



aitken
COLLEGE
In Mind and Spirit

Application for Enrolment

Aitken College
1010 Mickleham Road
GREENVALE VIC 3059

Phone: 03 9333 1866 Fax: 03 9333 4795
Email: admin@aitkencollege.edu.au
Website: www.aitkencollege.edu.au

OFFICE USE ONLY

Student ID:

Year Level:

Year:

Student Surname/Given:

Receipt No:

APPLICATION FOR ENROLMENT

STUDENT DETAILS

Student's Surname			
Student's Given Names			
Student's Preferred Name			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date and Place of Birth			
Student Status	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Australian Resident (on a visa)	
Nationality			
Indigenous/Torres Strait Islander	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Language/s spoken at home	Main	Other	
Religion			
Home Address	P/Code		
Student lives with	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother	<input type="checkbox"/> Father
	<input type="checkbox"/> Other	<i>Please specify</i>	
Is there a Court Order in relation to this Student?	<input type="checkbox"/> Yes <small>If Yes, please supply a copy</small>		<input type="checkbox"/> No
Present School <i>(if applicable)</i>			
Present Year Level			
Year level applying for: <i>(eg Year 7, 2012)</i>	Year Level:	Year of Entry:	

SPECIAL STUDENT NEEDS AND CONSIDERATIONS

a.	Does your child have any special achievements, talents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b.	Does your child have any learning problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c.	Has your child attended any specialised classes, agencies, special units or centres?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d.	Does your child have any special needs or considerations? <i>(disabilities, impediments, allergies, restrictions on physical activity)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes to any of the above questions, please give details using attachments if necessary.

FAMILY DETAILS

		Father/Guardian	Mother/Guardian
Title		<input type="checkbox"/> Mr <input type="checkbox"/> Dr	<input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Family Surname			
Given Name(s)			
Usual Occupation			
Employer			
Contact Numbers	<i>Home</i>		
	<i>Work</i>		
	<i>Mobile</i>		
	<i>Email</i>		
Country of Birth			
Home Language			
Religion			
Home Address			
Postal Address <i>(if different)</i>			
Relationship to Child <i>(Father, Mother, Foster Parent, Caregiver etc)</i>			

CONDITIONS OF ENROLMENT

We have read the "Terms of Enrolment" submitted to us and each agree to abide by these and any regulations from time to time in force at the school and to pay all fees and other monies falling due to the school in respect of the child enrolled.

If our child is transferring from another school, we authorise you to obtain from that school other information as you may require.

Both parents' signatures are required unless one parent is sole custodian. Please provide copy of relevant court order to substantiate the above (where a custody order exists).

Father or Guardian: _____

Mother or Guardian: _____

Date: _____

To complete this Application, please:

- Return completed Application for Enrolment form (one per child)
- Attach a copy of the child's Birth Certificate
- Attach a Registration Fee of \$55.00 (GST included) per child by cash/cheque or credit card. Please make cheques payable to Aitken College. **This is non-refundable.**
- Retain your copy of the Terms of Enrolment.

**To: The Registrar
Aitken College
PO Box 2018
GREENVALE VIC 3059**

NOTE:

Upon receipt of the Application, you will be notified that your child's name has been added to the relevant enrolment list. In order to finalise the enrolment process, you may be required to attend an interview prior to enrolment subsequent to which your child may be offered a place. Students may also be required to undertake a basic literacy and numeracy assessment.

Completion of the Application for Enrolment form and payment of the Application Fee does not guarantee a place.

Offers of places are based on the College's assessment of the child's capacity to benefit from the education it offers and the availability of a place.

It is the responsibility of the Parent/Guardian to advise the School of any changes of address and telephone number. Failure to do so may result in the applicant not being offered a placement in the School.

PAYMENT

Credit Card Payment: Visa MasterCard Amex

Card No:

Expiry Date:

Name on Card: _____

Amount to be charged: \$ _____ Signature: _____

Aitken College complies with the National Privacy Principles. The school has a Privacy Policy in conformity with the legislation and a copy is available from Reception.