

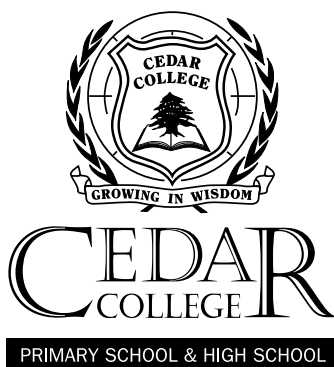
Thank you for downloading our Enrolment Form.
Before proceeding please read the important
message below regarding Sibling Enrolments.

IMPORTANT!

1. Does your child have **brothers or sisters** that you would like to enrol into **Reception** at Cedar College?
2. If so, you need to **submit a sibling enrolment form for each child as soon as possible** to the Enrolment Officer.
3. **Should you fail to submit a sibling enrolment form or choose to defer your child's enrolment, then your child will NOT have a place in the requested year level.**
4. Your sibling enrolment will be placed on a **waiting list** which may not change for the educational life of that child!

Once you have read and understood the above information please print the following 8 pages of required enrolment information.

Sibling Enrolment Forms are available for download from our Website or from our Front Office



ENROLMENT FORM

Growing in Wisdom

A Reception to Year 12 Christian School, dedicated to academic excellence and biblical Christianity.

215 - 233 Fosters Rd Northgate SA 5085 **Ph: (08) 8261 3377** Fax: (08) 7221 3647
www.cedarcollege.sa.edu.au admin@cedarcollege.sa.edu.au

THIS SECTION FOR OFFICE USE ONLY

Name of Student:
Year Level:
Year:

Status:
Priority:

Interview Appointment Details

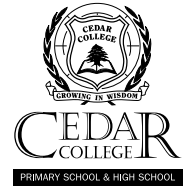
Interviewer:
Interview with:
Date: **Time:**
Year Starting: **Year Level:**
Children:
Comments:
 Waiting list
 Tour with WB
 Tour with Interviewer today

Assessment Details

Interviewer:
Name of Student:
Date: **Time:**
Year Starting: **Year Level:**
Comments:

CONFIDENTIAL ENROLMENT FORM Cedar College

Cedar College 215 – 233 Fosters Road, Northgate 5085 Ph. (08) 8261 3377 Fax: (08) 7221 3647
 Email: enrol@cedarcollege.sa.edu.au www.cedarcollege.sa.edu.au



Name of Student
 (Last) (First) (Middle)

Address Suburb.....

Post Code Phone Date of Birth - - Male Female

In which country was the student born? Australia Other
 (Please specify & the date of arrival in Australia)

If the student is of Aboriginal or Torres Strait Islander origin please tick: Aboriginal Torres Strait Islander

Does the student speak a language other than English at home? No Yes - If Yes,
 (Please specify)

Please tick the box corresponding to the Year level requested

R 1 2 3 4 5 6 7 8 9 10 11 12

Starting in the year 2 0

NOTE: (1) **Reception** Intake enrolments may be submitted any time from birth.
 (2) **For enrolment in ALL OTHER YEAR LEVELS** (including Year 8) enrolment forms may be submitted **NO EARLIER** than 2 years prior to the requested starting year.

► If enrolling for our annual **Reception** or **Year 8** Intake please read and tick the appropriate box below.

RECEPTION INTAKE Beginning of Term 1. **Students must turn 5 BEFORE May 1.** If they were born ON or AFTER May 1 they will be required to start in Term 1 the following year.

PLEASE SUBMIT A COPY OF YOUR CHILD'S BIRTH CERTIFICATE AS PART OF OUR ENROLMENT PROCEDURE.

YEAR 8 INTAKE Beginning of Term 1

THIS SECTION FOR OFFICE USE ONLY

Date received ____/____/____	Acceptance Enrolment ____/____/____	Acceptance Wait Listed ____/____/____
APPROVAL	Fee Paid ____/____/____	School Pro ____/____/____
<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Uniform	<input type="checkbox"/> Pack sent

SIBLING ENROLMENT INFORMATION

IMPORTANT: Does your child have any siblings you wish to attend Cedar College? Yes No

If Yes, please fill out a separate 'Sibling Enrolment Form' for each child and lodge the form(s) with the Enrolment Officer as soon as possible. Please download a form from the Cedar College website or request a copy from the front office. Sibling enrolments cannot be considered without a separate enrolment form, and are subject to availability in the class and year requested.

It is **your responsibility** to fill in a separate SIBLING Enrolment Form and return it to the Enrolment Officer. Should you choose to defer enrolling your sibling(s) **you may jeopardise their placement at the school.**

FAMILY INFORMATION

Father / Stepfather / Guardian (Please circle)	
Title (Mr/Dr)	
Last Name	
First Name	
Home Address
Telephone	Home: Business: Mobile:
Email	
Occupation	
Main Language Spoken at Home	<input type="checkbox"/> English <input type="checkbox"/> Other (please specify) Do you require an Interpreter for the Interview? <input type="checkbox"/>

Mother / Stepmother / Guardian (Please circle)	
Title (Mrs/Miss/Ms/Dr)	
Last Name	
First Name	
Home Address
Telephone	Home: Business: Mobile:
Email	
Occupation	
Main Language Spoken at Home	<input type="checkbox"/> English <input type="checkbox"/> Other (please specify) Do you require an Interpreter for the Interview? <input type="checkbox"/>

MARITAL STATUS

Married Separated Divorced Widowed De facto Single

NOTE: Please supply the school with any legal documentation regarding family arrangements.

Are you living with the child? Yes No

Married Separated Divorced Widowed De facto Single

NOTE: Please supply the school with any legal documentation regarding family arrangements.

Are you living with the child? Yes No

Reason for leaving last school:.....

Last school or kindergarten attended:

How did you find out about Cedar College? School Relative Friend Advertisement Website

Why do you wish your child/children to attend Cedar College?

.....
.....

CHURCH AFFILIATION

Are you currently affiliated with a Church? Yes No

If **yes**, please fill in the table below:

Father / Stepfather / Guardian		Mother / Stepmother / Guardian	
Church			
Address			
Denomination			
Pastor/Minister			
Attendance	<input type="checkbox"/> Weekly <input type="checkbox"/> Occasional <input type="checkbox"/> Seldom	<input type="checkbox"/> Weekly <input type="checkbox"/> Occasional <input type="checkbox"/> Seldom	

SCHOOL FEE BILLING

We request that Cedar College bill the tuition fees and capital levy for all children who are the responsibility of my household as per the table below.

Father / Stepfather / Guardian		Mother / Stepmother / Guardian	
Name			
Percentage of Fees (Total to equal 100%)			
Address Postcode Postcode	
Signature			
Date			



GENERAL INFORMATION

1. Does your child have any physical, mental, social or behavioral problems that the school should know about? (ie. A.D.D., any form of learning disability, spinal injury etc.)

Yes No

If **yes**, please explain.....

2. Has your child had, or does your child require further testing of a medical and/or educational nature?

Yes No If **yes**, please explain and attach the testing results.

.....
.....

3. Is your child currently receiving, (or would benefit from), extra assistance in any particular area to help them reach their full potential and better cater for their needs? Yes No

If **yes**, what area?

.....

4. Does your child take any ongoing medication? Yes No

If **yes**, what?

.....

5. Do you give permission for us to contact the **Kindergarten/Childcare Centre or Previous School** regarding your child's progress?

Yes No **Kindergarten/School** **Phone Number**

6. Has your child been suspended or expelled from any previous schools?

Yes No **If yes, please explain below.** (Name of school previously attended. We will require a copy of your child's most recent report before we process this application.)

.....
.....

7. Has your child received or is he/she receiving ongoing counselling for any of the above problems?

Yes No

If **yes**, please explain.....

.....

Who is providing that counselling?

8. Do you have any outstanding debts from your previous school? Yes No

9. Is there any active/current court order placed upon your child that we should know about?

Yes No **If yes, please provide a copy of the court order for our office files.**

If your child has experienced any of these difficulties, then please bring along to the interview any past medical or psychological reports that may be of help to us in understanding your child.



ENROLMENT AGREEMENT

Enrolment at this School is subject to the following terms and conditions:

1. STATEMENTS OF ACCEPTANCE

By signing this enrolment agreement you are agreeing to the following statements:

1. I/We will support Cedar College's Philosophy of Ministry.
2. I/We will support the Aims of the School.
3. I/We will support the School Policies and Statements on uniforms, student conduct, discipline and curriculum.
4. I/We will assist with practical help when possible for the improvement of the School facilities.
5. I/We accept that devotional times are incorporated into the daily routine and are compulsory for all students.
6. I/We accept that all children will be presented with the Gospel of the Lord Jesus Christ.

2. SCHOOL FEES

1. If the student is accepted, an enrolment fee as set by the School is required to secure a place for all new student enrolments.
2. The school fees are set by the School Board and the fee schedule published annually.
3. The school fees are paid promptly in accordance with the due date. (Week 2 of each term.) Alternatively, a Direct Debit or Fee Installment Plan can be arranged prior to the due date with the Business Manager. Any payment plan must be strictly adhered to once approved by the Business Manager.
4. Parents agree to notify the school immediately should there be a change in circumstances which will affect their ability to fulfill their financial ability to the school.
5. Parents will give at least one school term's notice of termination of enrolment. Failure to do so will render them liable for one term's fees.
6. If the account with the school has not been paid by the due date, an overdue statement will be issued and a \$25 fee will be incurred. This fee will be charged on all accounts in arrears unless prior arrangement has been made with the Business Manager.
7. If prior arrangement is not made with the Business Manager or arrangements adhered to, a Debt Collection Agency will be engaged to follow up any outstanding monies.
8. Parents agree to pay all expenses incurred in pursuing recovery of overdue amounts from Cedar College, including (but not limited to) legal fees, location administrative costs and any fees payable to debt recovery consultants, and any default debt may be reported to a credit reporting agency.
9. Lack of commitment on the parent's part towards any accrued late fees will ultimately affect the level of education that Cedar College can offer. Any student of such a family will be suspended until late fees are paid.

3. GENERAL

1. The parent/s will support and encourage the student to take pride in the School Uniform and to ensure that the student is always sent to school neatly and modestly dressed.
2. The parents accept the right of the school to employ such discipline as it deems wise and expedient for the student and agree to uphold in every way possible the school's authority and right to administer appropriate discipline in accordance with the policies of the school.
3. The parents will support extra curricular activities such as camps, excursions, sports carnivals, music lessons, etc. If a student is unable to participate for medical reasons a written letter must be sent to the school excusing the child from the activity.
4. The parent will support the school, in the event of a student suffering from sickness or injury, to take such action as it deems fit to obtain medical and/or hospital care and attention. All costs incurred will be the responsibility of the parent. All students are covered by ambulance protection Australia-wide for all school related activities.
5. In regard to enrolment of students with moderate, severe or profound disabilities; when the nature and degree of disability is made known to the Principal he/she will, in company with special education staff, assess the anticipated impact of such an enrolment on the existing resources of the school. Should it be agreed that such an enrolment can not be supported due to the limited resources of the school; the Principal has the power to deny such enrolment, within the provisions of Section 22 of the Commonwealth Disability Discrimination Act 1992.
6. Parents are financially responsible for any damage a student incurs to buildings, furniture and equipment caused through a deliberate act, carelessness or neglect.
7. Students may not leave the school property without the permission of appropriate school authorities or written permission from parents.

4. LIMITATION OF LIABILITY

1. The school will not be liable to the parent(s) for any loss or damage to personal property of the parent(s) or student.

5. CANCELLATION OF ENROLMENT

1. At the discretion of the Principal and School Board, the school reserves the right to suspend a student temporarily or permanently for disciplinary purposes for any breach of school policy. Payment of the current term fees will not be refunded.
2. The parent may cancel the enrolment of a student but must give the school one terms notice in writing. In default of such notice a full terms fees will be charged.

6. PRIVACY ACT 1998

1. Cedar College is bound by the Commonwealth Privacy Act 1998, and therefore has developed a Privacy Policy to ensure proper management of personal information provided or collected by the school for educational purposes. This policy is available at the Front Office, or on the Cedar College Website should you wish to obtain a copy.

ENROLMENT AGREEMENT

By signing this form I/We acknowledge that I have read and fully understand the Enrolment Agreement of Cedar College and have received and understand the Schedule of School Fees.

	Father / Stepfather / Guardian	Mother / Stepmother / Guardian
Signature		
Name (print)		
Date		

Note: Should you accept our offer of placement in a class or on a waiting list, you will need to pay a **non-refundable fee of \$100 to Cedar College within 14 days in order to secure the placement.** If this enrolment fee has not been received within 14 days the enrolment/waiting list offer will be withdrawn. This fee applies only to the first child enrolled in each family.

Cedar College admits students of any race, colour, national and ethnic origin to all the rights, privileges, programmes and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in administration of its educational policies, admission policies, scholarship programmes and athletic and other school administered programmes.

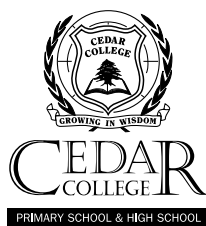
Please note: We will endeavour to meet the needs of your application, but should your child not be accepted, it is the policy of Cedar College not to disclose the basis for the decision made. All information will remain confidential to all parties.

IMPORTANT

BEFORE returning this Enrolment Form to Cedar College please ensure that you have completed and enclosed the following:

- Filled in all relevant information and signed this Enrolment Form
- Enclosed Pre-school or **detailed** School Reports (interim reports **not** accepted)
- Enclosed any relevant Medical or Psychological Reports

Please send your completed form & attachments to: The Enrolment Officer, Cedar College, PO Box 271, Greenacres SA 5086.



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