



Enrolment Application Prep and classes I-12

Particulars of Student

Surname	Other Names	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of birth	Proposed year of entry	<input type="checkbox"/> Prep or	<input type="checkbox"/> Class <i>(please tick)</i>
Previous school / Kinder attended if applicable			
Contact name, position and phone number at previous school			
Is the student a Torres Strait Islander or of Aboriginal descent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>(please tick)</i>
Is the student an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>(please tick)</i>

Family Information

Mother's name	Occupation (optional)	
Address	Post code	
Telephone (H)	(W)	(M)
Email Address		
Father's name	Occupation (optional)	
Address	Post code	
Telephone (H)	(W)	(M)
Email Address		

Siblings

Name	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth
Name	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth
Name	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth
Children living with:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Both parents <i>(please tick)</i>

I/WE AGREE TO BE BOUND BY THE FOLLOWING CONDITIONS: 1. The applicants, whose signatures appear on the enrolment form, shall be jointly and severally responsible for the payment of all fees and charges. Wherever possible, BOTH parents MUST sign the application form in order to have the enrolment accepted. 2. Fees and charges and fee policy are subject to amendment from time to time by the Finance Committee. 3. The non-refundable Capital fee is payable at a rate and in a form determined by the school. [For 2008 - \$1000] 4. Fees are billed a term in advance and are due for payment in full before the commencement of the school term to which they apply. 5. A full term's notice in writing to the Business Manager or the payment of a term's fees in lieu, is required if a student is removed from, or ceases to attend the school for any reason whatsoever. 6. Siblings of existing students with unpaid fees will normally not be accepted into the school. 7. Payments for other activities as required by the curriculum - such as for camps and instrumental music lessons - are subject to the conditions of this fee policy. 8. Parents may be required to cover the cost of an initial extra lesson assessment before an enrolment is accepted. That the school reserves the right to restrict or prohibit the attendance of a student at school, where issues or grievances relating to the student's education or behaviour remain unresolved between the student or family, and the school. 9. Accounts referred to a Collection Agency or Solicitor will have all legal costs and commission added to the account due. 10. If the number of applications in any one year level exceeds the number of places available, it may be necessary for the school to take some of the under-mentioned factors into consideration in deciding priority for enrolment. a) Students who have siblings at the school. b) Students who have attended the Little Sophia Kindergarten or previously attended the school. c) Transfer from another Steiner School. d) Application date. e) Whether the College of Teachers feels that the School's program would make a marked contribution to the student's growth and development. f) Fee payment record. g) Commitment of the family to the principles of Steiner education. h) Any other special circumstances. 11. Interest be charged on unpaid accounts on a monthly basis of 1.2%

We, the parents/guardians of the child mentioned above, hereby apply for his/her admission. We have read the conditions herein and the school fee policy and agree to be bound by them.

Signed	Date	Signed	Date
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A registration fee of \$120 for the first child enrolled, \$60.00 for each subsequent child must accompany this application. This is an administrative charge and is not refundable.

SOPHIA MUNDI IS BOUND BY THE NATIONAL PRIVACY PRINCIPLES CONTAINED IN THE COMMONWEALTH PRIVACY ACT

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter. 2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. 3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws. 4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time. 5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers. 6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter. 7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website. 8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School Privacy Officer. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence. 9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. 10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now. 11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties. 12. As part of the promotion of our school we sometimes wish to use photographs of the school and its students. In the event your child may appear in one of these photographs, we ask your permission in advance for internal and external publicity and promotion purposes. eg. for newspaper ads, on our internet site, school brochures etc. This is done by completing a Consent Form once your child has commenced School. Please note that all images will be used only for the educational promotion of the school.

Signed	Date
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OFFICE USE ONLY

Fee of \$	Received per	Receipt no.	Date
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Enrolment recommended:

By Class Teacher	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i>	Signature	Date
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By Dean	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please tick)</i>	Signature	Date
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Recommended starting date	Confirmed	Per
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