



Application for Admission

Please forward this completed Application to The Registrar
The Rockhampton Grammar School, Archer Street, Rockhampton QLD 4700
or Email: registrar@rgs.qld.edu.au
or Fax: 07 4936 0701

Student Details

Surname

Given Name/s (will appear on formal certificates, reports etc)

Preferred Name (to be used in School classes, media etc)

What grade/level do you want your child to commence at RGS? Calendar Year of Entry

Date of Birth Country of Birth

Citizenship Religion Gender
(Please attach a copy of documentary evidence of citizenship.)

Enrolment Status Day Student / Boarder (Please circle)

Previous School attended

Student lives with Parents / Father / Mother / Guardian (Please circle)

Council Shire (e.g. Rockhampton Regional Council etc.)

Where no street number is available for student's principal place of residence, please provide:

GPS Coordinates Nearest Crossroad

Do you have other children who attend or have attended the School or are you related to past students?

If so, please provide details below or on a separate sheet as required.

Name	Relationship to applicant	Enrolment Dates	Year Level

Sporting House

You may request placement in a sporting House only if your child has a sibling in or is a direct descendent of a past Grammmarian who was in one of these Houses; otherwise your child will be allocated to a House by the School.

Kellow Jardine Wheatcroft Wheatley (Please circle)

Absentee Alert

In the event that DAY students are reported absent, guardians will receive an alert from the School.

Please provide a phone number for an SMS alert and/or for a phone call:

Office use only

Student Code: Parent Code: Date: Receipt No.:

Parent/Guardian Details

Married / De Facto / Single parent / Divorced / Separated (Please circle)

Please advise us, in an attachment, of matters such as custody or legal agreements concerning your child of which the School should be aware. Separated parents should refer to the School's Separated Parents Protocol and Family Law Policy which can be found at www.rgs.qld.edu.au/school-policies

For each person below, please place an asterisk (*) next to the preferred choice of telephone/email contact.

Father/Legal Guardian

Title Surname.....
Given Names Preferred Name.....
Mailing Address
Residential Address
Telephone Home..... Email Home
Work Work
Mobile..... Fax
Occupation..... Employer
Employer Address

Mother/Legal Guardian

Title Surname.....
Given Names Preferred Name.....
Mailing Address
Residential Address
Telephone Home..... Email Home
Work Work
Mobile..... Fax
Occupation..... Employer
Employer Address

Other Legal Guardian

Title Surname.....
Given Names Preferred Name.....
Mailing Address
Residential Address
Telephone Home..... Email Home
Work Work
Mobile..... Fax
Occupation..... Employer
Employer Address

Person/s responsible for payment of fees

Both parents One parent

Legal Guardian Other (Please complete below)

Title Surname.....
Given Names Preferred Name.....
Mailing Address
Residential Address
Telephone Home..... Email Home
Work Work
Mobile..... Fax
Occupation..... Employer
Employer Address

Special Needs

It is crucial that The Rockhampton Grammar School is notified of students' special needs (medical, physical, learning or psychological) which require special medication and/or attention, so that appropriate preparation and planning can take place. If the question below is not ticked 'yes', the School will assume the applicant has no special needs and any offer of enrolment will be contingent upon this assumption.

Does the applicant have special needs of which the School should be informed? Yes / No (Please circle)

If yes, please explain (Please attach more details if required)

Have your child's needs been assessed by any of the following Specialist services?

Speech Pathologist	Counselling Service	Other specialist (Please attach more details and/or specialist reports)
Paediatrician	Psychologist	
Occupational Therapist	Audiologist	

Should your child have a current diagnosis as defined by the *Disability Discrimination Act 1992*, or at any stage during their education at the School meet criteria for such a diagnosis and require adjustments to meet their educational needs, the School will require your permission for his or her inclusion in the Nationally Consistent Collection of Data on School Students with Disability. Student names are not included as part of the data collection and confidential information will not be disclosed.

I consent to the collection and provision of information about (name of child) for the purposes of Nationally Consistent Collection of Data on Schools Students with a Disability. I understand that my child's information will be de-identified.

Declaration: Please read the Admission Procedures, General Conditions, Fees and Special Circumstances on the reverse side.

I/We, the parent(s) or guardian(s), declare as follows:

- I/We acknowledge the above mentioned admission procedures and accept that our application is made subject to and on the basis of these.
- I/We understand that this application is an application only and does not confirm a place at the School.
- In accordance with the School's current privacy policy, I/we consent to the collection by the School of the information contained in this form and its use and disclosure by the School for purposes connected with the School's consideration and determination of the application. I/We further consent to the School retaining any information about the student or us for such period of time as the School may consider reasonable.
- I/We consent to the School publishing our child's images and name for promotion purposes upon enrolment.
- I/We will be jointly and separately responsible for all fees and charges.

Father/Legal Guardian Signature Date.....
 Mother/Legal Guardian Signature Date.....
 Other Legal Guardian Signature Date.....
 Person Responsible for Fee Payment Signature Date.....

Checklist

Have you included/attached

- a copy of the student's birth certificate?
- some form of Application Fee payment (p.3)?
- Parents/Guardians signature (p.3)?
- a copy of most recent school reports

Where applicable, have you included/attached

- recent NAPLAN (Year 3, 5, 7, 9 testing) results?
- confidential legal documents (p.2)?
- additional Special Needs information (p.3)?
- additional past/related students' details (p.1)?
- a copy of proof of residency status for families with children born in countries other than Australia

Please complete your Application Fee Payment below:

Application Fee Payment \$55.00 (as of 1 January 2012 subject to change)

Student Name

Cash / Cheque / VISA / MasterCard (Please Circle) Card No.

Name on Credit Card

Verification No. (Last 3 digit number on back of card) Expires

Please see Fee Schedule for details of (non-refundable) Application Fee, Confirmation Fees etc.

Signature

Date

Admission Procedures:

- Applications for admission are considered once the Application form, application fee and supporting documents (please see checklist on p.3) are received by the Registrar. On receipt of your application, details will be entered onto the waiting lists for that particular year.
- Preference will be given to siblings of current students, only if the application is received by the beginning of the enrolment interview process during the year prior to entry.
- Notwithstanding that an offer of a place may have been made, please note that enrolment is conditional on the following:
 - You informing the School of any change in your address or entry year preferences;
 - A successful interview with the Headmaster and/or his delegates prior to your child commencing at the School;
 - Returned Confirmation Fee (please refer to the Fee Schedule for details); Student Medical Form and Data Collection Form by the due date;
 - Signed Enrolment Agreement form (Middle and Senior Schools only)
 - Full, complete and accurate disclosure at all times of all relevant information (including special needs) about your child;
 - Your child's reports at the time of entry being satisfactory in all respects and he/she is, in our assessment, capable of handling our academic course, and meets the accepted standards of this School in all other areas.

General Conditions:

- Copies of most recent school reports and NAPLAN Year 3, 5, 7 and 9 tests prior to the enrolment interview, and subsequent reports as they are issued, should be forwarded to the Registrar.
- If an offer is declined and preferences have been nominated for future years of entry, the application will be reconsidered according to the above conditions, in subsequent preferred years.
- After the application is lodged, it is the responsibility of the parents/guardians to ensure that the School is advised in writing of any changes to the details contained in this application (including change of address and change in special needs). Your application may be cancelled if correspondence is returned unclaimed. Enrolment may be refused if full and accurate disclosure of your child's special needs is not made.

Fees:

- The School publishes a Fee Schedule annually, detailing the amount of above mentioned fees. Fees are payable in advance for each term by the due date printed on the fee statement. Monthly statements are produced to collect sundry charges and show amounts received.
- One term's notice in writing to the Board Secretary via the Registrar of intention to withdraw a student from the School and/or Boarding House is required; otherwise payment of one-half term's fees must be paid in lieu of notice.
- No student is allowed to commence a new term at the School while the fees for a previous term remain unpaid unless reason for non-payment has been given in writing to and accepted by the Board Secretary.
- The Board reserves the right to ask parents to withdraw a student from the School while the fees from the previous term remain unpaid.
- If parents are asked to withdraw a Student from the School, the current term's fees are forfeited.
- Interest is not paid on confirmation fees or other fees paid in advance which are held by the School.
- The cost of the collection of any money when due and payable including, but not exclusively, the fees of any mercantile agent or solicitor engaged by the School are recoverable in full from the applicant/s.

Special Circumstances:

The School reserves the right to vary the Admission procedure as circumstances may warrant from time to time, and upon notice of such change to parents, such procedures as amended, shall take the place of these procedures.