



Enrolment Application

St Andrew's Cathedral School

1. Student Information

Family Name _____

First Name/s _____

Preferred Name in Conversation _____

Gender Male Female Date of Birth ____/____/____

Religion _____

Parish (if applicable) _____

To Commence Year (eg Year 7) _____ In Term (eg Term 1) _____ Year (eg 2030) _____

Nationality _____ Country of Birth _____

Residential Address _____

_____ Postcode _____

Residential Telephone _____

Student's Mobile (if applicable but required for BOSTES for Years 10, 11 & 12) _____

Name of siblings at St Andrew's Cathedral School (Past and present) _____

Please tick the appropriate boxes from the following list

Student resides with Both parents One Parent Shared Residential Guardian

Aboriginal Yes No Torres Strait Islander Yes No If Yes go to the next page

Australian Citizen Yes No If Yes go to the next page

Permanent Resident of Australia Yes No Visa Class No _____

Temporary Resident of Australia Yes No Visa Class No _____

Overseas Student Yes No What year did he/she arrive in Australia? _____

2. Parent information

As your email address gives unique access to our Parent Portal, we need separate email addresses for each parent/guardian.

Parent 1 Details **Mother** **Father** **Other** _____

Title _____ Family Name _____ First Name _____

Preferred name in conversation _____

Position/Work Title _____ Employer/Company _____

Religion _____ Church Affiliation _____

Residential Address _____

_____ Postcode _____

Telephone Home _____ Work _____

Mobile _____

Email _____

If an ex-student of St Andrew's, final Year and Year group _____

Parent 2 Details **Mother** **Father** **Other** _____

Title _____ Family Name _____ First Name _____

Preferred name in conversation _____

Position/Work Title _____ Employer/Company _____

Religion _____ Church Affiliation _____

Residential Address _____

_____ Postcode _____

Telephone Home _____ Work _____

Mobile _____

Email _____

If an ex-student of St Andrew's, final Year and Year group _____

Guardian/Homestay Details (if applicable)

Title _____ Family Name _____ First Name _____

Preferred name in conversation _____

Position/Work Title _____ Employer/Company _____

Relationship to Student _____

Residential Address _____

_____ Postcode _____

Telephone Home _____ Work _____

Mobile _____

Email _____

3. Student profile

Present School _____ Academic Year _____ Dates _____

Previous Schools _____ Academic Year _____ Dates _____

_____ Academic Year _____ Dates _____

_____ Academic Year _____ Dates _____

Siblings (List other children in order of age, eldest first)

Name	Gender	Age	School	Year

Student's learning strengths (academic or social) _____

Student's learning areas of need (academic or social) _____

Special learning or health needs _____

It is important that we are informed of any academic or behavioural issues including any special needs the student has, such as medical or mental health issues, physical or intellectual conditions or disabilities. Please attach any relevant documentation, such as reports from health professionals or other consultants. If this section is not completed, we will assume the student has no special needs. Failure to complete this section accurately and fully may delay the enrolment process or prevent an offer of a place being made.

The School may collect information about the child's educational history from the child's previous school.

Student questionnaire

1. Have you received an Outstanding Achievement or won an award for anything (eg Sports / Academic) over the past two years? If so, what?

2. Do you sing or play a musical instrument? If so, which, how long and what grades have you attained?

4. Application declaration

1. I/We request that the above student be admitted to St Andrew's Cathedral School.
2. I/We have read and understand the School's Collection Notice.
3. I/We certify that the information given herein by me is complete, true and correct, and agree to update the school of any changes to the information provided.
4. I/we understand that the school may request my/our consent to collect information about my/our child from a third party and that the school may not be able to proceed with the enrolment process if such consent is not provided.

Signature of both Parents (or the Guardian)

Print Name	Relationship to Student	Signature	Date
Print Name	Relationship to Student	Signature	Date

Please note: This application requires the signature of BOTH parents or the guardian. If both parents signatures are not present, please indicate the circumstances.

5. Payment details

Payment of the Enrolment Application Fee can be made by cheque, EFT or to 'St Andrew's Cathedral School' or by completing the credit card details below. *Please note 0.75% is charged for credit card transactions.*

EFT Details	Reference
BSB 082-001	Insert student name
Account No 50-903-0763	<i>(Please attach a copy of the EFT transfer with the application form)</i>
Swift No NATAAU3303M	
Bank NAB, 345 George St, Sydney, NSW	
Account Name St Andrew's Cathedral School	Payment Date ____/____/____ Receipt Number _____

Credit Card Details
Card type <input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card
Card Holder Name _____
Card Holder Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date ____/____ Amount \$ _____ Signature _____

Checklist (Please ensure the following are completed before submitting your child's application)

Checklist for ALL applications

- Complete and sign the Enrolment Application Form
- Attach a copy of the student's last two (2) school reports if it is for entry within the next 2 years except for Kindergarten enrolment, and copies of any NAPLAN reports
- Attach a copy of Birth Certificate or Passport
- Attach copies of Australian Driver's Licence (or Passport if Driver's Licence is not applicable) for both parents.
- Attach a copy of Certificate of Aboriginality or Torres Strait Islander if applicable
- Attach a copy of Residency Visa if applicable
- Include the non refundable Application Fee (\$200.00AUD resident / \$450.00AUD overseas applicant)
- Read the School's collection notice



Collection notice

Notice to all Parents

1. The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the student and to enable them to take part in all the activities of the school. The school may not be able to enrol or continue to enrol a student if it does not collect some or all of the information.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. 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.
5. The school 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, medical practitioners, and people providing services to the school, including specialist visiting teachers, music tutors, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The school'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 school's duty of care to the student, or where students have provided information in confidence.
9. The school Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
10. As you may know the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters, magazines, social media and website.
12. If you provide the school 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 school and why, that they can access that information if they wish and that the school does not usually disclose this information to third parties.



2019 Fee Schedule

Australian Residents

Tuition fees are billed and payable four times per year*

School year	Tuition Fee per annum	Other charges			Total fees per annum
		Student Resources	Curriculum and Activities	Outdoor Education	
K-2	\$18,890	\$365	\$210	\$0	\$19,465
3-4	\$22,410	\$365	\$250	\$300	\$23,325
5	\$25,010	\$395	\$705	\$425	\$26,535
6	\$25,010	\$395	\$745	\$425	\$26,575
7	\$28,850	\$715	\$280	\$870	\$30,715
8	\$30,090	\$715	\$280	\$950	\$32,035
9	\$31,130	\$715	\$325	\$1,150	\$33,320
10	\$31,750	\$715	\$705	\$1,200 [^]	\$34,370
11	\$32,480	\$365	\$625	\$0	\$33,470
12	\$32,480	\$270	\$520	\$0	\$33,270

Application Fee

\$200 per student (non-refundable).

Enrolment Fee

\$2,500 per family (non-refundable) and includes lifetime membership to the Old Andrians Association.

Tuition Fees and other charges

Tuition Fees

Tuition Fees are invoiced in four equal instalments at the start of each school term for Kindergarten to Year 11. *Year 12 are invoiced over 3 terms instead of 4.

Fees are payable within 14 days of the date of invoice, unless you choose to participate in a Payment Plan. The due dates for 2019 will be 29 January, 30 April, 24 July and 14 October.

A late fee of \$150 will be charged if fees are not paid by the due date unless you are on a Payment Plan.

Student Resources Charge

This charge covers curriculum materials and online resources, technology infrastructure and computers, student diary, stationery and printing. Resources for selective subjects will be charged separately. Year 11 and 12 texts need to be purchased directly from the supplier's website. *Please refer to the 2019 Parent Information Booklet.*

Curriculum and Activities Charge

This amount covers charges for a large proportion of school incursions and some excursions. It excludes amounts for representative sport, music tuition, instrument hire, extended study program, and Uniform Store.

Outdoor Education Program

Outdoor Education Program is compulsory for all students in Years 3 to 10. Exemption from this program is made on medical grounds only and at the discretion of the Head of School.

[^]Year 10 have additional options, which will be advised by the Head of Outdoor Education, and the cost of these will be in addition to the fee shown above, if selected.

International Baccalaureate

Students participating in the IB course will be charged an additional \$150 per Term for Year 11 and \$200 per Term for Year 12 for external costs charged to the school for the course.

Optional and miscellaneous charges

P&F contribution

This voluntary contribution of \$80 per family supports the work of the Parents & Friends activities and offers opportunities for community building and connecting with other parents. The School regrets that once Term 1 has finished, no refunds can be made as the levies are paid to the P&F Association.

Visit www.sacs.nsw.edu.au/get-involved/parents-friends for event information.

Building Fund contribution (Tax Deductible)

A donation to the Building Fund when paying Tuition Fees enables the ongoing development of dynamic and engaging learning spaces. All schools need to raise funds for capital and building development, and St Andrew's is grateful for the ongoing generosity of our community. A target has been set of \$700 per family and all contributions are tax deductible.

Extended Study Centre (ESC)

Students have the opportunity to take part in the After-Hours Middle School Program. The cost is in addition to Tuition Fees. Information about the program and cost will be sent in early Term 1. Once students start the program they are committed to completing the term.

Notice of Withdrawal

It is necessary to give the Head of School 10 (school) weeks notice in writing. In default of such notice, one term's fees in settlement of liquidated damages will be payable.

Extended Leave of Absence

A student who is withdrawn from the school for a period of between one term and twelve months may apply to have their place held open, subject to the payment of an Extended Absence Fee.

Please contact the School Registrar for details.

Sickness Refund Scheme

This is an optional scheme that entitles a student to a credit of Tuition Fees in respect of any continuous period of absence from the school that is of two or more weeks' duration and is wholly caused by the student's illness. Application must be made in Term 1.

Please contact our Accounts Department for further details.

Fees - Sibling discounts

Parents are advised that Council's policy with respect to Sibling discounts is as follows:

- Two siblings - 10% is allowed on the elder of the two; or
- Three siblings - 25% is allowed on the eldest of the three; or
- Four siblings - 50% is allowed on the eldest of the four.

Please note: Only one such discount is allowed, and no discount is allowed in cases where another Bursary or Scholarship is granted for the family.

Account payment options

Payment of fees can be made by cash, BPay, cheque, bank transfer, and/or credit card payment (charges apply).

Option 1: Payment in Advance

A discount of 2.75% will be applied if fees are paid in full by 21 December 2018.

Please refer to the Advance Payments schedule.

Parents will be sent an invoice each term that includes sundry costs and other charges.

Option 2: Full payment per term by Direct Debit

School fees can be paid on a term's basis. No discount is applied for this option and parents will be sent an invoice that also includes sundry costs and other charges.

Option 3: Instalments by Direct Debit Authority

Payment plan via direct debit on a weekly, fortnightly or monthly basis from February to November is available, with the first instalment commencing 1 February.

It is your responsibility to ensure that you have sufficient funds available by each due date. A \$25 administration fee will be charged to your account each time your financial institution rejects an attempt by us to debit your account.

In addition to the payment of Tuition Fees the School will, on a quarterly basis, make an additional debit to cover any sundry costs and other charges.

Collection Notice

The school collects and holds personal information, including health and other sensitive information about the students and parents or guardian.

For more details on collection and use of personal information please refer to: www.sacs.nsw.edu.au/enrol/tuition-fees