

Application for registration

The use of the following information by Ballarat Clarendon College is defined by the National Privacy Principles contained in the Commonwealth Privacy Act. For complete details please refer to the Privacy Policy on the website

Student surname: _____ Date of birth: / /

Given names (in full): _____

Day student Boarder Male Female

Desired Class level of entry (eg 3YO, 4YO, Prep, Years 1-12): _____ Calendar year of entry: _____

Term of entry: 1 2 3 4

Present school attended: _____

Primary Contact 1: Mr Mrs Miss Ms Dr Name: _____

Address (in full): _____

Postcode: _____

Student address (in full) [if different from Primary Contact]: _____

Postcode: _____

Occupation: _____

Telephone(s): BH: _____ AH: _____ Silent:

Mobile: _____

E-mail: _____

Relationship to student: _____

Primary Contact 2: Mr Mrs Miss Ms Dr Name: _____

Address (in full): _____

Postcode: _____

Occupation: _____

Telephone(s): BH: _____ AH: _____ Silent:

Mobile: _____

E-mail: _____

Relationship to student: _____

Application for registration

If you have had previous contact with the College through a different name and/or address, please list details:

Is either parent an Old Collegian? No Yes Mother Father

Previous House affiliations of family members, including parents (include Junior through to Senior School).

If there is a sibling currently attending the College, please name sibling/s and their House/s:

In order to provide the best possible educational outcomes, consultation may be necessary with relevant personnel. Please give details of any special needs relevant to your child's enrolment at the school (eg psychological, medical, physical, educational, legal access). Attach separate note if necessary.

Registration checklist:

- Application for Registration Form
- Birth Certificate (copy)
- Copy of VISA or citizenship certificate if student was born in a country other than Australia
- Registration Fee \$100 (If cheque, please make payable to Ballarat & Clarendon College. Payment is accepted by credit card).

I agree/we jointly and severally agree to abide by the Conditions of Registration and agree to adhere to BCC policies and to pay the College such fees and other charges as may be notified to me/us from time to time by the College. Where signatures of both Primary Contacts can be obtained, both signatures are required.

Signatures:

Primary Contact 1: _____ Date: / /

Primary Contact 2: _____ Date: / /

When completed, please return to:

Registrar & Head of Marketing
Ballarat & Clarendon College
1425 Sturt Street
Ballarat Victoria 3350
registrar@clarendon.vic.edu.au

FOR OFFICE USE ONLY

Registration fee receipt no: _____

Date received: / /

Other: _____

Conditions of registration

The use of all information supplied to Ballarat Clarendon College on the Application for Registration form, and any subsequent forms, is defined by the National Privacy Principles contained in the Commonwealth Privacy Act. Complete details of our Privacy Policy and Collection Statement may be obtained from our website.

Enrolment Registration and Confirmation Fees

1. A Registration Fee for new students (\$100) must accompany each 'Application for Registration' form. The Registration Fee is not refundable. Payment of the Registration Fee does not guarantee the offer of a place in the school for the child.
2. Parents/Guardians wishing to register their child/ren into Ballarat Clarendon College do so on the condition they have made themselves familiar with the Schedule of Fees and Ballarat Clarendon College Policies which can be found on our website at <http://www.clarendon.vic.edu.au/admissions/fees-and-enrolment-policies/>
3. A confirmation deposit for each child is payable of \$3,000 (reviewed annually by the College) upon acceptance of the College's Letter of Offer. The confirmation deposit is not refundable if the child does not attend in the Year of Offer or does not subsequently attend the College (Prep to Year 12) and is not transferable to other students or College charges. When enrolment proceeds in the Year of Offer, the Confirmation Deposit will be allocated as set out below. \$200 is retained for the College for administrative costs associated with enrolments and alumni.

Entry Year Level	\$ Confirmation Deposit	
ELC	3,000	\$2,800 will be deducted from the second instalment account in the first year of enrolment in Prep
Prep to Year 12	3,000	\$2,800 will be deducted from the second instalment account in the first year of enrolment

In the event of unforeseen circumstances written application may be made to the Principal to amend the Year of Offer. The Principal may agree to such an amendment and apply the Confirmation Deposit to the second term of the revised Year of Offer.

4. The College maintains an open entry policy for students from Pre-School to Year 12. Students are considered for enrolment regardless of background and abilities. No entry tests are required. Students are accepted into the College in strict order of the date of their registration; however staffing requirements may necessitate the accommodation of a family member, and children of Old Collegians and siblings of students already attending Clarendon are given twelve months' priority-listing in the date of their registration.

Credit Card Remittance

To authorise credit card payment of your Registration Fee, please provide the necessary details as outlined below.

Once completed, forward this form to the Admissions & Marketing Manager, along with the completed *Application for Registration* form and other required materials.

The information you supply on this form is confidential and will not be used for any other purpose.

Please debit my Visa MasterCard Amex

for \$

Card number:

Expiry Date:

Name on Card:

Signature:

For any enquiries regarding this payment, please contact the Admissions & Marketing Manager

Ballarat Clarendon College

1425 Sturt Street

Ballarat Victoria 3350

T + 61 3 5330 8312

F + 61 3 5330 8297

registrar@clarendon.vic.edu.au

www.clarendon.vic.edu.au