



Office Use Only

Date received: _____

Application fee paid: \$ _____

Ivanhoe Girls' Grammar School

PART A

STUDENT INFORMATION

1. Student's Surname

2. Given Names

3. Preferred Name

4. Date of Birth ____ / ____ / ____
5. Student to be considered for Year Level (e.g. 7) _____
Year of entry (e.g. 2010) _____
For entry into the Early Learning Centre Three Year Old Kindergarten, please specify number of days per week requested.

6. Religion (optional)

7. Country of Birth

8. Student's Address

9. Language(s) spoken by student at home

10. Is the student of Indigenous/Torres Strait Islander decent?

11. For those students born outside Australia, when was their first year of schooling in Australia?

12. Present School

Suburb _____
13. Present year level

PART B

PARENT INFORMATION

Mother or Guardian

1. _____
Title (Mrs, Ms, Dr) Given Names

Family Name
2. Home Address

_____ Postcode _____
3. Postal Address

_____ Postcode _____
4. Occupation and Company Name

5. Country of Birth

6. Contact: Home _____
Business _____
Mobile _____
Email _____

Father or Guardian

1. _____
Title (Mr, Dr) Given Names

Family Name
2. Home Address

_____ Postcode _____

PART B

PARENT INFORMATION Continued

Father or Guardian

3. Postal Address

_____ Postcode _____

4. Occupation and Company Name

5. Country of Birth

6. Contact: Home _____

Business _____

Mobile _____

Email _____

7. Marital Status: (✓ Please tick)

Married Separated Divorced

PART C

PAST PUPIL INFORMATION

1. Are there siblings who are currently enrolled, or who have applied to enrol at Ivanhoe Girls' Grammar School? (✓ Please tick)

Yes No

Sibling(s) currently enrolled:

Name _____

Year Level _____ House _____

Sibling(s) applied to enrol:

Name _____

Year Level _____ Year of Entry _____

2. Are there any close relatives who are past or present pupils of Ivanhoe Girls' Grammar School?

Name (Given, Surname, Maiden Name)

Relationship to applicant _____

Years of attendance (e.g. 1980-1986) _____

House _____

PART D

ADDITIONAL INFORMATION

Any further information concerning the applicant or her family which should be known to the School – e.g. please give details of any severe illness, disability or special learning need which might impact on the applicant's educational progress.

All applicants must hold Australian Citizenship or a Permanent Resident's Visa.

No. _____

The completed enrolment application form together with the non-refundable application fee of \$100 and a copy of the applicant's birth certificate should be forwarded to:

The Registrar
Ivanhoe Girls' Grammar School
123 Marshall Street
IVANHOE VIC 3079

PRIVACY STATEMENT

This information is collected within the guidelines of the National Privacy Principles under the Privacy Act. Refer to our website for further details of the Ivanhoe Girls' Grammar School Privacy Act Statement.

ENROLMENT POLICY SUMMARY

Ivanhoe Girls' Grammar School is an open entry school.

In general, places are offered in the date order that applications are received. Offers of places are not made until after an interview conducted with either the Principal or Head of Junior School.

Preference is given to applications in the following situations:

- ✿ Scholarship winners
- ✿ Sisters of current or past students of the School
- ✿ Former students in good standing wishing to return to IGGS
- ✿ Daughters and granddaughters of past students.

Where preference is given, the application for enrolment is given one year's priority on the enrolment list.

The person(s) signing the Application Form completes an agreement to abide by the rules, procedures and business practices of the School as set out in this document, and in other official School documents, as reviewed from time to time.

I/We the undersigned, agree to be jointly and severally liable for the payment of all accounts rendered by the School in respect of our daughter(s) tuition and other expenses in accordance with the School's terms of payment.

Signed _____ Signed _____

Date _____ Date _____

To be signed and dated by both parents or guardians (if applicable).

TERMS AND CONDITIONS OF ADMISSION

1. Application for Admission

- 1.1** Applications must be made on the School's official Application for Admission form. While application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to:
 - reject any application; or
 - offer a place to any student, irrespective of date of application.
- 1.2** A registration fee of \$100 (non-refundable) to cover administration costs and an Extract of Birth Entry (or similar documentary evidence of date of birth) must accompany the Application for Admissions form.
- 1.3** Change of address notification must be given immediately. Failure to do so may result in the School being unable to make contact when an interview arises and the cancellation of a student's Application for Admission.

2. Admission

- 2.1** The Application for Admission form does not in itself constitute an enrolment. Admission to the School is conditional upon the Principal being satisfied as to the suitability of the proposed student. Parents will be notified, normally after an interview, that a place has been reserved for their daughter at the School.
- 2.2** Depending on the level of entry, a student may be asked to sit for a diagnostic test to assess the level of competence in Mathematics and English.
- 2.3** For students entering the School at the beginning of a year, one-third of the Tuition Fees will be payable by 1 August in the year prior to entry.

Upon notification by the School prior to 1 August in the year prior to entry of a student, an initial deposit will be required to secure the place. The balance of the one-third Tuition Fees instalment will then be due by 1 August.

One-third of the annual fees will continue to be payable in advance on 1 February, 1 May and 1 August in every year after commencement at the School.
- 2.4** Should a student for whom a place at the School has been accepted and a deposit paid, subsequently be withdrawn from enrolment any amounts paid under clause 2.3 will be refunded as follows:

Where notice in writing of withdrawal is received -

Up to 13 weeks before date student is to commence - 80% refunded.

From 13 weeks to 8 weeks before date student is to commence - 75% refunded.

From 8 weeks to 6 weeks before date student is to commence - 50% refunded.

From 6 weeks to 4 weeks before date student is to commence - 25% refunded.

From 4 weeks before date student is to commence - Nil refunded.

The above refund policy may be varied by the School at its discretion.

For students entering during the year, Tuition Fees will be payable by a date nominated by the School's Business Manager.

3. Fees and Accounts

- 3.1** All communications and accounts will be directed to Parents unless otherwise requested. As specified in clause 2.3, all Tuition Fees are payable in advance.
- 3.2** The School has the right to determine, in its discretion, the level of Fees.

Fees are payable within fourteen (14) days of the date of each relevant account. Where accounts are unpaid after 30 days an administrative charge at a rate determined by the School will apply until the account is paid in full.
- 3.3** Only in exceptional circumstances will a student be allowed to commence a new term if the account for the previous period has not been paid.
- 3.4** Students admitted to the School during a term will be charged Tuition Fees on a pro-rata basis for that period.
- 3.5** If a student is withdrawn from the School or is expelled pursuant to clause 4.2, the Parents shall be liable for all unpaid Fees to the date on which the student's enrolment at the School was terminated.
- 3.6** A schedule of the current Tuition Fees are included in this booklet and are available from the School.
- 3.7** Consolidated Charge - To overcome the need for students to bring money to the School, there is a charge each term to cover extras where applicable. Examples of items covered by the Consolidated Charge are camps/excursions, School Record Book, art and craft, home economics supplies, class text books and materials.
- 3.8** The School does not have insurance for student property or medical costs. Limited insurance is provided for student accidents at school. Further information is available from the Business Manager.
- 3.9** There is no refund of Tuition Fees in the event of student absence, withdrawal or expulsion.
- 3.10** Fees are subject to increase without notice. Every endeavour is made to send a circular letter to all Parents at least a month before any major change in Fees.
- 3.11** The School's Business Manager is authorised by the School Board to take such action as deemed necessary to recover Fees including interest and recovery costs.

4. Discipline of Students

- 4.1** The School reserves the right to discipline and to suspend or expel any student who breaks the School's rules or who, in the opinion of the Principal, is guilty of conduct which brings the name of the School into disrepute.

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TERMS AND CONDITIONS OF ADMISSION Continued

- 4.2** If, in the opinion of the Principal, it is desirable in the interests of the School that a student should not continue at the School any longer, the Principal may, by notice in writing to the Parent(s) remove the student's name from the School Roll, or debar the student from further attendance.

5. Photographs

Please note that photographs of students may, from time to time, be included in newsletters, magazines and other routine promotional materials.

If, for any reason, you do not wish your daughter's name or photo to be used in these publications, please notify the School of this in writing.

6. Development Assessment (St James' House)

Admission to the St James' House Early Learning Centre is subject to parents' acceptance of the following conditions:

- 6.1** Any known or suspected developmental delays or disabilities of the student must be communicated to the School.
- 6.2** The School must be notified immediately if there are any changes in the student's development during the year prior to Three Year Old entry to the St James' Early Learning Centre.
- 6.3** The student must be fully toilet trained before the commencement of the Three Year Old program in February.
- 6.4** If the student does not meet the toilet training requirement she may have to be temporarily withdrawn from the programme until she is adequately toilet trained. Fees will not be reimbursed during this period.

7. Withdrawal of Students

- 7.1** Subject to clause 7.2, one term's notice IN WRITING TO THE PRINCIPAL is required of the intended removal of a student from the School. This must be given prior to the commencement of the term, to expire at the end of that term, or 20% of the annual fees in lieu thereof is payable. The Principal may waive this requirement in her discretion.
- 7.2** Should the School Board increase Tuition Fees during a School term which parents feel they cannot accept the obligation to give a term's notice of the removal of a student is waived, provided that the Parents state that the rise is unacceptable and give NOTICE IN WRITING of the intended removal within two weeks of the rise in Tuition Fees being announced.

8. Scholarship

- 8.1** The School Board offers scholarships annually. Details may be obtained from the Registrar.

9. Attendance

- 9.1** Students returning to School after School vacation must join their classes on the dates fixed for resuming. They are not permitted to leave School at the end of a term until the recognised closing date, except with prior permission and under special circumstances.
- 9.2** All students are required to attend morning assembly, occasional services at St James' Anglican Church, and religious studies.
- 9.3** Students are not permitted at School prior to 8.00am unless on pre-arranged activities. The School does not have teacher supervision prior to this time.

10. Definitions and Interpretation

"Consolidated Charge" has the meaning given to that term by clause 3.7.

"Fees" means all fees and charges charged by the School and includes but is not limited to Tuition Fees and Consolidated Charges.

"Parents" means parents or guardians as the case may be.

"School" means Ivanhoe Girls' Grammar School (ACN 004 098 748).

"Tuition Fees" means the annual tuition fees determined by the School from time to time.

In these terms and conditions, the singular includes the plural and vice versa.

11. Agreement

We have read this document and the Privacy Act Collection Notice carefully. We acknowledge that we are bound by its terms and conditions and that we are jointly and severally liable for all Fees stated in each School account for our daughter or ward.