



# BLUE HILLS COLLEGE

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## APPLICATION FOR ENROLMENT

Blue Hills College is a co-educational Pre-Kindy to Year 12 School that operates within the policies of the Board of Studies (NSW) while providing an education underpinned by Christian values and principles. The College is owned and operated by Seventh-day Adventist Schools (NNSW) Limited.

### Enrolling at Blue Hills College

Enrolment at the College is open to families of all faiths and religious backgrounds who have regard for Adventist Christian faith and wish for their children to fully participate in all aspects of the College program. Fees are competitively structured to provide affordable access to private Christian education.

As places are limited, parents/guardians are advised to submit an Application for Enrolment without delay to avoid disappointment. On receipt of an application, arrangements will be made for an interview with the Principal where parents/guardians will have the opportunity to inspect the School's facilities and discuss the education program offered at the College.

### Enrolment Policy

Each application will be processed in accordance with the College's Enrolment Guidelines with due consideration being given to applicants' support for the ethos of the College.

### Enrolment Process for New Applicants

All applications are processed in the following way

1. An applicant submits an application accompanied by an application fee and supporting documentation (see below). A separate Student Details form is required for each child applying to enrol at the College.
2. The application fee will be receipted and the application acknowledged by mail.
3. College administration will consult with the current and/or previous schools, teachers and referees, as applicable.
4. Applicants and their parent/s will attend an interview with the College Principal.
5. Placement offers will be mailed out to successful applicants and unsuccessful applicants will be advised in writing.
6. Parents/guardians and students will be invited to a general information night at the College (depending on the timing of the application).
7. The Admissions Committee will appraise all applications and will make recommendations to the College Council.
8. All new enrolments are conditional for one term.

### Enrolment Checklist

When submitting an Application for Enrolment, please ensure that it is accompanied by the following

1. Application fee as outlined in the Fee Schedule
2. Copies of school reports from the previous two years, if applicable.
3. Birth certificate.
4. Immunisation certificate.
5. Any relevant medical record, where applicable.
6. Any relevant Family Court or other order, where applicable.

#### Office Use Only

Application complete	_____	Offer sent	_____
Application fee r'cd	_____	Acceptance r'cd	_____
Acknowledgment sent	_____	Student number	_____
Interview date	_____		
Confirmation sent	_____	Start pack sent	_____
Status	_____	Date left school	_____
Student ref	_____	Family ref	_____
Birth certificate	_____	Immunisation cert	_____



## APPLICATION FOR ENROLMENT

### STUDENT DETAILS

Please complete a separate **student details form** for each child enrolling.

Student surname  Student first /given name

Student second name  Preferred name

Student email  Student mobile

Please list the year and grade that you wish your child to be enrolled in (e.g. Year 7 / 2012)  /

Previous schools attended

Gender  Male  Female Date of birth  /  /

Place of birth  Country of birth  Nationality

Residential address Street

Town  State  Postcode

#### Residential Status

Citizen – please progress to next question

Permanent resident  Overseas student Arrival date  /  /  Passport number

Visa number  Visa subclass  Visa expiry  /  /

#### Is the student of Aboriginal or Torres Strait Islander origin?

*(If both Aboriginal and Torres Strait Islander origin, please tick both boxes)*

No  Aboriginal  Torres Strait Islander  Other

Language spoken at home  Religion

#### Sibling Details

1. Sibling name  Age

Enrolled at BHC?  Yes  No

Applying for admission to BHC?  Yes  No Current School

2. Sibling name  Age

Enrolled at BHC?  Yes  No

Applying for admission to BHC?  Yes  No Current School

#### Behavioural information

##### Has the applicant ever:

Been expelled, suspended or refused admission to another school?  Yes  No

If yes, give details

Had discipline difficulties?  Yes  No

If yes, give details

Been arrested or in trouble with the law?  Yes  No

If yes, give details

Used alcohol, tobacco or illegal drugs of any kind?  Yes  No

If yes, give details

### References

Please give the name and telephone number of two character referees who may be contacted

Name  Occupation  Telephone

Name  Occupation  Telephone

### Medical Information

Medicare Number

Name on card  Number on card  Expiry Date  /  /

Does the student have ambulance cover?  Yes  No

Private Health Fund provider?  Yes  No If yes, name of Fund

Doctor's name  Doctor's telephone

### Emergency Contact (other than parent)

Name  Relationship to student

Home phone  Mobile

Does the student suffer from:

Asthma  ADHD  Epilepsy  Other

Allergies (please list) e.g. peanuts, milk allergies

Is this allergy life threatening?  Yes  No

Does the student have a disability\*?  Yes  No

Please explain

**\*Please supply a copy of all reports on the student's condition and management requirements**

Are there any other medical issues that the School should be aware of?

Does the student wear glasses or contact lenses?  Yes  No

### Immunisation details (please tick)

- |  |                                      |                                      |                                       |  |
|--|--------------------------------------|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Tetanus & Pertussis     | <input type="checkbox"/> Diphtheria  | <input type="checkbox"/> Polio       | <input type="checkbox"/> Pertussis    | <input type="checkbox"/> Rubella         |
| <input type="checkbox"/> 10-16yr old Rubella     | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> HIB          | <input type="checkbox"/> Meningococcal C |
| <input type="checkbox"/> 15yrs Adult Diphtheria  | <input type="checkbox"/> Rotavirus   | <input type="checkbox"/> Measles     | <input type="checkbox"/> Pneumococcal |  |
| <input type="checkbox"/> HPV (girls only 12yrs+) | <input type="checkbox"/> Mumps       | <input type="checkbox"/> Tetanus     |                                       |  |

## FAMILY DETAILS

Father's surname	<input type="text"/>	Title	<input type="text"/>	Mother's surname	<input type="text"/>	Title	<input type="text"/>
First/Given name	<input type="text"/>			First/Given name	<input type="text"/>		
Occupation	<input type="text"/>			Occupation	<input type="text"/>		
Nationality	<input type="text"/>			Nationality	<input type="text"/>		
Country of birth	<input type="text"/>			Country of birth	<input type="text"/>		
First language	<input type="text"/>			First language	<input type="text"/>		
Employer	<input type="text"/>			Employer	<input type="text"/>		
Religion	<input type="text"/>			Religion	<input type="text"/>		
Place of worship	<input type="text"/>			Place of worship	<input type="text"/>		
Home phone	<input type="text"/>			Home phone	<input type="text"/>		
Business phone	<input type="text"/>			Business phone	<input type="text"/>		
Mobile	<input type="text"/>			Mobile	<input type="text"/>		
Address	<input type="text"/>			Address	<input type="text"/>		
Town	<input type="text"/>			Town	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>			Email	<input type="text"/>		

### Primary Caregiver (if not mother or father)

Guardian   
  Stepmother   
  Stepfather   
 Other

Surname	<input type="text"/>	Title	<input type="text"/>	First/given name	<input type="text"/>
Occupation	<input type="text"/>	Nationality	<input type="text"/>		
Country of birth	<input type="text"/>	First language	<input type="text"/>		
Employer	<input type="text"/>	Religion	<input type="text"/>		
Place of worship	<input type="text"/>	Home phone	<input type="text"/>		
Business phone	<input type="text"/>	Mobile	<input type="text"/>		
Address	<input type="text"/>				
Town	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>				

Tick whichever applies   
  Parents separated   
  Parents divorced   
  Father deceased   
  Mother deceased   
  Father remarried   
  Mother remarried

Where relevant, please attach copies of Family Court or other court order

### Spiritual details

Student attends church regularly?   
  Yes   
  No

Minister's name and contact number   

Father attends church regularly?   
  Yes   
  No

Mother attends church regularly?   
  Yes   
  No

Are you happy for applicant to participate in the spiritual life of BHC?   
  Yes   
  No

Has the applicant been baptised?   
  Yes   
  No   
 If yes, when  /  /  or Year

## FEE INFORMATION

Please refer to policy in Conditions of Enrolment.

*If a bill is split between two parties, please indicate what percentage each party is responsible to pay.*

Person/s responsible for payment of fees

### Fee payer 1

Name  Signature   
% of fee if applicable  Relationship to applicant

### Payment Method

Yearly  By the Term  By Instalments

Email Address   
Billing address

If different to parent/guardian on page 3, please provide the following

Residential Address Street   
Town  State  Postcode  Email   
Contact phone  Mobile

### Fee payer 2

Name  Signature   
% of fee if applicable  Relationship to applicant

### Payment Method

Yearly  By the Term  By Instalments

Email Address   
Billing address

If different to parent/guardian on page 3, please provide the following

Residential Address Street   
Town  State  Postcode  Email   
Contact phone  Mobile

## GENERAL INFORMATION

### I am willing for my child to have his/her photo

Allowed for internal use  School promotions  No permission given  
 Public display  The internet

### How did you hear about Blue Hills College?

Newspaper  Friends  Church  Radio  Church promotion  
 Flyer  Bus sign  Drive-by  Other

### Where did you get your information about Blue Hills College?

Expo  Prospectus  Friends  Mailed to me  School website  
 Flyer  Open Day  Google  Other

## COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required by for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with new data collection and reporting arrangements.

All schools must collect information on the gender, indigenous status, geographical location, socioeconomic background and language background of school students to fulfil their functions and obligations under State, Territory and Australian Government legislation. For more information, please go to <http://www.mceecdya.edu.au/mceecdya/>

All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publically. Information collected from this form will be covered by Blue Hills College's privacy policy. A copy of the policy is available from the School office.

If you have already completed a form for another student in your family at Blue Hills College then you do not need to complete the following questions.

### What is the highest level of primary or secondary school the parent/guardians have completed?

(For people who have never attended school, mark 'Year 9 or equivalent or below') (Mark one box only in each column)

	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

### What is the level of the highest qualification the parents/guardians have completed? (Mark one box only in each column)

	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I, II, III or IV (or trade cert)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

### Language spoken at home

Does the student's mother/guardian or father/guardian speak English and/or another language other than English at home? If more than one language spoken at home, indicate the one spoken most often.

	Student	Mother/guardian	Father/guardian
	Y / N	Y / N	Y / N
English	_____	_____	_____
Other language	_____	_____	_____
Most often spoken	_____	_____	_____

### What is the occupation of the parent/guardian?

(Please select the appropriate occupation group from attached list)

- If a 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 for the past 12 months, enter '8' above

<input type="checkbox"/>	<input type="checkbox"/>
Mother /Parent 1/ Guardian	Father /Parent 2/ Guardian

### In which country was the parent/guardian born?

	Mother / Parent 1 / Guardian	Father / Parent 2 / Guardian
Australia	<input type="checkbox"/>	<input type="checkbox"/>
New Zealand	<input type="checkbox"/>	<input type="checkbox"/>
Other	.....	.....

## Conditions of Enrolment

In this application for enrolment, "College" means Blue Hills College and where the context permits, "our child" means the child referred to on the Application under the heading "Student Information" being the child of whom this Application is made.

1. We will support the Christian ethos and philosophy of the College at all times while our child is enrolled. We will endeavour to support and uphold the principles, practices and educational policies of the College in every way. Further, we will ensure that, in after-hours meetings of College students under our jurisdiction or organised by us, the Christian principles and moral standards of the College will be upheld at all times.
2. We understand and agree that
  - I. Our child must abide by the College rules in force from time to time as interpreted by the College and the continued attendance at the College is at the absolute discretion of the College Council and Administration.
  - II. The College reserves the right to take any disciplinary action thought appropriate in relation to any students whose attitude, progress of behaviour is not, in the College's opinion, conducive to the welfare of that student and the College.
3. We recognise that the College reserves the right to amend its educational program. While every care will be taken, this may include the right to discontinue teaching subjects or adjusting other programs as deemed necessary.
4. We recognise that for our child to progress academically it is essential that he/she have confidence in the staff and the rules of the College. Therefore, we will do all in our power to see that our child respects and obeys the staff and rules of the College. If our child should experience any difficulty in the College, we will in no case complain to any other parent or media organisation but will bring any necessary complaints directly to the College Administration.
5. We agree to uphold and support the high academic standards of Blue Hills College
6. We give permission for our child to take part in all College activities, including sports and College-sponsored trips away from the College, and understand and accept that teachers will be responsible and liable for such reasonable care and protection as is normally given by parents.
7. In the event of injury or illness to our child necessitating urgent hospital and/or medical treatment including blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, we authorise the Principal or, in his absence, a member of the College staff to give the necessary authority for such treatment without the College or such person incurring and legal liability to the parent, guardian or pupil in so doing.
8. We acknowledge that the College from time to time is required to disclose personal and sensitive information to others.
  - I. This includes to other schools, government departments, Seventh-day Adventist Schools (North NSW) Limited, medical practitioners, and people providing services to the College, including specialist teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about students.
  - II. The College sends personal information in regard to assessment details on your child to the Association of Independent Schools of NSW (AISNSW) for the purpose of accessing Commonwealth funding and support services.
9. We agree to the following financial obligations
  - I. To lodge with the College, an entry d
  - II. All College fees at the scale determined and published by the College are payable and will be paid in accordance with the fee payment options. All other College expenses incurred by our child while enrolled at the College shall be paid.
  - III. Each parent or guardian as the case may be is jointly and severally liable for the timely payment of fees. We agree to pay all tuition and other fees as they fall due, pertaining to our child's enrolment, or guarantee payment if the person nominated on page 3 defaults and is different to parents/guardians.
  - IV. We agree to pay the overdue and dishonour fees if payments are rejected by the bank and to make the alternative arrangement for the short payment.
  - V. We agree to give at least one term's notice of our intention to withdraw our son/daughter from the College, or pay fees in lieu of due notice.
10. If a family defaults on paying school fees, the College will initiate regular business practices for the procurement of these fees. In this event all costs born through the recovery will be added to your account. The College reserves the right to instigate any or all of the following actions:
  - I. Your child's enrolment may be terminated
  - II. Your account may be sent to our debt collection agency
  - III. Litigation may be instigated against youWe prefer not take this course of action, however if school fees are not paid in full or a mutually acceptable payment plan is not in place, we may be left with no alternative.
11. We agree to actively support and to assist where possible in the life of the College program.
12. If the College Council and the Principal believe that a mutually beneficial relationship of trust and cooperation between a parent and school has broken down to the extent that it adversely impacts on that relationship, then the College Council and the Principal may require the parent to remove the child from the College.
13. We recognise that the Conditions of Enrolment may be amended at the discretion of the College Council at any time. In so doing, we understand that due notice will be given of any such change.
14. We recognise that our child will accept the discipline and other requirements of the College.
15. We realise that our child will be involved in an Adventist Christian College and I/we will uphold and support the Christian philosophy, values and religious life of the College.
16. We declare that we have read and accept the Conditions of Enrolment and that, to the best of our knowledge, all the information provided on this application is true and correct.

### All parents/guardians must sign

Parent/guardian 1	Name .....	Signature .....
Parent/guardian 2	Name .....	Signature .....
Other	Name .....	Signature .....

## List of Parental Occupation Groups

(for Commonwealth Government Collection Information – Parent Occupation, page 6)

- 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 organisation. 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, kitchen-hand, 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].