

Application Form

Domestic Students



Dear Parents/Guardians of prospective students at The Kilmore International School (TKIS)

Please complete this application form in full and return it to the School Enrolment Office. If you have not already received a meeting with the Principal and a conducted tour of TKIS, one will be arranged for you.

Due to our accelerated programme, all our prospective students undertake an assessment to ensure that both TKIS and the prospective student are suited to obtain an educational outcome that is “in the interests of the student”.

On receipt of this application, one of our Enrolment Officers will contact you to further the process.

Please note, the application must contain the following to be complete:

- a photocopy of the student’s passport or birth certificate,
- a copy of the most recent school report from the student’s present school,
- a copy of the student’s most recent NAPLAN results,
- a copy of immunisation records, and
- an application fee of \$350, which is non-refundable.

Please forward the completed application to:

**The Enrolments Office
The Kilmore International School
40 White Street, Kilmore 3764**

Application Form – Domestic Student

Name of Student:

Date of Birth: Given Name(s) Age: Surname Gender:

Current School: Year Level:

Name of Parent/Guardian:

Mother Father Guardian Title Given Name(s) Surname

Address of Parent/Guardian:

Suburb/Town Post Code:

Home Telephone: Work: Mobile:

Email Address:

Year/Level applied for: Anticipated Start Date:

Alternative Contact:

Mother Father G/dian Other Title Given Name(s) Surname

Home Telephone: Work: Mobile:

Is there a Court Order or Parent Plan in relation to this student? Yes No

If yes, please provide a copy

Other Information

Language spoken at home:

Other spoken language: Studied Language(s):

Special interests/hobbies/sports:

Name and age of sibling(s)

(If applicable)

Medical and Learning Needs

Has your child been evaluated as talented or gifted? Yes No

e.g. early development testing

If Yes, please specify and attach reports

Are you aware of any special learning needs your child may have? Yes No

e.g. English as a second language integration, support program in literacy or numeracy

If Yes, please specify

Medical and Learning Needs Continued

Does your child have a known disability?

Yes

No

e.g. physical, intellectual, emotional?

If Yes, please specify disability

Date of diagnosis:

Report available to TKIS ?

Yes

No

If yes please attach

Has your child ever received support from others *e.g. tutors, counsellors, psychologist, speech pathologist, physiotherapist, occupational therapist?*

Yes

No

If Yes, please specify and attach reports if available

Has an Individual Learning Plan / Education Plan been developed for your child? *i.e. your child's current or past school may have developed a tailored plan for your child*

Yes

No

If Yes, please specify and attach reports if available

Does your child have any medical conditions or allergies?

Yes

No

If Yes, please specify condition and medications taken regularly

Please note in order to complete the enrolment process you need to provide all relevant documentation and specialist reports that are not more than two years old to the school. Failure to provide this will delay the enrolment process.

TKIS requires parents to provide details of all learning and behavioural needs during the application process as this assists us in ensuring that an appropriate program can be offered. Full and frank disclosure is required or the enrolment may be compromised.

I/ we give permission for staff from TKIS to contact my current school for for the purposes of completing the enrolment process:

Yes

No

*Please note by ticking No, TKIS may require further information to complete the enrolment process***STATEMENT BY PARENT**

I certify that the information contained in this application form is true and correct:

Parent/Guardian Name (please print)

Signature

Date

Where did you hear about TKIS?

Friends

Newspaper

Radio

Internet

Other

APPLICATION PAYMENT DETAILS

I/we enclose payment of the application fee: \$350.00 (non refundable)

Cheque

Please charge my

MasterCard

Visa Card

Card Number

Cardholder's Name

as shown on card

CCV No

Expiry Date

/

Cardholder's Signature

Date

/

/

*If you would prefer to direct debit please contact the school administration for bank details****Please complete, print and sign***

TERMS OF ENROLMENT

The completion and signing of this Application signifies acceptance of and agreement with the terms relating to the payment of fees and charges and to any other conditions or rules which may be implemented by the School Board, or its appointed representative, to ensure the orderly conduct of the School. The School reserves the right to change these Terms of Enrolment from time to time.

A. Application Fee: A student's name will be registered for enrolment at the School following the submission of the Application form and payment of the application fee. This does not guarantee that a place offer will be made. The application fee covers administration and is non-refundable. The fee, subject to periodic review, is currently \$350.

B. Security Deposit: The School requires payment of a refundable, security deposit per family (or per student for boarding students) with the Acceptance of an Enrolment Offer. The security deposit, subject to periodic review, is currently \$1,600 for Australian families or \$3,500 for each boarding student. Should a student not commence at the School on the agreed start date, the enrolment will be cancelled.

C. Fees and Accounts

C.1: School fees for Australian students are billed as an annual charge, in advance. For all students, the first instalment of tuition fees is due and payable before the commencement of Term 1. Fees are payable either upfront (5% discount on Tuition & tutorial fees), in 3 instalments due prior to the commencement of terms 1, 2 & 3, or monthly by direct debit (12 months commencing in October the previous year, or 9 months commencing January).

C.2 Any credit card or direct debit payment which is declined by the bank, for any reason, will attract an administration fee of \$25.

C.3 The School reserves the right to not permit a student to re-enter classes in a new term when fees remain outstanding.

C.4 All fees and charges are reviewed annually by the School Board.

D. Planned Leave of Absence: All requests for a planned leave of absence from the School must be submitted in writing to the Principal for approval at least one full term in advance. Approval is not guaranteed. Absence from the School during the whole or part of a term does not remove the obligation to make payment of the full term's fees and charges.

E. Notice of Withdrawal: One full semester's notice is required, in writing to the Principal, before the withdrawal of a student from the School. If the required notice is not given, one full term's tuition and tutorial fees (and, if applicable, boarding fees) will be payable in lieu. For example: If you wish to withdraw your child from the School at the end of Term 4, the Principal must be notified in writing by the last day of attendance of Term 2.

F. Siblings: The School currently offers a 10% sibling discount on the basic annual tuition fees to a student while their older sibling is enrolled at the School. This discount is not offered to a family in conjunction with any other fee concession (for example scholarships).

G. Medical: In the event of an accident or illness when it is impractical, or not possible, to communicate with a parent or guardian, the Principal or Principal's representative may authorise medical, surgical or other treatment recommended by a qualified medical practitioner.

H. Attendance and Participation: Students returning to the School after school holidays must join their classes on the first day of term. Students are not permitted to leave the School at the end of a term until the recognised closing date, except with prior permission and under special circumstances. All students are expected to attend school throughout the academic year. In enrolling their children at the School parents agree to support the vision and community activities of the School. All students are required to attend assemblies, camps and excursions.

I. Discipline of Students: Enrolment signifies agreement with the rules and regulations of the School and intention to abide thereby. Parents agree to support the School in its Discipline Policy. A student's behaviour is required to be at all times lawful, safe for all concerned, considerate of others and a good reflection on them self, their family and the School. At the discretion of the Principal, a student may be excluded from the School either temporarily or permanently. The financial obligation of the parent/guardian will not be affected by the exercise of such discretion.

J. Uniform: All students are required to wear the school uniform as prescribed, neatly and properly, while in the School, travelling to and from school and on all school occasions. Each item of clothing must be clean, in good repair and labelled with the child's name.

K. Communication: The School emails a newsletter to parents every three weeks during term containing important information. This newsletter, to be read by both parents and students, is also available via the school's website or can be collected from Reception. Information so communicated is deemed to have been received by parents. The school also communicates to parents/guardians using the CareMonkey system. It is the responsibility of parents/guardians to ensure that they have read and understand all information in the newsletter or sent via CareMonkey. Changes of address, phone numbers or other information must be given to the School as soon as the change takes place (a form in CareMonkey is available for this purpose).

L. Further Conditions: If an offer of enrolment is made, further policies will be communicated to parents/guardians. They will be read in conjunction to those contained herein.