

Application for Enrolment

Domestic and International

Please return this *Application for Enrolment* to the Admissions Office at the campus of your choice.

Elsternwick, 5 Gladstone Parade, Elsternwick VIC 3185
Glen Waverley, 620 High Street Road, Glen Waverley VIC 3150
St Kilda Road, 577 St Kilda Road, Melbourne VIC 3004

Please include: 1. A photocopy of the **student's birth certificate, passport, visa or certificate of citizenship**

2. Non-refundable Application Fee

- International Student Visa Holder **AUD\$300**
- Australian Citizen, Temporary and Permanent Visa Holder **AUD\$200**

1 Application details

From 2016, boarding will be introduced at the Glen Waverley campus for students entering Year 10 and above. If you require Wesley College to arrange accommodation, please ensure you complete Item 6 of this *Application for Enrolment form*. Homestay accommodation is available at all campuses.

Preferred year level _____ Preferred year of entry 20 _____

Preferred campus: Elsternwick Glen Waverley St Kilda Road

2 Student details

Family name _____

Given names _____

Preferred name _____ Gender M F

Date of birth ____ / ____ / ____ Country of birth _____

Under which visa will the student be coming to Australia to study? (please include a copy of the visa documentation)

Australian Citizen International Student Permanent Resident Temporary Resident

Please complete the following, where applicable

Passport number _____ Expiry date ____ / ____ / ____

Visa number _____ Expiry date ____ / ____ / ____

Current school _____ Present year level _____

Language(s) spoken at home _____

Language of teaching at school _____

*All students who do not have English as their first language are required to have an AEAS assessment test **

* Please attach the results of testing to the *Application for Enrolment* or specify the scheduled date of testing

AEAS assessment results attached Scheduled date of AEAS testing ____ / ____ / ____

3 Parent details

Student resides with: Both parents Parent 1 Parent 2 Other

Parent 1:

Family name _____

Given names _____

Title _____ Relationship to child _____

Address _____

Postcode _____

Telephone: Home _____ Work _____

Mobile _____

Email _____

Language(s) spoken at home _____

Parent details (continued)

Parent 2:

Family name _____

Given names _____

Title _____ Relationship to child _____

Address _____

_____ Postcode _____

Telephone: Home _____ Work _____

Mobile _____

Email _____

Language(s) spoken at home _____

4 Other Wesley connections

If either parent or a relative attended Wesley or Cato College, please provide the following information

Father – final year _____ House _____

Mother – final year _____ House _____

Relative – final year _____ House _____

Name during school days _____

Please complete the following for siblings

Name of brother/sister	Date of birth	Previously at Cato/ Wesley College	Current student at Wesley College	Enrolled at Wesley College	Not enrolled at Wesley College
_____	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Guardianship/primary carer arrangements (if applicable)

Wesley College requires that all international students have a guardian/primary carer over the age of 21 years. Would you like Wesley College to organise guardianship/primary carer arrangements? Yes No

If no, please provide details of guardian/primary carer

Family name _____

Given names _____

Title _____ Relationship to child _____

Address _____

_____ Postcode _____

Telephone: Home _____ Work _____

Mobile _____

Email _____

6 Accommodation arrangements (if applicable)

Wesley College requires that all students reside with parents or guardians, or in College-approved accommodation which can be arranged by the parents or the College. All students entering the College in Year 8 or below must live with a parent or guardian who is a proven family relative.

Would you like Wesley College to organise accommodation? Yes No

If yes, please indicate preference:

Boarding (only at Glen Waverley, Year 10 and above): Yes No

Homestay (all campuses): Yes No

6 Accommodation arrangements (continued)

If Wesley College is not required to organise accommodation, the following information must be provided

The student will be living with:

Family name _____

Given names _____

Title _____ Relationship to child _____ Age of accommodation provider _____

Address _____

Postcode _____

Telephone: Home _____ Work _____

Mobile _____

Email _____

7 Agent details (if applicable)

If an applicant is being introduced by an approved agent, please complete the following

Name of agency _____

Contact name _____

Address _____

Postcode _____

Telephone: Work _____

Email _____

8 Declaration

We declare that all information provided in this application for enrolment is correct as at the date of application and we request that the above named be registered for enrolment at Wesley College. We understand that we will be informed if and when a place becomes available. We have read and understood the Terms and Conditions of Enrolment contained in the *Wesley College Enrolment Procedures – Domestic and International* booklets and agree to abide by these terms and conditions. We will advise Wesley College of any change of address or contact details.

Parent/Guardian 1: Signed _____ Date ___ / ___ / ___

Parent/Guardian 2: Signed _____ Date ___ / ___ / ___

For information about Wesley College's Privacy Policy and College Collection Notice, please go to www.wesleycollege.net

9 Payment details *(this section is destroyed once payment has been processed)*

An Application Fee is payable with each application for enrolment. This fee is neither refundable nor transferable. For a Domestic Application the fee is AUD\$200. For an International Application the fee is AUD\$300.

Method of payment *(please tick appropriate box below)*

Cheque (please make cheques payable to *Wesley College*) Credit/charge card (please enter details below)

Credit card payment authorisation *(please tick appropriate box below)*

Domestic Application – I authorise Wesley College to charge AUD\$200 to my credit/charge card account

International Application – I authorise Wesley College to charge AUD\$300 to my credit/charge card account

Name on card _____

MasterCard/Visa/American Express *(please circle the relevant card)*

Verification numbers (MasterCard /Visa/American Express) _____ (digits on back of card) Expiry date ___ / ___

Credit card number _____

Signature _____

Wesley College Collection Policy

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and contractors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter, or allow him/her to participate in associated activities.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by submitting a written request to the Principal. Students may also seek access to personal information 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.
9. 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.
10. We may include your contact details in a class list, but will seek parents' permission at that stage.
11. The College updates its records annually. Student personal details plus contact details for both parents will be released to one parent for verification, unless the Principal is directed otherwise.
12. If you provide the College with the personal information of others, such as doctor's 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 the information to third parties.
13. Student records are archived to meet the needs for a range of possible future inquiries and for historical purposes. Other personal information is destroyed as per regulatory requirements.

