ENROLMENT PROCEDURES

Complete the St Mary’s Anglican Girls’ School Application Form and attach to the Application:

☐ A copy of your daughter’s Birth Certificate (not an extract).

☐ A non-refundable Application Fee of $120 payable to St Mary’s Anglican Girls’ School.

☐ If your daughter was born outside of Australia but is now a resident / citizen, provide a copy of the Citizenship certificate or Australian Passport.

For non-residents of Australia the following additional information is required:

☐ Photocopy of the identification pages of your daughter’s passport.

☐ Photocopy of your daughter’s visa.

ENDOWMENT FEE

A non-refundable Endowment Fee, equal to 25% of the Year 8 annual tuition fee as stated in the current Fees and Charges brochure, is payable upon acceptance of an offer of a place at the school. A reduced fee of 15% is granted for the second sibling and no fee is charged for the third or subsequent siblings.

The Endowment Fee must be returned to St Mary’s Anglican Girls’ School within 30 days of receipt of the offer. Payment of this fee reserves a definite place for your daughter in the nominated year. If the offer is not accepted, then it will lapse.

Please note: The Endowment Fee is separate from the tuition fees.

CONDITIONS OF ENROLMENT

1. Students are enrolled at St Mary’s Anglican Girls’ School on the following conditions:
   i. the regulations and procedures of the school are satisfactorily observed in all respects.
   ii. the student conforms to the disciplinary authority of the Principal and those to whom authority may be delegated.
   iii. the student continues to make satisfactory progress with her studies.
   iv. the school’s terms of payment of all tuition and other educational fees are satisfactorily observed.
   v. the school shall not be obliged to continue the enrolment, education or accommodation of any student who does not observe all of the foregoing conditions.

2. Tuition and boarding fees are payable in advance and must be paid by the first day of term.

3. A surcharge of 15% will be added to all accounts remaining unpaid as at the fifteenth day of term. The Board of Governors may refuse permission for re-entry to any student whose account remains unpaid for the preceding term. Any expenses, costs or disbursements incurred by St Mary’s Anglican Girls’ School in recovering any outstanding monies, including debt collection fees and solicitors’ costs, shall be paid by the parents or guardian.

4. Prior to any day girl leaving the school, a term’s notice in writing must be given by the parent or guardian to the Principal on or before the first day of the student’s last term at school. In default of such notice, a term’s fees will be charged and will be payable in any event by the parent or guardian.

5. Boarders are accepted on the basis of their ability to contribute to the school and the Principal. The calculation of boarding fee is based on costs for a whole year and in the event of withdrawal of a student during the year, boarding fees will be payable for the remainder of the year.

6. Parents or guardians of boarders shall deposit sufficient funds to cover all personal requirements for the term such as pocket money, fares and incidental expenses.

7. It is expected that students reside with their parents or grandparents, or board at the school. Any other arrangements must be made in conjunction with the Principal.

8. Students must agree to abide by the Code of Conduct and uniform requirements. Students are required to be punctual and present on all school days.

9. All students must take part in normal school activities including physical education and camps. Exemption is allowed by the Principal only (on medical advice). Attendance at religious education, chapel services, assemblies and compulsory school events is required of all students.

10. The parent or guardian must make good any damage to school property or apparatus (other than fair wear and tear) caused by their child or ward. The school accepts no liability for personal property brought to the school.

11. The regulations and procedures of the school must be satisfactorily observed by students in all respects.

12. A student’s attendance at school may be suspended by the Principal or terminated at any time by the Board of Governors.

13. Information provided by the parent or guardian may be available to Commonwealth or State Agencies.

PLEASE NOTE:

Change of Address

It is the sole responsibility of the parent or guardian to inform the school of any change of address or contact number, which may occur from the date of this application. In the absence of such notification, and in the event of the school making reasonable attempts to contact the parent or guardian, a student’s place on either the waiting list or accepted list may be forfeited.

Your Privacy

The information supplied in this application is required for the school to manage its enrolment procedures. All information collected will be managed according to the Privacy Act (1988) and as described by the school’s Privacy Policy - a copy of which can be found on the school’s website at www.stmarys.wa.edu.au.

Change of Intention

The school wishes to keep an accurate profile of future entrants and would be grateful if the parent or guardian could notify the school of any change of intention. If there is a change of intention and a place at the school is no longer required or sought, the parent or guardian should advise the school as soon as possible.
# Application for Enrolment

**APPLICATION FEE**

<table>
<thead>
<tr>
<th>Date:</th>
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<td>Batch no:/</td>
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Note: Please PRINT all responses with the exception of your signature

## Student Applicant’s Details

<table>
<thead>
<tr>
<th><strong>Surname</strong></th>
<th><strong>Given Names</strong></th>
<th><strong>Preferred Name (one of the above)</strong></th>
<th><strong>Date of Birth</strong></th>
<th><strong>Country of Birth</strong></th>
<th><strong>Nationality</strong></th>
<th><strong>Language Spoken at Home</strong></th>
<th><strong>Religious Denomination</strong></th>
<th><strong>Parish</strong></th>
<th><strong>Is your daughter’s first language English?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
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<tr>
<th><strong>Is your child have any special needs?</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>If yes, please attach details</strong></th>
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<tr>
<th><strong>Is the applicant of Aboriginal or Torres Strait Islander origin?</strong></th>
<th><strong>No</strong></th>
<th><strong>Yes, Aboriginal</strong></th>
<th><strong>Yes, Torres Strait Islander</strong></th>
<th><strong>Yes, both Aboriginal and Torres Strait Islander</strong></th>
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<tr>
<th><strong>Residency Status (If not an Australian citizen, a copy of the applicant’s passport is required)</strong></th>
<th><strong>Australian Citizen</strong></th>
<th><strong>Permanent Resident</strong></th>
<th><strong>Temporary Resident</strong></th>
<th><strong>Full Fee Paying Overseas Student</strong></th>
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<th><strong>Visa Code</strong></th>
<th><strong>Visa Expiry Date</strong></th>
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## Enrolment Details

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<tr>
<th><strong>Proposed Level of Entry (eg Year 7)</strong></th>
<th><strong>Proposed Year of Entry (eg 2017)</strong></th>
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<tr>
<th><strong>Day Student or Boarding Student</strong></th>
<th><strong>Day Student</strong></th>
<th><strong>Boarding Student</strong></th>
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<th><strong>Present School (if applicable)</strong></th>
<th><strong>Present Year of Schooling</strong></th>
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## Family Details

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<tr>
<th><strong>Title (eg Mr, Mrs, Ms, Dr)</strong></th>
<th><strong>Father/Guardian</strong></th>
<th><strong>Mother/Guardian</strong></th>
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<thead>
<tr>
<th><strong>Surname</strong></th>
<th><strong>Given Names</strong></th>
<th><strong>Relationship to Student</strong></th>
<th><strong>Nationality</strong></th>
<th><strong>Country of Birth</strong></th>
<th><strong>Address (home)</strong></th>
<th><strong>Postcode</strong></th>
<th><strong>Postal Address (if different)</strong></th>
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<tr>
<th><strong>Telephone (Home)</strong></th>
<th><strong>Telephone (Mobile)</strong></th>
<th><strong>Telephone (Work)</strong></th>
<th><strong>Fax</strong></th>
<th><strong>Email (Home)</strong></th>
<th><strong>Email (Work)</strong></th>
<th><strong>Occupation</strong></th>
<th><strong>Employer</strong></th>
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**Endowment**

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**Office Use Only (CRICOS Provider Number: 00454C)**
**FAMILY RELATIONSHIPS**

Parent/Guardian with whom the applicant lives:
- Both Parents (same address)
- Both Parents (separate addresses)
- Mother only
- Father only
- Guardian
- Grandparents
- Other

Name of Person(s) with Legal Guardianship of the Applicant

Should there be any special or confidential circumstances relating to your child (including parental responsibility or other legal documents) of which the school should be aware, please list details below or attach written proof to this application.

**SIBLINGS** - Applicant’s siblings who are currently attending or enrolled to attend St Mary’s Anglican Girls’ School:

<table>
<thead>
<tr>
<th>Name</th>
<th>Level of Entry (eg Year 7)</th>
<th>Year of Entry</th>
<th>House</th>
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</thead>
<tbody>
<tr>
<td>Name 1</td>
<td>Level of Entry (eg Year 7)</td>
<td>Year of Entry</td>
<td>House</td>
</tr>
<tr>
<td>Name 2</td>
<td>Level of Entry (eg Year 7)</td>
<td>Year of Entry</td>
<td>House</td>
</tr>
<tr>
<td>Name 3</td>
<td>Level of Entry (eg Year 7)</td>
<td>Year of Entry</td>
<td>House</td>
</tr>
</tbody>
</table>

**FOR OVERSEAS APPLICANTS - GUARDIAN IN WESTERN AUSTRALIA**

<table>
<thead>
<tr>
<th>Title (eg Mr, Mrs, Ms, Dr)</th>
<th>Surname</th>
<th>Given Names</th>
<th>Address (home)</th>
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<tbody>
<tr>
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Postal Address (if different)

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Fax

Email (Home)

Email (Work)

Occupation

Employer

**WHAT PROMPTED YOU TO ENROL YOUR CHILD AT ST MARY’S ANGLICAN GIRLS’ SCHOOL?**

- Reputation of the school
- Girls only education
- Values
- Pastoral Care
- Specialist Programmes
- Family tradition
- Location
- Music Programme
- Catering for individual needs
- Academic excellence
- Facilities
- Other (Please specify)

**WHERE DID YOU HEAR ABOUT ST MARY’S ANGLICAN GIRLS’ SCHOOL?**

- Word of mouth/reputation
- Open Day/School tour
- Advertising
- Website
- Field Day/Country Function
- Mother is an Old Girl
- Live in local area
- Sibling at school
- Prospectus/Other literature
- Other (Please specify)
## ST MARY’S OLD GIRLS IN FAMILY

- **Student Applicant’s relatives who are former students of St Mary’s Anglican Girls’ School**

### NAME 1
- **Maiden name/Name at school:**
- **Dates attended St Mary’s:**
- **House:**
  - Craig
  - Hackett
  - Lefroy
  - Riley
  - Wardle
  - Wittenoom
- **Relationship to Applicant:**

### NAME 2
- **Maiden name/Name at school:**
- **Dates attended St Mary’s:**
- **House:**
  - Craig
  - Hackett
  - Lefroy
  - Riley
  - Wardle
  - Wittenoom

### NAME 3
- **Maiden name/Name at school:**
- **Dates attended St Mary’s:**
- **House:**
  - Craig
  - Hackett
  - Lefroy
  - Riley
  - Wardle
  - Wittenoom

### FEES - Person(s) responsible for payment of fees

- **Full Name (Father)**
- **Relationship to Student Applicant (if different from above)**
- **Home Address**
- **Cheque/Money Order made payable to St Mary’s Anglican Girls’ School:**
  - Cash
  - Mastercard
  - Visa
- **Card Number**
- **Expiry**
- **Amount Paid**
  - $0
- **Name on Card**
- **Signed (Father)**
- **Date**
- **Signed (Mother)**
- **Date**

### PRIVACY - The school is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and by the school’s Privacy Policy.

- I/We hereby apply to St Mary’s Anglican Girls’ School for the enrolment of the above student.
- I/We understand that acceptance of this form by St Mary’s Anglican Girls’ School does not constitute admission of the applicant, and that we will be required to agree to the Conditions of Enrolment which apply at the time our child is offered a place at the school.
- I/We enclose our Application Fee. This fee is to cover administration costs and is non-refundable.
- I/We agree to be bound by the conditions of entry, printed overleaf, which I/we acknowledge to have been read by me/us and which shall form part of this agreement with the school, with respect to the student. I/We also agree to be bound by the resolutions made by the St Mary’s Board of Governors with regard to the conduct of the activities of the school.
- To the best of my/our knowledge the information contained within this application is complete and correct. I/We acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the school may refuse or terminate the enrolment of my/our child.
- Should my/our child’s educational or health circumstances change between date of application for registration and entry to the school, I/we will inform the school.

### Signature of Father/Guardian
- **Date**
- **Name**

### Signature of Mother/Guardian
- **Date**
- **Name**
Please ensure you have completed the St Mary's Anglican Girls' School Application for Enrolment Form and attached the following:

- A copy of your daughter’s Birth Certificate (not an extract).
- A non-refundable Application Fee of $120 payable to St Mary’s Anglican Girls’ School.
- If your daughter was born outside of Australia but is now a resident / citizen, provide a copy of the Citizenship Certificate or Australian passport.

For non-residents of Australia the following additional information is required:

- Photocopy of the identification pages of your daughter’s passport.
- Photocopy of your daughter’s visa.

Please return this form to
THE REGISTRAR
ST MARY’S ANGLICAN GIRLS’ SCHOOL
PO BOX 105
KARRINYUP WA 6921