

# Enrolment Application

## Enquiries:

Please contact the Registrar

Phone: (03) 5337 2222

Email: enrolment@damascus.vic.edu.au

## Return Form To:

Registrar

Damascus College

1412 Geelong Road, Mt Clear, VIC, 3350

Email: enrolment@damascus.vic.edu.au

**Please note:** A non refundable fee of \$80.00 is required at the time of submitting this application. Credit Card details can be supplied on page 8. Applications will not be processed until the application fee has been received.

## Enrolment Considerations

Enrolment applications of Catholic students are given priority, in line with the College's Enrolment Policy.

The factors listed below will inform the consideration of each individual enrolment application which will ultimately be offered at the discretion of the Principal.

- Level of involvement in a Catholic parish/faith community as evidenced by sacraments
- Current enrolment at a Catholic parish primary school
- Family connection with Damascus College, Sacred Heart, St Paul's or St Martin's in the Pines (eg. sibling of current/past student, mother or father attended the College)
- Level of involvement in other faith traditions with a strong commitment
- The applicant's level of involvement in school life and commitment to learning, as evidenced through their recent school reports
- The applicant's involvement in activities within the broader community
- Enrolment application submitted by the due date, accompanied by the application fee

## Parent/Guardian Document Checklist (Compulsory to complete)

All documentation must be included when submitting this enrolment application.

- Copy of your student's birth certificate and documentation regarding name change if applicable
- Copy of the latest school report and NAPLAN report
- Certificate for Sacraments or other Religious Certificates, if applicable
- Any relevant additional medical information, if applicable
- Relevant funding information, if applicable on page 3
- Copy of passport/visa for overseas students
- Completed the Reasons for applying to Damascus College section on pages 5 and 6

## Entering Information

Please enter all requested information. If a field is not applicable or relevant, enter a dash (-) and when an entire section is not applicable (eg. Step Parent) diagonally cross (eg.) the entire section. Please enter current and concise information, avoiding abbreviations. Forms with incomplete information may not be processed.

**STUDENT NAME:** \_\_\_\_\_

**Applying for year level:** \_\_\_\_\_ **in the year 20** \_\_\_\_\_

**Date of submission:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### OFFICE USE ONLY

- |  |  |
|--|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Receipt         |
| <input type="checkbox"/> School Report     | <input type="checkbox"/> Medical Reports |
| <input type="checkbox"/> NAPLAN            | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Sacraments _____  | _____                                    |



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damascus.vic.edu.au

# Section A

# Student Details

## Student Information

The College requires a copy of your student's birth certificate. Please ensure it is attached to the enrolment. Applications without the birth certificate cannot be processed.

Applying for year level \_\_\_\_\_ In the year 20 \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_ Second name \_\_\_\_\_

Male  Female Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Country of birth \_\_\_\_\_

Current school \_\_\_\_\_

Location of school \_\_\_\_\_

Religion \_\_\_\_\_ Parish \_\_\_\_\_

Language spoken at home \_\_\_\_\_

Home phone no \_\_\_\_\_ Student's mobile no \_\_\_\_\_

Student's residential address \_\_\_\_\_

This is also the Postal Address

Is the student an Australian citizen?  Y  N If no, please provide copies of visa documentation

If born outside Australia, year commenced school in Australia \_\_\_\_\_

Who lives at home?  Both Parents  Mother Only  Father Only  Guardian  Other (Specify) \_\_\_\_\_

Shared care (if applicable)  Y  N

Details of shared care (where parents/guardians are living apart) \_\_\_\_\_

Is the student of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal  Yes, Torres Strait Islander  Yes, both Aboriginal & Torres Strait Islander

Sacraments received (Please tick which apply)  Baptism  Confirmation  Reconciliation  Eucharist/Communion

(Copies of certificates required, if applicable)

## Family Information

Surname (Office Use Only) \_\_\_\_\_ Family Group (Office Use Only) \_\_\_\_\_

Mail To: Title/s \_\_\_\_\_ Name/s \_\_\_\_\_

(To whom mail should be addressed)

Postal Address is the same as Student Residential Address Postal Address \_\_\_\_\_

## Names of up to four other children or relatives, who are currently or have previously attended Damascus College

Name \_\_\_\_\_ Year\* \_\_\_\_\_ Relationship \_\_\_\_\_ House \_\_\_\_\_

Name \_\_\_\_\_ Year\* \_\_\_\_\_ Relationship \_\_\_\_\_ House \_\_\_\_\_

Name \_\_\_\_\_ Year\* \_\_\_\_\_ Relationship \_\_\_\_\_ House \_\_\_\_\_

Name \_\_\_\_\_ Year\* \_\_\_\_\_ Relationship \_\_\_\_\_ House \_\_\_\_\_

Number of Children in family \_\_\_\_\_ Number of Males  Number of Females

Student's position of birth in family (children only) \_\_\_\_\_

\*Enter either current Year at time of enrolment or Years at Damascus College eg. 2001-2007

## Section A

## Student Details

### Student Medical Information

Does your student have any identified medical needs  Y  N If yes, please detail below

Student medical conditions of which the school should be aware (please tick)

Asthma  Epilepsy  Diabetes  Bee Sting Allergy  Migraines

Anaphylaxis  Travel Sickness  Food Allergy Permanent Medical condition  Y  N

Allergy/Other \_\_\_\_\_

General Medical Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: A MANAGEMENT PLAN and an EMERGENCY ACTION PLAN will be required for students with Asthma, Diabetes, Epilepsy or Anaphylaxis. Medical data will be updated annually and any changes in the interim must be advised in writing.**

### Diverse Learning Needs

Is your student currently receiving additional funding for health or academic reasons?  Y  N

Please specify

\_\_\_\_\_  
\_\_\_\_\_

## Section B

## Family Details

### Parent One Information (Mother, Father, Guardian)

Title \_\_\_\_\_ Full name \_\_\_\_\_ Maiden name (if applicable) \_\_\_\_\_

Relationship to student \_\_\_\_\_ Is this contact a residential guardian?  Y  N

Address Details:  Same as Section A Student Information  Same as Section A Family Information

Residential address \_\_\_\_\_

Postal address \_\_\_\_\_

Home phone no \_\_\_\_\_ Mobile no \_\_\_\_\_ Business no \_\_\_\_\_

Email \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Occupation group letter (see page 7) \_\_\_\_\_ Country of birth \_\_\_\_\_ Religion \_\_\_\_\_

If the person is not currently in paid work but has had a job in the last 12 months, please use the person's last occupation. If the person has not been in paid work for the last 12 months, enter 'N'. Please refer to page 7.

What is the highest year of Secondary School Parent One has completed?

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

What is the level of the highest qualification Parent One has completed?

Bachelor degree or above  Advanced diploma or above  Certificate I to IV (Including trade certificate)

No post-secondary qualification  Unknown

Will this person take responsibility for the fees?  Y  N % of fees

Account to: Title/s \_\_\_\_\_ Name/s \_\_\_\_\_ (Name of person/s responsible for fees)

Are you a past student of Sacred Heart, St Paul's, St Martin's in the Pines or Damascus College?  Y  N Year \_\_\_\_\_  
(Final Year at School)

## Section B

## Family Details

### Parent Two Information (Mother, Father, Guardian)

Title \_\_\_\_\_ Full name \_\_\_\_\_ Maiden name (If applicable) \_\_\_\_\_

Relationship to student \_\_\_\_\_ Is this contact a residential guardian?  Y  N

Address Details:  Same as Section A Student Information  Same as Section A Family Information

Residential address \_\_\_\_\_

Postal address \_\_\_\_\_

Home phone no \_\_\_\_\_ Mobile no \_\_\_\_\_ Business no \_\_\_\_\_

Email \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Occupation group letter (see page 7) \_\_\_\_\_ Country of birth \_\_\_\_\_ Religion \_\_\_\_\_

If the person is not currently in paid work but has had a job in the last 12 months, please use the person's last occupation. If the person has not been in paid work for the last 12 months, enter 'N'. Please refer to page 7.

What is the highest year of Secondary School Parent Two has completed?

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

What is the level of the highest qualification Parent Two has completed?

Bachelor degree or above  Advanced diploma or above  Certificate I to IV (Including trade certificate)

No post-secondary qualification  Unknown

Will this person take responsibility for the fees?  Y  N % of fees

Account to: Title/s \_\_\_\_\_ Name/s \_\_\_\_\_ (Name of person/s responsible for fees)

Are you a past student of Sacred Heart, St Paul's, St Martin's in the Pines or Damascus College?  Y  N Year \_\_\_\_\_  
(Final Year at School)

### Step Parent One Information (Partner) (If applicable)

Title \_\_\_\_\_ Full name \_\_\_\_\_ Maiden name (If applicable) \_\_\_\_\_

Relationship to student \_\_\_\_\_ Is this contact a residential guardian?  Y  N

Address Details:  Same as Section A Student Information  Same as Section A Family Information

Residential address \_\_\_\_\_

Postal address \_\_\_\_\_

Home phone no \_\_\_\_\_ Mobile no \_\_\_\_\_ Business no \_\_\_\_\_

Email \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Occupation group letter (see page 7) \_\_\_\_\_ Country of birth \_\_\_\_\_ Religion \_\_\_\_\_

If the person is not currently in paid work but has had a job in the last 12 months, please use the person's last occupation. If the person has not been in paid work for the last 12 months, enter 'N'. Please refer to page 7.

What is the highest year of Secondary School Step Parent One has completed?

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

What is the level of the highest qualification Step Parent One has completed?

Bachelor degree or above  Advanced diploma or above  Certificate I to IV (Including trade certificate)

No post-secondary qualification  Unknown

Will this person take responsibility for the fees?  Y  N % of fees

Account to: Title/s \_\_\_\_\_ Name/s \_\_\_\_\_ (Name of person/s responsible for fees)

Are you a past student of Sacred Heart, St Paul's, St Martin's in the Pines or Damascus College?  Y  N Year \_\_\_\_\_  
(Final Year at School)



## Section C

# Reasons for Applying to Damascus College

### Family Member (To be completed by Parent/Guardian)

Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section D

### Declaration

I/We undertake responsibility for payment of all tuition fees charged for \_\_\_\_\_  
(Full name of student) PLEASE USE BLOCK LETTERS

for the duration of their schooling at Damascus College, in line with the Schools Fee Policy, which is available on the Damascus website. I/we also acknowledge that in the event of separation that any outstanding fee balance will be applied equally between us.

In the event that debt collection procedures are required, I/we indemnify the College for all costs related to the recovery of outstanding tuition fees and charges.

I/We have read and agree to the 'Information Collection Notice' on page 8, and have completed the document checklist on the front cover.

I/We hereby give permission for the above named student to participate in all College activities including excursions, sport, camps and retreats. Some activities will require a more specific permission form to be signed before a student can participate.

I/We hereby give permission that in the event of illness or accident and if I, or my partner, cannot be contacted, I/We authorise the College to take whatever action is warranted in the circumstances, eg. arrange for an ambulance and seek medical advice or hospital attention.

I/We \_\_\_\_\_  Do give  Do not give  
(Parent/Guardian Name/s)

consent for information about my student \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Students Name)

to be transferred from \_\_\_\_\_  
(School Name)

\_\_\_\_\_ to Damascus College.  
(School Address)

I/We understand that:

- The Principal (or delegate) of my/our student's new school (Damascus College) may request and/or receive information from my/our student's previous school verbally and/or in writing.
- The Principal (or delegate) of my/our student's new school (Damascus College) may contact the Principal (or delegate) of my/our student's previous school verbally and/or in writing.
- I/We can request to see the information that is received from my/our student's previous school.

I/We understand that my/our student's new school (Damascus College) will take all reasonable steps to protect the personal information about my/our student from misuse, loss and from unauthorised access, modification or disclosure. The College Privacy Policy is accessible via the Damascus website.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Relationship to student \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

### Occupation Group A

Senior management in large business organisation, government administration and defence, and qualified professionals

- Senior Executive/Manager/Department Head in industry, commerce, media or other large organisation
- 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/officer/pilot, flight officer, flying instructor, air traffic controller]

### Occupation Group B

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, office/project manager]
- Defence Forces senior Non-Commissioned Officer

### Occupation Group C

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]

### Occupation Group D

Machine operators, hospitality staff, assistants, labourers and related workers

- Drivers, mobile plant, production/processing machinery and other machinery operators
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, 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 aide, 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 park attendant, crossing supervisor]

## Section F

## Information Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This must be in writing. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information is collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. The collection of nationally consistent student background characteristic information is used for compulsory national reporting, further details available in the College Privacy Policy located on the website.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
6. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the College's local Diocese and the parish and schools within other Dioceses, Medical Practitioners, and people providing services to the College, including specialist visiting teachers, coaches, volunteers and counsellors.
7. Personal information disclosed by student may be provided to relevant external bodies as per Child Protection laws.
8. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. 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 College's duty of care to the student, or where students have provided information in confidence.
10. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint. You can also refer to the College Concerns and Complaints Policy, located on the website.
11. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines, on our website and in the media.
13. The College will obtain permission from the student's parent or guardian, via the College's Publication and Media Permission Agreement, to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet or in the media. This Agreement will be valid for the duration of the student's enrolment at the College as well as for two years after their departure from the College.
14. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

## Section G

## Credit Card Information

Card holder \_\_\_\_\_ Signature \_\_\_\_\_

Visa  Mastercard

Card number

CCV

Expiry \_\_\_\_/\_\_\_\_

(3 digit no on back of card)

### Office Use Only

\$80.00 Enrolment Fee received Receipt number \_\_\_\_\_

Version: 3-2019