



— EST. 1899 —

MENTONE GIRLS' GRAMMAR

ENROLMENT APPLICATION

STUDENT DETAILS	
Application to enter in Year Level:	Year of Entry:
Student's Surname:	VSN (No. provided by current school - Sept 09):
Given Names: (Please underline preferred name)	
Address:	
Suburb:	Postcode:
Date of Birth:	Country of Birth:
If born overseas, date of Arrival in Australia:	
Visa Type:	Date Issued: Expiry Date:
Present School:	Religion:
Present Year Level:	Language(s) Spoken at Home:
Please provide a copy of student passport and any Australian Visas	

PARENT DETAILS	
Parent 1 (Preferred School Contact)	Parent 2
Title:	Title:
Surname:	Surname:
Given Names:	Given Names:
Home Phone Number:	Home Phone Number (if different):
Address:	Address (if different):
Mobile Number:	Mobile Number:
Home Email Address:	Home Email Address:
If not an Australian Citizen, date of arrival:	If not an Australian Citizen, date of arrival:
Visa Type: Date Issued: Expiry Date:	Visa Type: Date Issued: Expiry Date:
Please provide a copy of parent passport and any Australian Visas	Please provide a copy of parent passport and any Australian Visas
Employer:	Employer:
Employment Address:	Employment Address:
Type of Business:	Type of Business:
Occupation:	Occupation:
Work Email Address:	Work Email Address:
Business Phone Number:	Business Phone Number:
Preferred email for school correspondence:	Preferred email for school correspondence:
With whom does the child reside (please circle): Both parents Mother Father Guardian	
If separated family, please provide details of other relevant adult/parent/guardian in the household:	
Title:	Title:
Name:	Name:
Contact number (if applicable):	Contact number (if applicable):
Relationship to student:	Relationship to student:

SIBLING DETAILS			
Name:	Male/Female	School:	Year Level:

Please indicate if any sisters are currently on the Waiting List:

Name:	Year Level:	Year of Entry:
Name:	Year Level:	Year of Entry:

OLD GIRLS DETAILS	
If Mother is a former student of MGGS, please provide details:	Names of sisters or other relatives who attended MGGS:
Maiden Name:	Relationship to Applicant:
House (if known):	Names at School:
Years of attendance:	House (if known):
	Years of attendance (if known):

- Does your child have any learning difficulties, or special needs? Yes / No
- Has an application for “Funding for Students with Disabilities” ever been made for your child? Yes / No
- Has your child had any formal educational assessments (see note 4 below)? Yes / No
- Does your child have any medical conditions which may affect her full participation in school programs, eg Diabetes, Anaphylaxis (Full details to be provided prior to Admission)? Yes / No

If you answered yes to any of the above questions, please attach all relevant information and/or reports.

Has your daughter applied for a Scholarship to Mentone Girls' Grammar School? Yes / No
 If yes, date of examination: _____ For entry in Year Level: _____

Have you toured the School? (Please circle)		Yes / No. If yes, date of tour ____/____/____
How did you first become aware of Mentone Girls' Grammar School (please circle all that apply)	Advertisement	Publication:
	Internet Search	Search engine:
	Relocating Agent	Name of Agent (if applicable):
	Live locally	
	Old Girl	
	Friend / Relative / Student (please circle)	Name of referer:
	Other	Please specify:

GRANDPARENTS	
Please complete if you would like your daughter's grandparents included on the mailing list for our annual magazine.	
Title:	Title:
Name:	Name:
Address:	Address:
Suburb:	Suburb:
State:	State:
Country:	Country:
Postcode:	Postcode:
Telephone:	Telephone:
Were you a past student? If yes, years attended:	Were you a past student? If yes, years attended:

IMPORTANT NOTES - PLEASE READ

1. An AUD\$100 non-refundable Application Fee plus a copy of the student's Birth Certificate and a small photo should accompany this form.
2. A copy of the student's AND parents' passport and Australian visa must also be provided, if applicable.
3. For students entering the ELC or Primary School in the current or following year, a copy of the student's Immunisation Certificate (History Statement) must be attached. Visit the Australian Childhood Immunisation Register (ACIR) for details.
4. For students entering Years P-12 for the current or following year, a copy of the student's most recent School Report, NA-PLAN Report and any formal assessment with regard to special needs (ie Speech Pathology, Occupational Therapy, Auditory/Visual Processing assessment, Psychological assessment, Tutoring, etc) MUST accompany this Application Form (or as soon as practicable after lodgement of this form) PRIOR to an enrolment interview being arranged.
5. Children enrolling in Kindergarten must be three years of age by 1 February of year of commencement.
6. Positions in the School can only be confirmed after a letter of offer from the Principal or Head of the Junior School. Interviews are held 6-18 months before the student is due to enter the School (depending on level of entry).
7. A student's position will not be held if parents or guardians do not notify the School of any changes of address and phone numbers.

DECLARATION

1. We agree that, in the interests of the child, home and school should work together.
2. We agree that, in the interests of the child all relevant medical and educational information has been provided.
3. We are prepared to co-operate with the School in all matters of School management and discipline and agree that the Principal has the right to suspend and/or expel a student for any serious or persistent disciplinary issues.
4. We agree and acknowledge that:
 - Unless the School agrees otherwise in writing, we are, and will remain, jointly and severally liable to pay all fees and other amounts determined by the School from time to time as payable in respect of the student's enrolment and attendance (the School fees) and in the manner and at the time the School determines.
 - The School may from time to time, with the maximum notice possible, vary the amount or nature of the School fees payable and/or the mode or time for their payment;
 - A certificate signed by the School's Business Manager (or its Principal) as to the amount of School fees outstanding at a particular date shall be proof of those matters.
5. We have read and agree to abide by the terms and conditions outlined in the Business Regulations.

Father's signature : Date :

Mother's signature : Date :

Guardian's signature (if applicable) : Date :

PAYMENT INFORMATION

Please make cheques payable to Mentone Girls' Grammar School

Credit Card (please circle): Visa MasterCard Amex

Name on Card: Amount: \$

Card Number: Expiry Date:

Signature:

PRIVACY

Under the Privacy Act (the Act) Mentone Girls' Grammar School is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on the Mentone Girls' Grammar School website www.mentonegirls.vic.edu.au and also available upon request in hard copy from the Mentone Girls' Grammar School office. We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Mentone Girls' Grammar School Privacy Officer at privacy@mentonegirls.vic.edu.au.

Principal: Ms Natalie Charles

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