



APPLICATION TO ENROL – OVERSEAS

Thank you for your interest in **St Luke's Grammar School**. Please use this form **to apply to register** for a position on the School's "List of Prospective Students". Complete the form by ticking choices or printing in the appropriate response boxes. Please use BLOCK LETTERS.

Some of the information requested on this form is required legally for **MCEETYA** data collection purposes. All information supplied on this form is covered by the School's privacy policy.

A. STUDENT DETAILS

First Name	_____	Desired Year of Entry	20 ____
Second Name	_____	Desired Grade of Entry	Year _____
Surname	_____	Desired Term of Entry	_____
Preferred Name	_____	Present School	_____
Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Years At Present School	_____
Date of Birth (dd/mm/yyyy)	____ / ____ / ____	ENGLISH COLLEGE Attending in Australia _____ _____ Contact Details: _____ _____	
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____		
Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander _____ <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	Does the student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify: _____ <i>(If more than one language, indicate the one that is spoken most often.)</i>

B. AGENT AND GUARDIAN DETAILS – This section MUST be completed fully

AGENT IN AUSTRALIA:

First Name _____

Surname _____

Mobile Phone _____

Company Name _____

Title / Position _____

Business Phone _____

Business Email _____

Business Address _____

GUARDIAN WHILE IN AUSTRALIA:

First Name _____

Surname _____

Mobile Phone _____

Email Address _____

Home Address _____

Relationship to Student (if any) _____

As the Education Agent of the student seeking to apply for enrolment at St Luke's Grammar School, I confirm that the information contained within this **Application to Enrol** form is accurate, and that the supporting documentation, including, but not limited to the 'certified copy' of the student's academic record is correct and has not been altered in any way.

I also confirm that any Enrolment Fees paid to me by the student to support this **Application to Enrol**, will be immediately transferred to the School so that St Luke's Grammar School can uphold its commitment to ESOS legislation with regards to enacting the Refund Policy where appropriate.

Agent's Signature _____ Date _____

Office Use Only	Administration Fee: \$500	Date:	Receipt No:	Recorded:
		Date:		Recorded:
	E#:	Date:		Recorded:



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C. SPECIAL NEEDS AND FURTHER INFORMATION – This section MUST be completed fully

Does your child suffer from any of the following: *(please tick)*

Asthma YES NO Hearing Disorder YES NO Diabetes YES NO Epilepsy YES NO

Allergy YES NO Eye Defects YES NO Dyslexia YES NO Other: _____

1. Does your child take medication for any of the above? YES NO
2. Does this condition prevent or restrict your child from participating in any activity? YES NO
3. Has your child ever encountered learning difficulties? YES NO
4. Is there any other physical or mental condition or social situation which may affect the education of the student and / or their safety and / or the safety of others at the School? YES NO
5. Are there any Court Orders or Parenting Plans in force with regard to the student? YES NO

If you have answered “yes” to any of the above questions, please submit documents explaining these needs in detail, including where applicable, Doctors and / or Specialist Reports / Statements, copies of Court Orders or Parenting Plans and other documentary evidence, together with your **Application to Enrol**.

D. PARENT DETAILS

Father (or Guardian 1)

Mother (or Guardian 2)

First Name		
Surname		
Home Address		
Suburb / State / Post		
The Student lives at this address:	<input type="checkbox"/> All the time <input type="checkbox"/> Part of the time	<input type="checkbox"/> All the time <input type="checkbox"/> Part of the time
Home Phone		
Mobile Phone		
Email		
Employer's Name		
Title / Position		
Business Phone		

What is the **highest** year of primary or secondary school the Parent / Guardian has completed?

- (Please mark only one box)*
- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

(For persons who have never attended school, mark “Year 9 or equivalent or below”)

(Please mark only one box)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the **highest** qualification the Parent / Guardian has completed?
(Please mark only one box.)

- Bachelor degree or above
- Advanced diploma / Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

- Bachelor degree or above
- Advanced diploma / Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification



APPLICATION TO ENROL (Cont)

D. PARENT DETAILS (cont)

	Father (or Guardian 1)	Mother (or Guardian 2)
Does the Parent / Guardian speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify: _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, Other – please specify: _____
What is the occupation group of the Parent / Guardian ? <i>(Please select the appropriate occupation group below.)</i>	GROUP: _____	GROUP: _____

Occupation Groups:

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.)

Group 1:

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head [in industry, commerce, media or other large organization]

Public service manager (Section head or above) [regional director, health/education/police/fire services administrator]

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2:

Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- **Defence Forces** senior Non-Commissioned Officer

Group 3:

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship.

All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

- **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4:

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

- **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- **Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



APPLICATION TO ENROL (Cont)

E. DECLARATION

This is a **declaration** by parents or guardians **responsible for fees**. We:

1. apply to have the previously mentioned student considered for enrolment at St Luke's Grammar School
2. undertake to conform to the rules, procedures and regulations made from time to time by the School
3. confirm that the information contained within this Application to Enrol form is accurate, and that the supporting documentation, including, but not limited to the 'certified copy' of the student's academic record is correct and has not been altered in any way.

Please also enclose:

4. a certified copy of the student's Birth Certificate
5. a copy of the student's Passport
6. a copy of the student's last two school reports (certified translation in English is required)
7. evidence of competence in English
8. requested Medical and / or Specialist Reports

Notes:

- This **Application to Enrol** does not imply that a place will be offered to the student to enroll at St Luke's Grammar School.
- Upon the successful processing of this **Application to Enrol**, the student will be sent a **Conditional Letter of Offer**.
- All Overseas Student Enrolments are subject to an Assessment, usually held in November in the year preceeding desired Enrolment.
- The **Conditional Letter of Offer** will become a **Formal Letter of Offer**, subject to satisfactory Assessment results.
- The Following 2012 Entrance Fees are payable to accept the **Conditional Letter of Offer**. Final confirmation of Enrolment is subject to the student gaining satisfactory results in the School Assessment and / or English College progress reports. If Enrolment is not granted, any payment received by St Luke's Grammar School will be refunded, minus the \$500 Application Fee:

Application Fee	\$500	
Acceptance Fee	\$1800	
First Year Tuition Fee	\$28,000	(to be confirmed)
Medicare Payment	\$800	(approx. \$400 per year of Enrolment. \$1200 if Year 10 start)
Total Fees for 2012 Enrolment	\$31,100	(to be confirmed)

NOTE: These Fees are based on 2011 calculations and may be subject to change prior to the commencement of the 2012 school year.

Father's (or Guardian 1's) Signature _____ Date _____

Mother's (or Guardian 2's) Signature _____ Date _____

Contact Details:

Again, thank you for your interest in St Luke's Grammar School. Please send your completed **Application to Enrol**, marked to the attention of "Enrolments Office", to the address listed below.

Enrolments Office
St Luke's Grammar School
210 Headland Road
Dee Why NSW 2099

If you have any additional questions or need further information, please contact:

Mrs Danielle Hargrove
Director of Marketing and Enrolments
(02) 9438-6245
dhargrove@stlukes.nsw.edu.au