



(for office use only)

Reg.	R/N	Date	STU. CODE
C/E	R/N	Date	
O/S	R/N	Date	FAM. CODE

### IMPORTANT INFORMATION

- This Application Form should be returned to the Enrolments Office at Kambala.
- 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.
- This application will not be processed unless accompanied by:
  - a cheque for \$200.00 being a non-refundable registration fee; and
  - two written references.
- If applying for the Senior School, a copy of the student's most recent school report must also be provided with this Application Form.
- 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.
- Current fees are shown on the School Fees Sheet which is revised from time to time.
- 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.
- If enrolling in Massie House, immunisation records must be provided at the interview.
- 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.
- Enrolment can only be completed once an offer of a place is made and accepted and the entrance fee is paid.

### A/ STUDENT DETAILS

1 Surname

2 First Names

3 Preferred Name (if applicable)

4 Religious Denomination

5 Date of Birth

6 Country of Birth

7 Nationality

8 Australian Citizen  Permanent Resident

International Student\*  Temporary / Business Visa

9 Language spoken at home

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

11 Proposed calendar year of entry  Year Level

12 Boarder or  Day Girl

13 Present School or Pre-School

14 Current Class

15 Proposed length of stay (if short term enrolment)

### B/ INTERNATIONAL STUDENTS

(FULL FEE PAYING OVERSEAS STUDENTS)

16 Passport number

17 Passport expiry date

The term 'International 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 International Students are greater because the School does not receive State or Federal Government funding; and
- Where an International 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.

## C/ SPECIAL CIRCUMSTANCES

<sup>18</sup> 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.)

## D/ SPECIAL INTERESTS

<sup>19</sup> 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.)*

<sup>20</sup> Music

*(Please indicate level attained.)*

<sup>21</sup> Debating

<sup>22</sup> Public Speaking

<sup>23</sup> Drama

<sup>24</sup> Other

## E/ FAMILY DETAILS – PART 1

Names and ages of other children in the family

<sup>25</sup> 1/

Boy / Girl

Age

School

<sup>26</sup> 2/

B / G

Age

School

<sup>27</sup> 3/

B / G

Age

School

<sup>28</sup> 4/

B / G

Age

School

<sup>29</sup> Did the student's mother attend Kambala? Yes

No

<sup>30</sup> If yes, Married Name

<sup>31</sup> First Name

<sup>32</sup> Single Name

<sup>33</sup> Years attended

House

<sup>34</sup> Please give details of any other family members (eg. grandmother/aunt etc) who have attended Kambala.

## F/ 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 1 OR GUARDIAN 1

35 Surname  Title

36 First Names  M / F

37 Home Address

Telephones (If you live overseas, please add the country code.)

38 Home + ( )

39 Facsimile + ( )

40 Business + ( )

41 Mobile + ( )

42 Email

43 Religion

44 Occupation

45 Industry

46 Employer

47 Business Address

### PARENT 2 OR GUARDIAN 2

48 Surname  Title

49 First Names  M / F

50 Home Address

Telephones (If you live overseas, please add the country code.)

51 Home + ( )

52 Facsimile + ( )

53 Business + ( )

54 Mobile + ( )

55 Email

56 Religion

57 Occupation

58 Industry

59 Employer

60 Business Address

### APPLICANT LIVES WITH

61 Both parents  Parent 1  Parent 2

Guardian 1  Guardian 2

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

62 Parents separated  Mother/Father deceased

If separated all correspondence goes to:

63 Parent 1  Parent 2  Both

64 Addresses for Correspondence

65 Name and Address for Accounts

## G/ REFEREES

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

### REFEREE 1

66 Name

67 Relationship to applicant

68 Address

69 Telephone + ( )

### REFEREE 2

70 Name

71 Relationship to applicant



## CONDITIONS OF ENTRY

### 01. 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.

### 02. 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.

### 03. 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.

### 04. 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.

### 05. 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.

### 06. 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.

### 07. 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.

### 08. 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.

### 09. 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.

### 10. 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.

### 11. 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.

### 12. 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.

### 13. 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.

### 14. INTERNATIONAL STUDENTS (Full Fee Paying Overseas Students)

The term 'International 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 payable for FFPOS are greater because the School does not receive State or Federal Government funding; and
- Where a FFPOS 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.

### 15. PERSONAL BELONGINGS

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

### 16. 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](http://www.kambala.nsw.edu.au)

### 17. 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.



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