

# application for enrolment



**St Mary's**  
ANGELICAN GIRLS' SCHOOL  
FOUNDED 1921

## Enrolment Procedures

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

- A copy of the child'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 7 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 paid 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.

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**PLEASE RETURN THIS FORM TO:**  
THE ENROLMENTS REGISTRAR  
ST MARY'S ANGLICAN GIRLS' SCHOOL  
PO BOX 105 KARRINYUP WA 6921  
OR EMAIL  
enrolment@stmarys.wa.edu.au

# terms and conditions

## 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 being in the boarding house for the whole calendar year unless alternative arrangements are approved by the Principal. The calculation of boarding fees 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 made available to Commonwealth or State Agencies. St Mary's is required to provide residential address details of all students entering the school, under the Australian Education Act 2013.

### 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, 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](http://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

OFFICE USE ONLY (CRICOS Provider Number: 00454C)

<b>Application Fee</b>	<b>Endowment</b>
<b>\$</b>	<b>\$</b>
Date:	Date:
Batch no/:	Batch no/:

Note: Please PRINT all responses with the exception of your signature

STUDENT APPLICANT'S DETAILS			
Surname			
Given Names			
Preferred Name (one of the above)			
Date of Birth		Country of Birth	
Nationality		Language Spoken at Home	
Religious Denomination		Parish	
Is your daughter's first language English?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Does your child have any special needs?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please attach details		
Is the applicant of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander		
Residency Status (If not an Australian citizen, a copy of the applicant's passport and visa is required)	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Full Fee Paying Overseas Student		
Visa Code		Visa Expiry Date	

ENROLMENT DETAILS			
Proposed level of entry (eg Year 7)		Proposed Year of Entry (eg 2009)	
Day Student or Boarding Student	<input type="checkbox"/> Day Student <input type="checkbox"/> Boarding Student		
Present School (if applicable)		Present Year of Schooling	

FAMILY DETAILS	FATHER/GUARDIAN	MOTHER/GUARDIAN
Title (eg Mr, Mrs, Ms, Dr)		
Surname		
Given Names		
Relationship to student		
Nationality		
Country of Birth		
Address (Home)		
	Postcode	Postcode
Postal Address (if different)		
Telephone (Home)		
Telephone (Mobile)		
Telephone (Work)		
Fax		
Email (Home)		
Email (Work)		
Occupation		
Employer		

## 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:

Name	Level of Entry (eg Year 7)	Year of Entry	House
Name 1			
Name 2			
Name 3			

## FOR OVERSEAS APPLICANTS - GUARDIAN IN WESTERN AUSTRALIA

Title (eg Mr, Mrs, Ms, Dr)	
Surname	
Given Names	
Address (Home)	
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?

<input type="checkbox"/> Reputation of the school	<input type="checkbox"/> Girls' only education	<input type="checkbox"/> Values	<input type="checkbox"/> Pastoral Care
<input type="checkbox"/> Specialist Programmes	<input type="checkbox"/> Family tradition	<input type="checkbox"/> Location	<input type="checkbox"/> Music Programme
<input type="checkbox"/> Catering for individual needs	<input type="checkbox"/> Academic excellence	<input type="checkbox"/> Facilities	
<input type="checkbox"/> Other (Please specify)			

## WHERE DID YOU HEAR ABOUT ST MARY'S ANGLICAN GIRLS' SCHOOL?

<input type="checkbox"/> Word of mouth/reputation	<input type="checkbox"/> Open Day/School tour	<input type="checkbox"/> Advertising	<input type="checkbox"/> Website
<input type="checkbox"/> Field Day/Country Function	<input type="checkbox"/> Mother is an Old Girl	<input type="checkbox"/> Live in local area	<input type="checkbox"/> Sibling at school
<input type="checkbox"/> Prospectus/other literature	<input type="checkbox"/> Other (Please specify)		



# enrolment checklist

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CRICOS Provider Number:00454C

**St Mary's Anglican Girls' School Incorporated**  
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Email: [stmarys@stmarys.wa.edu.au](mailto:stmarys@stmarys.wa.edu.au)  
Website: [www.stmarys.wa.edu.au](http://www.stmarys.wa.edu.au)