

# Application for Enrolment

## STUDENT INFORMATION:

Family Name: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Gender: ☐ Male ☐ Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Religion: \_\_\_\_\_

Parish (if applicable): \_\_\_\_\_

Into which year is the student seeking enrolment: (please circle) K 1 2 3 4 5 6 7 8 9 10 11 12

To Commence in Term (eg Term 1): \_\_\_\_\_ Year (eg 2023): \_\_\_\_\_

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Student's Mobile (if applicable but required for NESA for Years 10-12): \_\_\_\_\_

Name/s of sibling/s at Georges River Grammar:

Current student's name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_

Current student's name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_

Current student's name: \_\_\_\_\_ House: \_\_\_\_\_ Year: \_\_\_\_\_

Future student's name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12 Year Commencing: \_\_\_\_\_

Future student's name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12 Year Commencing: \_\_\_\_\_

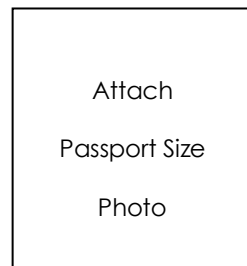
Future student's name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

K 1 2 3 4 5 6 7 8 9 10 11 12 Year Commencing: \_\_\_\_\_

Past student's name: \_\_\_\_\_ House: \_\_\_\_\_ Graduating Year: (eg 2007) \_\_\_\_\_

Past student's name: \_\_\_\_\_ House: \_\_\_\_\_ Graduating Year: (eg 2007) \_\_\_\_\_

Past student's name: \_\_\_\_\_ House: \_\_\_\_\_ Graduating Year: (eg 2007) \_\_\_\_\_



### STUDENT INFORMATION *continued*

Please tick appropriate boxes from the following list:

Does student reside with both parents? ☐ Yes ☐ No

If no, with whom does the child live? ☐ Mother ☐ Father ☐ Shared Residential ☐ Guardian

Are there any court orders affecting the child? ☐ Yes ☐ No

If yes, you must provide a copy

Who is responsible for paying school fees? ☐ Both Parents ☐ Mother ☐ Father ☐ Other

If other, please advise: \_\_\_\_\_

Aboriginal ☐ Yes ☐ No Torres Strait Islander ☐ Yes ☐ No

Australian Citizen ☐ Yes ☐ No

Permanent Resident of Australia ☐ Yes ☐ No Visa Class No: \_\_\_\_\_

Temporary Resident of Australia ☐ Yes ☐ No Visa Class No: \_\_\_\_\_

Overseas Student ☐ Yes ☐ No If yes – what year did he/she arrive in Australia? \_\_\_\_\_

Does the student speak a language other than English at home? ☐ Yes ☐ No

If yes, please list other language/s spoken by the student: \_\_\_\_\_

Present School: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Dates: \_\_\_\_\_  
(Pre School if applying for Kindergarten)

Previous Schools: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Dates: \_\_\_\_\_

Has the student received an Outstanding Achievement or won an award for anything (eg Sports/Academic) over the past 2 years? Please give details:

☐ Yes ☐ No

Does the student sing or play a musical instrument? If so which instrument, how long have the student played it for and what grades has the student attained?

☐ Yes ☐ No

## FAMILY DETAILS:

### PARENT/CARER 1 with whom the student normally lives:

Relationship to Student: \_\_\_\_\_

Title: (eg Mr/Mrs/Ms/Dr) \_\_\_\_\_ Gender: ☐ Male ☐ Female

Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Does this person speak a language other than English at home? ☐ Yes ☐ No

If Yes, Please list language/s spoken: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

If an ex-student of Georges River Grammar/Bankstown Grammar/St Paul's Choir School please state final year and name (if different): \_\_\_\_\_

### PARENT/CARER 2 with whom the student normally lives:

Relationship to Student: \_\_\_\_\_

Title: (eg Mr/Mrs/Ms/Dr) \_\_\_\_\_ Gender: ☐ Male ☐ Female

Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Does this person speak a language other than English at home? ☐ Yes ☐ No

If Yes, Please list language/s spoken: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

If an ex-student of Georges River Grammar/Bankstown Grammar/St Paul's Choir School please state final year and name (if different): \_\_\_\_\_

**NON-RESIDENTIAL PARENT/GUARDIAN**

Relationship to Student: \_\_\_\_\_

Title: (eg Mr/Mrs/Ms/Dr) \_\_\_\_\_ Gender: ☐ Male ☐ Female

Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality \_\_\_\_\_

Does this person speak a language other than English at home? ☐ Yes ☐ No

If Yes, Please list language/s spoken: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

If an ex-student of Georges River Grammar/Bankstown Grammar/St Paul's Choir School please state final year and name (if different): \_\_\_\_\_

**EMERGENCY CONTACT 1 (other than parents)**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

**EMERGENCY CONTACT 2 (other than parents)**

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

**MEDICAL INFORMATION:**

Medicare Number: \_\_\_\_\_ Reference number: \_\_\_\_\_

Valid until: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Doctor's Phone Number: \_\_\_\_\_

**IMMUNISATIONS:** Is the student's immunisation up to date?☐

Yes

☐

No

If yes, please provide a copy of immunisation records.

If no, the student will be considered 'at risk' and may be excluded if there is an outbreak of an infectious disease preventable by vaccination.

Parents can request a copy of their child's AIR (Australian Immunisation Register) Immunisation History Statement at any time (up to their child being 14 years of age):

- using their Medicare online account through myGov <https://my.gov.au/>
- using the Medicare Express Plus App [www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps](http://www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps)
- calling the AIR General Enquiries Line on **1800 653 809**

It is essential that you inform the School before your child starts school if he or she has any allergies/medical alerts, including ANAPHYLAXIS, or other medical conditions (eg allergies to nuts, penicillin, bee stings, asthma, diabetes, epilepsy management etc).

You must also advise the school as soon as you are aware of any new allergies or other medical conditions.

Please complete the following, if you have answered yes, further details must be given in the space provided:

Does the student have an Anaphylaxis condition? eg peanuts, insect stings Action Plan to be included

☐ Yes ☐ No

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Does the student have any Allergies? eg hayfever

☐ Yes ☐ No

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Does the student have any other medical condition(s)? eg asthma diabetes, epilepsy Action Plan to be included

☐ Yes ☐ No

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Does the student require any prescribed medication to be administered during school hours?

☐ Yes ☐ No

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Does the student have any learning strengths (academic or social)? ☐ Yes ☐ No

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Does the student have any learning areas of need (academic or social)? ☐ Yes ☐ No

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Does the student have any special learning or health needs ☐ Yes ☐ No

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It is important that we are informed of any academic or behavioural issues including any special needs the student has, such as medical or mental health issues, physical or intellectual conditions or disabilities. **Please attach any relevant documentation, such as reports from health professionals or other consultants.** Failure to complete this section accurately and fully may delay the enrolment process or prevent an offer of a place being made.

The School may collect information about the child's educational history from the child's previous school.

### STUDENT'S HISTORY RELEVANT TO RISK ASSESSMENT

Has your child ever been suspended, transferred or excluded from any previous school, preschool or other educational institution?

☐ Yes ☐ No

If yes, was this for (please tick)

- ☐ Actual violence to any person?
- ☐ Possession of weapon or any item used to cause harm or injury?
- ☐ Threats of violence or intimidation of staff, students or others at the school?
- ☐ Illegal drugs?
- ☐ Other (please specify):

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Are you aware of any other incidents of the kind listed above in which your child has been involved outside of the school setting?

☐ Yes ☐ No

If yes, please provide a brief outline of these incidents.

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# Enrolment Procedures

Before applying for enrolment, parent/carer(s) should read:

- the GRG Prospectus
- the Enrolment Policy
- the current fees schedule
- the Terms and Conditions of Enrolment

All documents are available on the School's website.

All applications for Enrolment must be:

- on the School's official application form
- complete with all supporting documents attached
- signed by parent/carer(s)

When the Application is received, it will be considered, based on the School's enrolment policy criteria. The School will then:

- require Application for Enrolment fee to be paid
- advise the parent/carer(s) they must attend an interview following which the School will decide
  - whether to make an offer of enrolment; or
  - student will be placed on a waiting list and an offer made if a place becomes available; or
  - advise if application has been unsuccessful.

If the School makes an Offer of Enrolment the parent/carer(s) must sign an acceptance of the offer on the form provided and pay the non-refundable administration fee and bond (one bond per family).

If an offer of enrolment is made and accepted, no less than a term's notice must be given if the parent/carer(s) decide not to proceed with the enrolment to give the School time to fill that position. If the required notice is not given, fees in lieu of notice will be charged.

The School should be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.



# Enrolment Policy

1. Applications for enrolment may be made at any time by the parent/carer(s) of students.
2. Preference will be given to students enrolling at the school for the first time who will be five years of age on or before 28 February of the year in which they enrol.
3. The School will base any decision about offering a place to a student on:

## Family relationship with the school:

- Sibling of a current or ex-student
- Either of the parents attended the school
- Children of Anglican clergy
- They hold attitudes, values and priorities that are compatible with the School's ethos

## The student:

- The contribution that the student may make to the school, including its co-curricular activities
- The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement.

## The School:

- Ability to meet the special needs or abilities of the student.

## Other considerations:

- Order of receipt – when the application to enrol is received by the School.
4. The School will meet with parent/carer(s) of the student before offering a place.
  5. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
  6. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently and the student and parent/carer(s) observing all behavioural codes of conduct and other requirements of the School, which are applicable from time to time.

# Parental Code of Conduct

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the School's expectations with regard to their interaction with the School, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

## Role of the School Generally

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the School. It is important that parents recognise and respect this, adhere and have their children adhere to the School's requirements, and support these decisions.

## Discipline

The School expects students to comply with its rules and not engage in behaviour, which is harmful to others or is contrary to the ethos and philosophy of the School. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what a fair punishment is. It will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more disciplinary matters, which may result in suspension or expulsion, the School will inform parents of the matter and will deal with it in accordance with the School's disciplinary policy. While parents will be consulted, the final decision will be the School's.

## Interaction with Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office.

Parents should never attempt to contact a staff member at their home.

It is important that parents show respect for staff, and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal. However, when doing so they should observe the general rules of conduct set out in this Code.

The School has a duty of care to protect all staff, and for this reason any aggressive or abusive behaviour will not be tolerated.

## Complaints

If a parent has a complaint about an issue, this should be directed to the teacher responsible for the particular area of activity. Following this, the parent may make an appointment with the Head of Year (Secondary), Stage Coordinator (Primary), Head of Department (Secondary), Director of Teaching and Learning (Primary) or Director of Student Wellbeing to further discuss the issue. If the matter needs to be taken further, then the parent may make an appointment with the Deputy Principal or Principal to further discuss the issue.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

## **Parental Code of Conduct continued**

### **Interactions Generally**

Communications whether verbal or in writing with other members of the school community, whether teachers, administration staff, other parents or students, should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and,
- not be confrontational.

Social media should not be used to criticise or denigrate others in the school community.

### **Sport**

When attending sporting events, parents should exercise restraint when supporting school teams. In particular, they should not abuse, threaten or otherwise seek to intimidate an umpire or referee, or be directed against a player or any School representatives.

The Sports Coaches select teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their child to be picked for a particular team.

### **Separated Parents**

Where some students have parents that are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

### **Failure to Observe this Code**

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the school premises or sporting or other school events; or
- terminate the enrolment of the student.

# Terms and Conditions of Enrolment

## 1 Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/Carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable administration fee of \$500 and a \$500 bond (per family).
- 1.3 If Parent/Carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment will not be guaranteed.

## 2 Conditional Enrolment

- 2.1 All enrolments are conditional upon the School being satisfied, at its discretion, that the student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the student's needs cannot be met.
- 2.2 The School may require Parent/Carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached, the School may decide that the enrolment should be cancelled.

## 3 Progress of Student

- 3.1 If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs, it may cancel the enrolment of the Student by giving not less than one term's notice.

## 4 Fees and Charges

- 4.1 The School Board determines the fees and charges that will be payable, which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 The School may also incur expenditure for the student's needs on behalf of the Parent/Carer(s), as it reasonably considers necessary, which may be added to the Parent/Carer(s)'s school account.
- 4.3 All medical expenses incurred on behalf of a student must be reimbursed by the Parent/Carer(s).
- 4.4 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.5 Fees continue to be due and payable if the student is absent due to illness, leave or suspension.
- 4.6 Parent/carer(s) of new students enrolled at the School, must enter into a direct debit agreement with the School in respect of payment of all Fees and Charges.

## Terms and Conditions of Enrolment continued

### 5 Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the School the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 If parents/carer(s) wish to withdraw a student from the School, not less than one full term's notice must be given with notice to expire at the end of a term.
- 5.3 If the required notice of withdrawal of a student is not given the Parent/Carer(s) must pay fees in lieu of notice.

### 6 Obligation of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply.
- 6.2 behave courteously and considerately to each other and to staff at all times.
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the goals and values of the School.
- 6.5 attend and, if required, participate in assemblies, the School sports program, Chapel services, important school events such as Presentation Day, camps and excursions or other events that are an integral part of the School curriculum as determined by the Principal.
- 6.6 wear the School uniform as prescribed, including when travelling to and from school, and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community.
- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given, or an exemption from attendance has been granted.

### 7 Obligation of Parent/Carer(s)

The Parent/Carer(s):

- 7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management or administration of the School;
- 7.2 are required to support the goals, values and activities of the School; and,
- 7.3 should view the School's Parent Portal and GRG app on a regular basis, and read the Newsletter.

The Parent/Carer(s) must promptly advise the School:

- 7.4 in writing of any change of home, mailing, email address, contact details or other information on the Application for Enrolment form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.
- 7.5 if the Student is absent from the School due to ill health or other reason.
- 7.6 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the Student's education and welfare, and provide copies of any orders to the School.

### **Terms and Conditions of Enrolment continued**

The Parent/Carer(s) also:

- 7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School and observe the Parent Code of Conduct.
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews, parent forums and participate in courses offered by the School which are relevant to the Student's education.
- 7.10 must not denigrate the School, staff, students or other members of the School community in any way or on any forum (in person, via email, social media or any other platform).

## **8 Health and Safety**

- 8.1 Parent/Carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- 8.2 Parent/Carer(s) must provide updates if circumstances change to information provided on the enrolment form or as required by the School.
- 8.3 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parent/Carer(s) indemnifies the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4 Parent/Carer(s) must observe School security procedures for the protection of students.
- 8.5 Students are responsible for their personal property and the School does not accept any responsibility or liability for the loss of their belongings.
- 8.6 The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## **9 Programs and Activities**

- 9.1 The School determines the educational and other programs and activities conducted at the School at its absolute discretion.
- 9.2 The School may change its programs and activities, and the content of these programs and activities, without notice.
- 9.3 The student will be required to participate in all compulsory activities including excursions, Chapel services, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable if the student is unable to attend, unless due to ill health or for a reason which renders attendance impossible. This reason must be pre-approved by the Principal.

## **10 Reports**

- 10.1 Academic reports are made available on the Parent Portal. Parents will be informed when reports are uploaded.

## Terms and Conditions of Enrolment continued

### 11 Leave

- 11.1 If the Parent/Carer(s) wish to seek leave for the Student not to attend any School academic or co curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in the most extreme circumstances.

### 12 Suspension & Termination of Enrolment

- 12.1 The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
- a) a serious breach of the School's rules or Code of Conduct.
  - b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
  - c) where the Principal or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/Carer(s) has broken down to the extent that it adversely impacts on that relationship.
- 12.2 The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3 The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

### 13 Privacy

- 13.1 The Parent/Carer(s) acknowledge that they have read the School's Privacy Policy.

### 14 Amendment of Terms and Conditions

- 14.1 The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the Parent/Carer(s) in writing which shall apply to both current and future students, and parent/carer(s), from the date specified in the notice.

### 15 Definitions

- 15.1 In the terms and conditions:

**Parent** means the parent/carer(s) who entered into the contract of enrolment with the School

**School** means Georges River Grammar

**Student** means the student who is named in the Enrolment Application

## APPLICATION DECLARATION

I/We request that this student be admitted to Georges River Grammar.

I/We certify that the information given herein by me/us is complete, true and correct, and agree to update the School with regards to changes to the information provided.

I/We understand that the School may request my/our consent to collect information about my/our child from a third party and that the School may not be able to proceed with the enrolment process if such consent is not provided.

I/We understand I/we are to abide by the Parental Code of Conduct, Terms and Conditions of Enrolment and all other relevant policies and rules of the School.

I/We understand in the event of Georges River Grammar School Ltd being required to engage a Debt Collection Agency to recover outstanding monies, all recovery costs incurred will be passed on to the family involved via their fee account. Non-payment of fees may result in the enrolment position of your child/ren being suspended until fees are brought up to date, or a suitable arrangement is made with the School.

### Signature of both Parents/Carers

Print Name	Relationship to Student	Signature	Date
Print Name	Relationship to Student	Signature	Date

Please note: This application requires the signature of BOTH parents or the carers. If both parents' signatures are not present, please indicate the circumstances.

**IMPORTANT NOTE:** If an absentee parent or other person is paying the school fees, a letter must be received by the School stating this and signed by the person paying the fees **BEFORE** this Application can be processed. If this arrangement changes during the child's enrolment at the School, notification to the Enrolment Registrar is required immediately in writing signed by all the parties concerned. Final responsibility for the payment of fees rests with the person/s who sign/s this Application Form; therefore, if an arrangement has been made with another person to pay the fees and they default, the School has no alternative than to pass the account back to the original applicant/s.

### Checklist (please ensure the following are completed before submitting your child's application)

Checklist for all applicants:

- ☐ Complete and sign the Enrolment Application Form
- ☐ Attach a copy of the Student's last two (2) school reports if it is for entry within the next 2 years except for Kindergarten enrolment, and copies of any NAPLAN reports
- ☐ Attach a copy of the Student's Birth Certificate or Passport
- ☐ Attach a copy of Certificate of Aboriginality or Torres Strait Islander, if applicable
- ☐ Attach a copy of residency visa, if applicable
- ☐ Attach a current passport size photo of your child
- ☐ Attach a copy of your child's current immunisation record
- ☐ If both parents are born overseas, please provide a copy of VISA, Australian Citizenship or Australian Passport
- ☐ A photo of parents for child safety reasons
- ☐ A \$100.00 **non-refundable** application fee **must** accompany this form.

### ALL CORRESPONDENCE

Enrolments Registrar  
Georges River Grammar  
PO Box 278  
GEORGES HALL NSW 2198  
[enrolments@grg.nsw.edu.au](mailto:enrolments@grg.nsw.edu.au)