, that place is secured by the acceptance of the place and payment of a non-refundable enrolment bond of \$2000.

A place is secured by payment of a non-refundable enrolment bond of \$2000 and is subject to the following conditions:

- 2.1. provision of school reports satisfactory to the School in the year prior to admission to the School;
- 2.2. payment of non-refundable enrolment fee by the date required for payment;
- 2.3. completion of the usual enrolment procedures;
- 2.4. where a place is deferred, the student's latest school reports must still be provided in the year prior to admission to the School;
- 2.5. where a place is accepted but is not subsequently taken up, the place and the enrolment fee shall be forfeited to the School.

3. SCHOOL FEES AND SUNDRY CHARGES

3.1. Fees

Fees are payable annually in advance.

3.2. Sundry Expenses

Sundry expenses will normally be billed each term as they arise and are due and payable prior to the commencement of the following term.

4. SIBLING DISCOUNTS

The School provides the following sibling discounts:

- 4.1. 15% for the second child and 25% for the third and subsequent children when all are enrolled at the same time (discount applies to the youngest sibling).

5. FEES BY ARRANGEMENT

The School is able to accept an alternative payment arrangement. The conditions under which alternative payments may be made are available from the Business Manager on request.

6. SCHOLARSHIPS AND BURSARIES

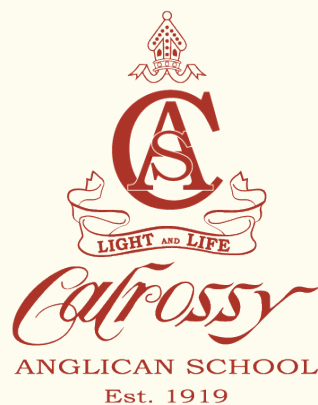
- 6.1. Scholarships for entry to the School are offered each year. Academic, Music, Visual Arts, Dance and Drama are offered. Academic, Music, Dance and Drama Scholarships are awarded on the basis of examinations and/or auditions held during the year prior to entry. Further information may be obtained by visiting www.calrossy.nsw.edu.au.

- 6.2. Bursaries are only awarded for current Calrossy Anglican School students by the Finance Sub-Committee of School Board on the basis of financial need. Bursary Application Forms are available on request from the Business Manager.

Business Manager

March 2014

BRISBANE STREET CAMPUS
140 Brisbane Street
Tamworth NSW 2340
Phone: (02) 5776 5100
admin@calrossy.nsw.edu.au
www.calrossy.nsw.edu.au



WILLIAM COWPER CAMPUS
242 Moore Creek Rd
Tamworth NSW 2340
Phone: (02) 5776 5220
adminwc@calrossy.nsw.edu.au
www.calrossy.nsw.edu.au

CHRISTIAN ~ PERSONAL ~ CARING

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