

Kambala

*Application Form &
Conditions of Entry*



Kambala

...Let the sun be your witness

Reg.	R/N	Date	Stu. Code _____
C/E	R/N	Date	
O/S	R/N	Date	Fam. Code _____

Application Form For Enrolment

Important information

1. This Application Form should be returned to the Registrar at Kambala.
2. Prior to the completion of this Application Form please read the attached Conditions of Entry, the School Fees Sheet, the School's Prospectus and other relevant documents. Please complete all sections of this Application Form, writing "NA" if not applicable.
3. This application will not be processed unless accompanied by:
 - (a) a cheque for \$200.00 being a non-refundable registration fee; and
 - (b) two written references.
4. If applying for the Senior School, a copy of the student's most recent school report must also be provided with this Application Form.
5. Applicants for Preparation must turn 4 years old by 31 March of the year of entry. Applicants for Transition must turn 5 years old by 31 March of the year of entry.
6. Current fees are shown on the School Fees Sheet which is revised from time to time.
7. After lodging your completed Application Form, you may be called for an interview. An offer of a place will not be made for students seeking to enrol in Years 8 to 12 unless an interview takes place between at least one parent/guardian and the intending student with the Principal. Where a student is currently attending a school, two recent school reports must be provided at the interview.
8. If enrolling in Massie House, immunisation records must be provided at the interview.
9. If the application is successful, you will receive a 'letter of offer' and a 'letter of acceptance' which you must return in order to secure the place offered. You will be required to pay an entrance fee 2 years before enrolment takes place.
10. Enrolment can only be completed once an offer of a place is made and accepted and the entrance fee is paid.

Student Details

Surname _____

First Names _____

Preferred Name (if applicable) _____

Religious Denomination _____

Date of Birth _____ Country of Birth _____

Nationality _____

Australian Citizen Permanent Resident Overseas Student*

*If Overseas Student, please complete section overleaf

Language spoken at home _____

Is the student of Aboriginal or Torres Strait Island Origin? Yes No Both

Proposed calendar year of entry _____ Year Level _____

Boarder or Day Girl _____

Present School or Pre-School _____ Current Class _____

Proposed length of stay at School (if short term enrolment) _____

Special Circumstances

Give full disclosure of special circumstances of which the School should be aware to enable it to cater for the student's needs (eg. medical, special gifts or talents, special needs, psychological test results, English as a second language etc) _____

Overseas Students

Passport number: _____ Passport expiry date: _____

The term 'Overseas Student' normally describes students from overseas who possess only a student visa to enter Australia. In accordance with the Australian Government's policy, the School has particular obligations in relation to these students, and as a consequence, imposes requirements which differ slightly from those relating to Australian students. These requirements are:

- The fees required for Overseas Students are greater because the School does not receive State or Federal Government funding; and
- Where an Overseas Student is to be removed from the School, or change from a boarder to a day student, the parent/guardian must provide two terms' notice in writing; otherwise two terms' fees in lieu of notice will be charged.

Special Interests

Sporting _____
(For applicants entering after Year 3 only - indicate whether she has played a sport at a regional or state level; supporting evidence from her coach or teacher would be beneficial)

Music _____
(please indicate level attained)

Debating _____

Public Speaking _____

Drama _____

Other _____

Family details – Part 1

Names and ages of other children in the family.

1 _____ M F Age _____ School _____

2 _____ M F Age _____ School _____

3 _____ M F Age _____ School _____

Did the student's mother attend Kambala? Yes No

If yes,

Married Name _____ First Name _____

Single Name _____ Years attended _____

House _____

Please give details of any other family members
(eg. grandmother/aunt etc) who have attended Kambala.

Family Details – Part 2

The School prefers to have full details of family background. Some of the requested information has no bearing on the processing of this application, but will assist the School to act efficiently if the application is successful. If the student is not living with both parents listed below then please outline the family situation in the space provided.

Parent or Guardian Information

Father or Guardian

Surname _____ Title _____

First names _____

Home address _____

Telephone Home _____ Business _____

Mobile _____ Facsimile _____

Email _____

Religion _____

Occupation _____

Industry _____

Employer _____

Business address _____

Mother or Guardian

Surname _____ Title _____

First names _____

Home address _____

Telephone Home _____ Business _____

Mobile _____ Facsimile _____

Email _____

Religion _____

Occupation _____

Industry _____

Employer _____

Business address _____

Applicant lives with:

Both parents Mother Father Guardian

If student does not live with both parents, please indicate family situation:

Parents separated Mother/Father deceased

If separated all correspondence goes to: Mother Father Both

Addresses for correspondence _____

Name and address for accounts _____

Referees

This application must be supported by two written references.
Please complete names and addresses of referees below AND attach two written references.

Name _____ Name _____

Address _____ Address _____

Relationship to applicant _____ Relationship to applicant _____

Telephone _____ Telephone _____

I/We the undersigned, apply to have the above student enrolled at the School. I/We have read the Conditions of Entry, the School's Prospectus and the School Fees Sheet, all of which have been made available to me/us, and acknowledge that I/we will be required to agree to the Conditions of Entry if a place is offered. I/We declare that the information provided in this Application Form is true and correct.

Signature of Father/Guardian

Signature of Mother/Guardian

Witness

Date

This Application Form must be signed by each parent/guardian named above.

CONDITIONS OF ENTRY

Fees

The regular and special fees charged by the School are determined by the School Council of Kambala. Fees are published from time to time and are subject to change without notice. All fees are payable in advance. Other costs such as for camps, excursions, materials or purchases are payable separately. The parents/guardians of a student are jointly and individually responsible for payment of fees.

Fees must be paid within thirty days after the commencement of a term. If fees are not paid when due the student's name will be removed from the School's roll and the student will be barred from attending classes unless the School Council directs otherwise.

If a student wishes to withdraw from the School, notice must be given to the Principal in writing not less than five weeks before the end of the student's last term. The notice must be signed by all parents/guardians named on the Application Form. If such notice is not provided, one half of a term's fees will be charged.

If the student is absent from the School, fees will not be refunded in whole or in part. In exceptional circumstances, the parent/guardian may seek special consideration from the School and the School Council may, in its sole discretion, grant a refund.

Entrance fee and start date

After a place at the School has been offered and accepted, the student's date of entry will be confirmed and a **non-refundable** entrance fee becomes payable. The entrance fee must be paid either (a) within thirty [30] days after the date of entry is confirmed, or (b) two years before the student's entry date, whichever is later. If the entrance fee is not paid, the student's place will be forfeited.

Where the student has a sister who is already placed at the School, the School may, in its sole discretion, offer a discount on entrance fees.

If, after the date of entry has been confirmed, you wish to alter the date of entry, a minimum of three calendar months' notice in writing must be provided to the Principal.

If, after the date of entry has been confirmed, the student does not enter the School for any reason (other than being refused commencement by the School), one half of a term's fees will be payable in addition to the entrance fee.

Discipline

If the Principal, or any person deputising for the Principal, considers that a student is guilty of a serious breach of the School's rules or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal or Deputy may exclude the student permanently or temporarily at their absolute discretion and no remission of fees will be granted.

If the School Council or the Principal believes that a mutually beneficial relationship of trust and co-operation between a parent/guardian and the School has broken down to the extent that it adversely impacts on that relationship, then the School Council or the Principal may require the parent/guardian to remove the student from the School and no remission of fees will be granted.

Courses and programs

The School reserves the right to amend its academic and other programs at any time without notice. This may include discontinuance of teaching subjects and other programs.

Leave

All students must attend School during the whole term. If a student is absent from School, a written explanation from the parent/guardian must be provided on the next day of attendance at School. An absence of three days or more due to illness requires a medical certificate.

Leave for any reason other than illness must be pre-approved by the Principal and will only be granted in special circumstances.

Insurance

The School does not take any responsibility for insuring the cost of medical or dental expenses in the case of accidents involving the students while playing sport or taking part in School activities. Parents are therefore advised to consider taking out appropriate insurance cover.

Medical details and urgent medical treatment

Full disclosure of a student's medical details is a condition of enrolment. The School will provide a medical disclosure form which must be completed and returned three months [*3 months*] prior to date of entry.

In the event of injury or illness to the student needing urgent hospital or medical treatment including but not limited to injections, blood transfusions and the like and where the parent or guardian is not contactable after reasonable efforts have been made, you authorise the School to give authority for such treatment. You indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

Change of address and contact details

It is the responsibility of parents/guardians to notify the School in writing of any changes of address, phone numbers or other information on the Application Form.

Excursions and camps

Enrolment in the School implies permission to take part in all School activities including excursions and camps. Students are required to attend all compulsory camps and other activities. The Principal will only excuse a student from attendance in special circumstances.

Notices and School reports

Notices and School reports are sent to the address notified by parents or guardians. Where parents are separated or divorced, notices and reports will be sent to each parent at the address notified by him or her. The only circumstances where this will not occur is where a parent advises that he or she does not wish to receive notices and reports or fails to notify the School of an address to which it is to be sent, or where the School is given a copy of an order or agreement which provides that reports and notices, or either, are to be sent to one parent.

School Council and Principal

All parents/guardians and students must accept and abide by the requirements and directions of the School Council and the Principal and not interfere in any way with the conduct, management and administration of the School.

Uniform

All students must wear the prescribed School uniform, neatly and properly at School, when travelling to and from School, and at all School occasions, unless otherwise instructed.

Acceptance and commencement

The School may, in its sole discretion, vary a student's date of entry or refuse commencement. If, after the date of entry has been confirmed and the entrance fee is paid and the School refuses to permit commencement, the enrolment fee will be refunded.

Overseas Students

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- The fees payable for Overseas Students are greater because the School does not receive State or Federal Government funding; and
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Personal Belongings

Students are responsible for their personal belongings and the School will not be liable for any loss or damage to those belongings.

Privacy Statement

The information you supply on this form is required by the School to manage your enrolment application. No personal information will be disclosed outside the School without your express consent unless it is for the purpose of the School providing services to the student or the parents/guardians, advancing or protecting the needs of the student or parents/guardians or a related secondary purpose, except when required by law. The School's privacy policy is available at www.kambala.nsw.edu.au

Alteration to Conditions of Entry

The School may alter these Conditions of Entry at any time by notifying parents/guardians in writing. Alterations will apply from the end of the term following the term when notice is given or such later time as is set out in the notice.



KAMBALA

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