

Learning for Life



# APPLICATION FOR ENROLMENT

**Guilford Young College**  
CATHOLIC CO-EDUCATIONAL SENIOR COLLEGE

CALENDAR YEAR OF ENTRY

FOR YEAR 11/12

Student Surname: ..... Given Names: .....

Residential Address: ..... Postcode: .....

Name and Address for Correspondence: ..... Postcode: .....

Name and Address for School Fees: ..... Postcode: .....

Telephone: ..... Date of Birth: ..... Male/Female (*please circle*)

City/Town of Birth: ..... Country of Birth: ..... Religion: .....

Baptismal Date and Place: ..... Present Parish: .....

Present School: ..... Previous Schools Attended: .....

Student Car Registration No: ..... Student Mobile Telephone No: .....

Special Interests (*Music, Sports, Debating etc*): .....

## Parent Contacts

Mother/Guardian

Father/Guardian

Full Name: .....

Address: ..... Postcode: .....

Home Tel: .....

Business Tel: .....

Mobile Tel: .....

Email: .....

Country of Birth: .....

Religion: .....

Occupation: .....

Place of Work: .....

## Emergency Contact Person (if different to Parent/Guardian):

Name: ..... Relationship to Student: .....

Home Tel: ..... Bus Tel: ..... Mobile Tel: .....

No of children in family: ..... Position of this child (please circle) 1st 2nd 3rd other: .....

Sibling Names:	Grade	School attending this year
.....	.....	.....
.....	.....	.....
.....	.....	.....

Siblings who have attended/or currently attend Guilford Young College (name/s and year/s attended):  
.....

### Student Wellbeing and Health Information

Medicare No: ..... Name of Private Health Cove Provider: .....

Family Doctor: ..... Telephone No: .....

Preferred Hospital: .....

Please indicate for the student has any of the following conditions (if so please specify, with a tick in the appropriate column)

	Severity of Condition		
	Low	Medium	High
Disabilities	.....	.....	.....
Allergies	.....	.....	.....
Medical Conditions	.....	.....	.....

Please provide any other information which may assist in the care of your son/daughter, including pastoral care:

.....  
.....  
.....  
.....  
.....  
.....

### Student Support

Does the student have special learning needs that will require support (ie English as Another Language)? Yes No

Has the student received support in the past? Yes No If yes, please specify Year (s): .....

Please specify with areas/reasons for provision of support: .....

.....  
.....  
.....

If you indicated YES, the previous school may be contacted to enable Guilford Young College to offer the best options and support for the student. **Please supply assessment reports and other relevant information as appropriate with this application form.**

Would the student benefit from an interview with a College counsellor early in the year? Yes No

Please provide other information that would assist us in supporting the student: .....

.....  
.....  
.....

Is this student an Australian citizen? Yes No

Is this student a permanent resident? Yes No

Is the student of Aboriginal or Torres Strait Islander origin?

(For persons on both Aboriginal and Torres Strait Islander origin, circle both "yes" boxes)

No Yes, Aboriginal Yes, Torres Strait Islander

### Responsibility

It is the College's view that parents or guardians are responsible for the payment of fees and levies. The fact that students receive Government assistance to study does not detract from this

### Methods of Payment

The following options are offered: • Bpay • Direct debit • Credit card (Visa or Mastercard) • EFTPOS • Cash or cheque

### Overdue Accounts

In fairness to all parents and to ensure responsible financial management of the College there is a strong expectation that statements will be paid by the due date. The College Board endorses firm action on overdue accounts.



**ALL SECTIONS (1-4) MUST BE SIGNED BY AT LEAST ONE PARENT OR GUARDIAN**

**The Conditions of Enrolment**

We agree to support Guilford Young College policy including regulations for conduct and uniform as well as participation in the life of the College. We accept responsibility for payment of school fees and levies and any additional outside agency costs incurred in their collection. We accept a personal commitment to the ethos of the College, and have read and understood the Enrolment, Uniform and Privacy Policy. These policies should be retained by the family.

I/we have read and understood the following:

**1. Enrolment Policy**

Signed: .....  
(Father or Guardian) (Mother or Guardian) (Date)

**2. Uniform Policy**

Signed: .....  
(Father or Guardian) (Mother or Guardian) (Date)

**3. Privacy Policy**

Signed: .....  
(Father or Guardian) (Mother or Guardian) (Date)

**4. I/we give approval to seek information from the student's current school concerning fee payment arrangements and history.**

Signed: .....  
(Father or Guardian) (Mother or Guardian) (Date)

**ENROLMENT CHECKLIST**

***Include with your application:***

- Most recent School Report
- Learning Needs Assessment Reports (if applicable)
- Most recent school photo
- Signed Conditions of Enrolment
- Immunisation information
- Excursion/Health Liability Form

## COMPULSORY INFORMATION

### Immunisations

*The Public Health Act 1997* states that all colleges and schools are required to seek, from parents, confirmation of student immunisations against contagious diseases. You **MUST** provide either:

- 1 Proof of immunisation by way of a copy of information from your doctor or child health clinic;  
or
- 2 Complete the Statutory Declaration below stating immunisations have been received.

### STATUTORY DECLARATION

I, *(insert name)* .....

of *(insert address)* ..... in Tasmania,

do solemnly and sincerely declare that:

1 I am the parent/guardian of *(insert name of child)* .....

2 Although I am unable to produce any immunisation certificate or other proof of immunisation, I believe that my said child is fully immunised for their age against the following diseases as specified below *(please circle)*:

Chicken pox	Yes	No	Mumps	Yes	No
Diphtheria	Yes	No	Pertussis (whooping cough)	Yes	No
Haemophilus influenzae type B (hib)	Yes	No	Pneumococcal infection	Yes	No
Hepatitis B	Yes	No	Polio	Yes	No
Human papilloma virus	Yes	No	Rotavirus	Yes	No
Influenza	Yes	No	Rubella	Yes	No
Measles	Yes	No	Tetanus	Yes	No
Meningococcal infection	Yes	No			

all of which matters I conscientiously believe to be true

AND I make this solemn declaration under the *Oaths Act 2001*.

Declared at .....

this ..... day of ..... 20.....  
(sign here)

before me:

.....  
**A Justice of the Peace  
or Commissioner for Declarations**



## EXCURSION/HEALTH: THIS SECTION IS COMPULSORY

To Guilford Young College, hereafter referred to as "the College"

I (Parent/Guardian Name) .....

the parent/legal guardian of (Student Name) .....

- 1 Consent to my son/daughter travelling on a College bus or any form of public or private transport where such transport is deemed by the College to be necessary or desirable.
- 2 Consent to my son/daughter participating in all activities organised or available at College, College camps and all other outings, excursions and functions.
  - a) In the event that I cannot be contacted: Consent to the College, by its servants or agents, seeking such medical or dental advice on behalf of my son/daughter as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, my son/daughter requires medical or dental attention or treatment, including but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment.
  - b) Certify that the consent which I have given in paragraph (a) is valid at all times while my son/daughter is in the custody of the College, including but not limited to such times as my son/daughter is at College, is present at College camps or is attending or participating in excursions or functions.
- 3 Certify that I understand that the College will take all reasonable care in the event of my son/daughter suffering accident or illness, but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my son/daughter in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my son/daughter.
- 4 Tick appropriate box and give details:
  - a) Certify that my son/daughter does not, to my knowledge, suffer from any illness or disability which might interfere with or inhibit any medical or dental attention or treatment. ☐
  - b) Give notice that my son/daughter suffers from the following illnesses or disabilities and/or takes the following medication which might interfere with or inhibit any medical or dental attention or treatment but certify that, to my knowledge, my son/daughter does not suffer from any other illness or disabilities or take medication which might interfere with or inhibit any medical or dental attention or treatment. ☐

.....  
.....  
.....  
.....

Signed: ..... Date: ..... / ..... / .....

**SHOULD ANY DETAILS CHANGE THROUGHOUT THE YEAR, PLEASE INFORM OUR OFFICE IMMEDIATELY.**

**ENROLMENT REGISTRAR: ph (03) 6238 4367 fax (03) 6238 4399**

**PRINCIPAL'S OFFICE: ph (03) 6238 4357 email principal@gyc.tas.edu.au**

**POSTAL ADDRESS: PO Box 241, Glenorchy, Tas., 7010**

**www.gyc.tas.edu**

**CRICOS PROVIDER 01919B**



- Guilford Young College is a Catholic school under the auspices of a Governing Council, chaired by the Archbishop of Hobart. Parents and students must, therefore, understand and support the Catholic ethos of the school community. We adhere to the Archbishop's Charter for Catholic Schools.
- Students are required to participate fully in the Religious Education Programme and to attend major College celebrations and days organised to enhance the spiritual and personal development of students. In so doing, Year 12 students are entitled to attend the College Formal, receive a College Reference and documentation of their participation.
- Parents, guardians and students agree to accept the authority of the Governing Council and the Principal to administer the College and they will be bound by and duly observe any policies and regulations of the College.
- Students are expected to conduct themselves according to the Gospel values of respect, compassion and justice and to co-operate fully in supporting the College community as a place of learning.
- Parents are expected to take a positive part in the activities of the College and to work in partnership with the College in promoting the education experience of students.
- Students are to care for the buildings, furniture and equipment of the College; parents/guardians are financially responsible for damage caused through carelessness or neglect by students.
- Students are required to use the College Information Communication Technology resources carefully, responsibly and ethically.
- Students are to wear the College uniform properly, so as to develop a pride in personal appearance, as well as developing a sense of belonging and responsibility.
- Students may not leave the College property during school hours without the permission of parents/guardians and the appropriate College authorities.
- Students are not permitted tobacco, alcohol or any form of illicit drug while at school, at a school function or activity or travelling to or from school.
- Parents, guardians, or students living independently, will pay all invoiced or agreed fees and levies by the required time; should difficulties be experienced in doing so, they will contact the Principal or the Business Manager without delay. Recovery of outstanding accounts will also incur payment of collection and legal costs by those responsible for payment of fees.
- In the event of student illness/injury or other serious circumstances the Principal, or the nominee of the Principal, is authorised to take whatever action is considered necessary. It is understood that immediate contact with parents will be attempted.
- Parents/guardians give permission for students to participate in excursions planned by the staff of the College.
- Parents/guardians and students give permission for enrolment information to be disclosed to relevant staff as deemed necessary and to give permission for student names and photos to be used in College publications.
- Parents/guardians give permission for contact to be made with them via usual correspondence, phone, SMS and email.

**ENROLMENT REGISTRAR: ph (03) 6238 4367 fax (03) 6238 4399**

**PRINCIPAL'S OFFICE: ph (03) 6238 4357 email [principal@gyc.tas.edu.au](mailto:principal@gyc.tas.edu.au)**

**POSTAL ADDRESS: PO Box 241, Glenorchy, Tas., 7010**

**[www.gyc.tas.edu](http://www.gyc.tas.edu)**

**CRICOS PROVIDER 01919B**



Guilford Young College, as a member of the Association of Catholic Colleges of Tasmania, acknowledges its obligations imposed by *The Privacy Amendment Act (Private Sector) 2000, Commonwealth*, which came into force on 21 December 2001. Information collected in the course of the enrolment process will be handled in compliance with the Act relating to the collection, use, disclosure, security, access and disposal of. The purpose of collecting this information is to ascertain the educational and physical needs of your son/daughter and to determine our ability to best meet those needs. On occasion, photographs and information such as academic, sporting and cultural achievements, student activities and other news is published in College materials, advertisements and on our website. Personal student information (including parent/guardian names, addresses and occupations etc.) will be held in a safe and secure manner during the course of a student's education at the College. When students finish at the College, their names and addresses will be stored on a Past Students' Data Base, and be made available to appropriate persons for the purpose of reunions and destination surveys. Students with high level medical conditions will have these details displayed in staff rooms for the information of teachers. We may inform Association Colleges of student results if requested.

Further information on your rights can be found on the Australian Privacy Commission's Website  
**[www.privacy.gov.au](http://www.privacy.gov.au)**

This notice is from the Australian Government Department of Education, Employment and Workplace Relations (DEEWR), to advise you that we have requested your child's school to provide the following three pieces of information:

- Students' residential addresses (not names of students);
- Students' Level of Education (whether Primary or Secondary Level);
- Students' Boarding School Status (whether Boarders or Day Students).

DEEWR requires this information so we can accurately administer general recurrent funding provided to non- government schools, and to determine payments of Australian Government assistance under the Schools Assistance (*Learning Together-Achievement Through Choice and Opportunity*) Act (the Act).

DEEWR will **only** use this information for this specific purpose.

DEEWR is bound by the provisions of the *Privacy Act 1988*. Section 14 of the *Privacy Act* contains the Information Privacy Principles (IPPs) which prescribe the rules for handling personal information. The information provided by your child's school may be disclosed by DEEWR to contractors working for DEEWR for the purposes of verifying the information, and for no other purpose. In other instances the information will not be disclosed without your consent, unless where authorised or required by law.

If you have any questions regarding this Privacy Notice please phone the DEEWR **Schools Grants and DataSection Helpline** on **1800 677 027** (free call) or send an e-mail to **[grantsanddata.help@deewr.gov.au](mailto:grantsanddata.help@deewr.gov.au)**

**ENROLMENT REGISTRAR: ph (03) 6238 4367 fax (03) 6238 4399**

**PRINCIPAL'S OFFICE: ph (03) 6238 4357 email [principal@gyc.tas.edu.au](mailto:principal@gyc.tas.edu.au)**

**POSTAL ADDRESS: PO Box 241, Glenorchy, Tas., 7010**

**[www.gyc.tas.edu](http://www.gyc.tas.edu)**

**CRICOS PROVIDER 01919B**





### Female Student Uniform

\* College White Blouse

\* College Skirt

College Trousers

\* College Jumper College Polar Fleece Jacket College White Socks

\* College Navy Stockings

\* Black Leather Lace-up School Shoes with standard heel

\* College Navy Bag or College Navy Backpack

### Male Student Uniform

\* College White Business Shirt and College Neck Tie

College White 'Jack' Shirt with Logo

\* College Grey Trousers

\* College Jumper

College Polar Fleece Jacket

\* College Black or Grey Socks

College Shorts

\* Black Leather Lace-up School Shoes with standard heel

\* College Navy Bag or College Navy Backpack

### Sports Uniform

College Polo Top

College Rugby Top

College Navy Track Pants College Navy Shorts College Tracksuit Jacket

*\* These items are compulsory College Uniform for all students.*

All students are expected to adhere to College uniform requirements and to wear their College uniform with pride. When travelling to and from school, students are expected to wear complete College uniform.

The College Sports Uniform may be worn to and from school if a student has a recreation related subject such as practical physical education classes or a major sporting event. When approved as an alternative to the College Uniform only the College rugby top and/or track suit jacket, polo top and the College navy track pants are to be worn as the outer garment. The navy shorts must be worn under the track pants.

Change rooms and shower facilities are available on campus and students are encouraged to use them.

The compulsory College Uniform must be worn at a number of specific College celebrations including the Commendation Ceremony, the College Assembly and the Graduation Ceremony. For general wearing of the uniform, the following applies:

- Skirts have been made on a long line style and should be knee length. Females have the option of wearing College slacks.
- Males have the option of College grey shorts with College grey walk socks.
- The College cap or beanie is for outdoor use.
- Students may choose to wear a College blazer, College spray jacket or College polar fleece as the outer garment with the exclusion of formal occasions. A College or navy scarf may be worn with the uniform.
- In winter, if students need to wear an additional coat over their College jumper, the College polar fleece jacket is available from our uniform shops. The other option is a plain, navy blue coat, 'great-coat', or jacket with no logo or emblem.
- T-shirts (long or short sleeve) are not to be visible underneath the College uniform.

**If for any reason a student is unable to wear the College uniform to school, a note is requested from home explaining the particular circumstances. The College Sports Uniform will be permitted as an alternative in these circumstances.**

### Uniform Shop

College uniform items are available from the Uniform Shop located at Glenorchy and Hobart Campuses. Regular school term opening hours are Tuesday and Thursday, 10:30 am until 2pm.

**ENROLMENT REGISTRAR: ph (03) 6238 4367 fax (03) 6238 4399**

**PRINCIPAL'S OFFICE: ph (03) 6238 4357 email [principal@gyc.tas.edu.au](mailto:principal@gyc.tas.edu.au)**

**POSTAL ADDRESS: PO Box 241, Glenorchy, Tas., 7010**

**[www.gyc.tas.edu](http://www.gyc.tas.edu)**

**CRICOS PROVIDER 01919B**