

Application for Admission

Please return this completed form to **The Registrar**
 The Rockhampton Grammar School | Archer Street | Rockhampton QLD 4700
 email: registrar@rgs.qld.edu.au | Fax 07 4936 0701
Questions about completing this application? Call 1300 GRAMMAR



The Rockhampton
 Grammar School
 Established 1881

A DETAILS OF APPLICANT/STUDENT

The student lives with: PARENT 1 (or MOTHER) PARENT 2 (or FATHER) LEGAL GUARDIAN STEP PARENT GRANDPARENT OTHER _____

Please tick all that apply.

GIVEN NAME(S) – To appear on formal certificates/reports etc.; should match official identification. SURNAME

PREFERRED NAME – If different than above. **Entry year level? Please select from Prep (P) through to Year 12** **Calendar year of entry?** 20

MAILING ADDRESS CITY STATE POSTAL CODE

COUNCIL SHIRE HOME PHONE MOBILE NUMBER

RESIDENTIAL ADDRESS – If different than above. If rural, without a street address, enter GPS coordinates and nearest crossroads. CITY STATE POSTAL CODE

DATE OF BIRTH (dd/mm/yyyy) COUNTRY OF BIRTH CITIZENSHIP – Please attach documentary evidence.

RELIGION GENDER FEMALE MALE PREVIOUS SCHOOL ATTENDED

Does this applicant have siblings or other relatives attending the School or is this applicant related to any past students of The Rockhampton Grammar School? Please tell us of any connections.

Have there been or are there any other active applications to RGS by this student and/or a sibling? If so, please provide details here.

Sporting Houses: The applicant may request a placement in a Sporting House if he or she already has a sibling at RGS or is a direct descendent of a past Grammarian who was in one of these Houses. If these conditions apply, please select your House. If not, the applicant will be allocated a House by the School.

KELLOW JARDINE WHEATCROFT WHEATLEY

Applying as a **boarder** Applying as a **day student**

In the event of a day student is reported absent, the nominated parent/guardian will receive an SMS alert or a phone call.

Please provide the best phone number:

B ENTER HERE DETAILS OF PERSON COMPLETING THIS FORM. PLEASE TICK ALL APPROPRIATE BOXES AND WRITE IN BLOCK LETTERS ONLY.

You must attach to this application a **copy** of your driver's licence, passport or other government issued identification that displays your picture and your signature. The application will not be processed without your signature below **and** proof of identity.

PARENT 1 (or MOTHER) PARENT 2 (or FATHER) MARRIED DIVORCED LEGAL GUARDIAN STEP PARENT GRANDPARENT OTHER _____

DEFACTO SEPARATED

TITLE GIVEN NAME(S) SURNAME

PREFERRED NAME I live with the student I do not live with the student

MAILING ADDRESS CITY STATE POSTAL CODE

RESIDENTIAL ADDRESS – If different than above. CITY STATE POSTAL CODE

Please provide us with **all** of your phone numbers. **Tick the box for your preferred contact number.**

MY HOME PHONE MY WORK PHONE MY FAX PHONE MY MOBILE PHONE

MY PERSONAL EMAIL MY WORK EMAIL

MY OCCUPATION MY EMPLOYER

MY EMPLOYER ADDRESS CITY STATE POSTAL CODE

I acknowledge that full and frank disclosure of information is required and that the details provided here are correct, to the best of my ability. I am responsible for payments of accounts. I am **not** responsible for payments of accounts. **SIGNATURE REQUIRED HERE:**

OFFICE USE ONLY STUDENT CODE PARENT CODE DATE RECEIPT

NOTES

ADDITIONAL PARENT & GUARDIAN DETAILS: It is important that we gather as much information as possible about the applicant's family circumstances. Details and Signatures of BOTH parents or legal guardian(s) are required, unless otherwise ordered by the courts. Please advise, in an attachment, of any matters, such as court orders, concerning your child and/or your family. Please refer to the School's Separated Parents Protocol and Family Law Policy at www.rgs.qld.edu.au/school-policies. Please tick this box if these conditions apply and you have attached documents.

C **ADDITIONAL PARENT & GUARDIAN DETAILS. PLEASE TICK ALL APPROPRIATE BOXES AND WRITE IN BLOCK LETTERS ONLY.**
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 PARENT 2 (or FATHER)
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 DEFACTO
 SEPARATED
 LEGAL GUARDIAN
 STEP PARENT
 GRANDPARENT
 OTHER

TITLE	GIVEN NAME(S)	SURNAME	
PREFERRED NAME		<input type="checkbox"/> I live with the student	<input type="checkbox"/> I do not live with the student
MAILING ADDRESS		CITY	STATE <input type="text"/> <input type="text"/> <input type="text"/> POSTAL CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
RESIDENTIAL ADDRESS – If different than above.		CITY	STATE <input type="text"/> <input type="text"/> <input type="text"/> POSTAL CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Please provide us with all of your phone numbers. Tick the box for your preferred contact number.			<input type="checkbox"/> MY FAX PHONE
<input type="checkbox"/> MY HOME PHONE	<input type="checkbox"/> MY WORK PHONE	<input type="checkbox"/> MY MOBILE PHONE	
MY PERSONAL EMAIL	MY WORK EMAIL		
MY OCCUPATION	MY EMPLOYER		
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F DISABILITY AND LEARNING SUPPORT SERVICES: It is vital the School is notified of the applicant's special needs (medical, physical, learning or psychological) which require medication and/or special attention, so that appropriate preparation and planning can take place. If the question below is not ticked yes, the School will assume that 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? No YES, please explain:

Has the applicant's needs been assessed by any of the following specialist services? **If ticked, please attach any details and/or specialist reports.**

Speech Pathologist Counsellor Paediatrician Psychologist Occupational Therapist Audiologist Other _____

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.

G WHAT'S NEXT? THE APPLICATION & ADMISSION PROCESS EXPLAINED

Thank you for applying for enrolment to The Rockhampton Grammar School.

1. Your application is not complete until you review and include all the information required as advised in the checklist below. Please review this carefully and supply all requested information. If you have any questions, please call 1300 GRAMMAR.
2. Please complete your application fee payment, below.
3. **Please ensure all parties listed in Sections A, C, D, E review, initial and sign the Terms & Conditions on the next page.**
4. Please return this application and all supporting documents to:
The Registrar
The Rockhampton Grammar School | Archer Street | Rockhampton QLD 4700
email: registrar@rgs.qld.edu.au | Fax 07 4936 0701
5. Your application will be acknowledged upon receipt and processed, depending upon the applicant's identified year of entry. (See terms & Conditions on the next page.) This is an Application for Admissions only. The Registrar will contact parents/guardians to provide advice and make arrangements for the applicant and his/her family to tour the School and participate in an interview. The parents/guardians will be advised in writing of the outcome of the application. If an invitation to enrol is offered you will receive further information regarding additional administrative requirements.

H PLEASE FULFIL ALL REQUIREMENTS LISTED HERE ON THIS CHECKLIST.

- I have attached a copy of the student's birth certificate.
- I have attached a copy of proof(s) of residency status for families with children born in countries other than Australia or New Zealand.
- I have attached a copy(ies) my Australian or New Zealand visa and my passport(s) if applicable.
- I have attached the applicant's last two years of school reports (if applying for Year 2 or above).
- A copy of proof of identity (such as a driver's licence) has been included for each person **B C D** and/or **E**.
- I have completed my application fee payment (below).
- Each individual listed in parts **B C D** and/or **E** have signed/initialled in the appropriate boxes.
- I have attached recent NAPLAN results, where applicable.
- I have attached custody or legal agreements or orders as required.
- I have completed section **F** about Disability and Learning Support Services.

I NONREFUNDABLE APPLICATION FEE PAYMENT: \$60.00 CHEQUE/CREDIT CARDS ONLY BY MAIL

STUDENT'S SURNAME STUDENT'S FIRST NAME

YOUR NAME AS IT APPEARS ON CREDIT CARD

Cheque Visa Mastercard CARD NUMBER

Please see the Fees Schedule for details regarding all fees. Additional fees are due upon confirmation of enrolment.

VERIFICATION NUMBER. LAST 3 DIGITS ON BACK OF CARD

EXPIRES MONTH-YEAR -

Signature Date

J Terms & Conditions 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.

K Declaration: Please ensure that you read the Admission Procedure, General Conditions, Fees and Special Circumstances above.

I/we, the parent(s) and/or guardian(s) declare as follows:	All Parents/Guardians must initial			
	B	C	D	E
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.	_____	_____	_____	_____

Signature B		Date
Signature C		Date
Signature D if applicable		Date
Signature E if applicable		Date