



THE  
**HAMILTON**  
AND ALEXANDRA COLLEGE  

---

CONFIDENT FUTURES



ENROLMENT FORM

02 APPLICATION FOR ENROLMENT

Surname

Given Name(s)

Preferred Name

Address

Suburb

Postcode

Country

Gender

☐ Female

☐ Male

☐ Prefer not to say

Date of Birth

/

/

/

Country of Birth

First language spoken at home

Other languages spoken

Aboriginal or Torres Strait Islander descent

☐ Yes

☐ No

Student Lives with

☐ Both Parents

☐ Mother

☐ Father

☐ Other (please specify)

Applying to Enter

☐ ELC

☐ Junior

☐ Senior

In year level

Term

Calendar Year

As a

☐ Day Student

☐ Boarder

Student's Nationality

Current School

Current Year Level

Does the student have a Victorian Student Number (VSN)?

☐ Yes

☐ No

VSN Number (if known)

Under Part 5.3A of the Education and Training Reform Act 2006 (Vic) and the Education and Training Reform Regulations 2017 (Vic), we are required to collect information about an enrolling student's Victorian Student Number to perform our authorised functions under that legislation.

PARENT INFORMATION

Parent 1 (or Guardian)

Title (Mr, Mrs, Ms, Dr)

Family Name

Given Name(s)

Address (if different from student's address)

Suburb

Postcode

Country

Phone

Mobile

Email

Occupation

First language spoken at home

Other languages spoken

Parent 2 (or Guardian)

Title (Mr, Mrs, Ms, Dr)

Family Name

Given Name(s)

Address (if different from student's address)

Suburb

Postcode

Country

Phone

Mobile

Email

Occupation

First language spoken at home

Other languages spoken

CUSTODY ARRANGEMENTS

Are there any custody orders relating to the child/ren?

☐ Yes

☐ No

If yes, provide the original or certified copies of the custody or court order documentation.

## Names of Siblings and Current School

## Are any family members current or past students of The Hamilton and Alexandra College?

(If past student, please state maiden name, House and year they left school)

## BILLING INFORMATION

School Fee Accounts and Statements should be addressed to:

Title (Mr, Mrs, Ms, Dr)

Family Name

Given Name(s)

Address

Suburb

Postcode

Country

## CONDITIONS OF ENROLMENT

We recommend making the following amendments to the “Conditions of Enrolment”:

I/We the parent(s) or guardian(s) agree as follows (and where this application is signed by more than one parent/guardian, each of us is bound by these conditions separately and jointly):

- 1) The parent(s)/guardian(s) that sign below must pay to The Hamilton and Alexandra College (“the College”) such tuition and boarding fees and charges for the education and maintenance of, and for the supply of goods and services to the Student, as outlined in the College’s Fee Policy and fee schedule (which are fixed by the Board each year) . The College’s current Fee Policy and fee schedule can be found on our website (<https://hamiltoncollege.vic.edu.au/fees-payments/>).
- 2) As specified in the College’s Fee Policy, parents/guardians have the choice whether to pay the fees and charges in four Term payments (which are each payable in advance by the first day of the Term to which they relate), or by monthly direct debit of 10 instalments from January to October (inclusive). The College reserves the right to remove or refuse entry to any student whose fees are not paid in accordance with this requirement. If the parent(s)/guardian(s) of the student fails to pay the fees and charges when due, the parent(s)/guardian(s) are also liable for and must pay the College for all costs (including all legal costs on a full indemnity basis and any collection agency costs and commissions) incurred by the College in connection with or in relation to recovery of the overdue amounts.
- 3) Without prejudice to the requirements of Condition 2, a Late Payment Fee will be charged on any overdue account at rates specified in the College’s Fee Policy (as determined from time to time by the Board).
- 4) If parents/guardians wish to remove their child from the College, written notice of withdrawal is required no later than close of business 3.30pm on the first day of the Student’s intended final Term at the school, otherwise, half of that Term’s fees will be charged.

- 5) The College has the right to determine the appropriate year level of a student’s entry, and progression is dependent upon satisfactory performance in the opinion of the College.
- 6) I/We agree to fulfil the expectations of the College as outlined in the policies of the College, including the Enrolment Policy and Code of Conduct, which are available on the College’s website (<https://hamiltoncollege.vic.edu.au/about-college/policies/>).
- 7) The College reserves the right to discipline, suspend or expel any student whose lack of academic endeavour or whose behaviour is considered by the Principal to be unacceptable.
- 8) It is the responsibility of the parent(s)/guardian(s) to advise the College of any changes in family circumstances affecting the life of the student at the College.
- 9) I/We are aware of the College’s Outdoor Education program and agree to allow our child to attend all compulsory camps.
- 10) I/We confirm that, in the event of illness or injury to my child whilst at College, or on an excursion or co-curricular activity, or travelling to or from the College, I authorise the Principal or senior staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations.
- 11) I/We will provide accurate and up-to-date information (including health and medical information, emergency contact details and personal information) regarding the student as required by the College from time to time, and will promptly advise the College of any changes to such information. If the College does not receive any updates to such information after requesting an update to the information, the College will deem the information already held as current and correct. I/we consent in our own capacity, and on behalf of the student, to the College’s collection, use and handling of such information (including health information) in accordance with our Privacy Policy which is available on our website: <https://hamiltoncollege.vic.edu.au/>.
- 12) I/We consent to the College communicating with my child’s current school (where appropriate) for information about developmental needs.
- 13) I/We confirm that all information provided is complete and accurate.
- 14) Unless I/we have expressly opted out, I/we consent to photos/videos of our child being used in accordance with the College’s Image Use Policy (which is included in this enrolment form).
- 15) I/We are responsible for familiarising themselves with all matters related to their child’s education. Apart from any formal arrangement that has been agreed between the parent(s)/guardian(s) and the College, the College will be entitled to assume that:
  - a) a communication or information conveyed to one parent/guardian is a communication to all parents/guardians; and
  - b) a document that has been signed by one parent/guardian is taken to have been read, understood and agreed to by all parent(s)/guardian(s).

## SIGNATURES OF BOTH PARENTS/GUARDIANS\*

Full Name

Full Name

(Please print)

(Please print)

Signature

Signature

Date / /

Date / /

\*This application is a legally binding agreement and requires the signature of both parents/guardians. If only one parent is the signatory, they will be solely responsible for paying all school accounts.

## PRIVACY

The Hamilton and Alexandra College collects personal information, including sensitive information, about students and their parents/guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to assess your enrolment application and, if we accept your child's enrolment, to provide schooling for your child and administer their enrolment at the College. This includes satisfying the needs of parents/ guardians and the needs of the student throughout their time at the College.

If you choose not to answer any of the questions in this enrolment form we may take this into account when considering your child's enrolment application (and this may result in the application being unsuccessful).

The College may provide the personal information it collects about students and parents to third parties such as service providers that assist us with our operations (such as our IT service providers).

The College does not routinely disclose personal information to overseas recipients in the course of ordinary, day-to-day operations.

Our privacy policy (available on our website: <https://hamiltoncollege.vic.edu.au/>) explains how you can seek to access or correct any personal information we hold about you, how to complain about a privacy breach and how we will deal with a privacy complaint. If you have any questions, concerns or complaints about how we handle your personal information, please contact the College's Business Manager (T: 03 5572 1355, E: [businessmanager@hamiltoncollege.vic.edu.au](mailto:businessmanager@hamiltoncollege.vic.edu.au)).

Australian Education Regulation 2013

## PLEASE RETURN

### Australian Resident

1. This completed application form (one per child)
2. A copy of each child's birth certificate
3. Application fee of \$100\* (per child) by cheque, credit card or bank transfer
4. Most recent school reports
5. Most recent NAPLAN results
6. Medical reports (if applicable)
7. Specialist reports (if applicable)
8. Copy of Immunisation Certificate
9. Copy of Custody Orders (if applicable)

### Overseas Resident

1. This completed application form (one per child)
2. A copy of each child's birth certificate and passport
3. Application Fee of AUD \$500\* and a deposit of AUD \$5,000 which includes the \$500 application fee on acceptance of enrolment
4. Most recent school reports
5. Medical reports (if applicable)
6. Specialist reports (if applicable)
7. Copy of Custody Orders (if applicable)

\* non-refundable

## PAYMENT

☐ Cheque (payable to The Hamilton and Alexandra College)

OR

☐ Visa ☐ MasterCard  Name on Card

Card No.

CCV

EXPIRY DATE  /

**The Hamilton and Alexandra College** - Bendigo Bank, BSB: 633-000, Account: 152753042

Amount \$

Signature



Schools are required by State and Territory Education Ministers to collect the following student background information from parents .  
This information will be used to enable nationally comparable reporting of students' outcomes against the National Goals for Schooling in the Twenty-First Century.  
For assistance with this form, please contact College on (03) 5572 1355 or [admissions@hamiltoncollege.vic.edu.au](mailto:admissions@hamiltoncollege.vic.edu.au).

## STUDENT PROFILE

Has your child ever been accelerated (promoted a year)? ☐ Yes ☐ No

Has your child ever repeated a year? ☐ Yes ☐ No If yes, which year?

Has your child participated in a Learning Enrichment Program? ☐ Yes ☐ No

Has your child ever received Learning Support Assistance? ☐ Yes ☐ No

(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner)

Has your child ever had a Negotiated Curriculum Plan (NCP) or an Individual Education Plan (IEP)? ☐ Yes ☐ No

If test results indicate your child could benefit from a Learning Enrichment Program (LEP) or Learning Support Assistance, do you give permission for your child to receive such assistance? ☐ Yes ☐ No

If your child has a special need, please specify

☐ Intellectual ☐ Learning Difficulty (e.g. dyslexia) ☐ ADD/HDD ☐ Autism Spectrum Disorder ☐ Social/emotional ☐ Speech ☐ Vision ☐ Hearing  
☐ Physical (e.g. asthma, anaphylaxis, diabetes, heart conditions)

Do you have a report from the Specialist? ☐ Yes ☐ No

So we can adequately meet the needs of your child, do you give permission to share any report/s with the College? ☐ Yes ☐ No (If yes, please supply with this application)

If your child has a special need, how does it impact on him/her as a learner?

Does your child take medication on a regular basis? ☐ Yes ☐ No

If yes, what type of medication and how often is it taken?

Does your child have any social difficulties with other children? ☐ Yes ☐ No

If yes, please specify

Has your child ever had a behaviour management issue in a school setting? ☐ Yes ☐ No

If yes, please specify

What is the *highest* year of primary or secondary school completed by each parent/guardian?

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

What is the *highest* year of qualification completed by each parent/guardian?

<b>Parent 1/Guardian 1:</b>	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Advanced diploma / Diploma	<input type="checkbox"/> Certificate I to IV <small>(including trade certificates)</small>	<input type="checkbox"/> No non-school qualification
<b>Parent 2/Guardian 2:</b>	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Advanced diploma / Diploma	<input type="checkbox"/> Certificate I to IV <small>(including trade certificates)</small>	<input type="checkbox"/> No non-school qualification

Parent/Guardian occupation profile

What is the occupation group of each parent/guardian?  
*(Please select from the list in Appendix 1 (page 7) and enter the number in the box below.)*  
*If the person is not currently in paid work but has had a job in the past 12 months or has retired in the past 12 months, please use the person's most recent occupation.*  
*If the person has not been in paid work in the past 12 months, enter '8' in the box below.*

What is the occupation group of the parent 1/guardian 1?

What is the occupation group of the parent 2/guardian 2?

IMAGE USE POLICY

From time to time, photos and videos of students may be taken by the College's staff (or by professional photographers acting on behalf of the College) for use in administering and promoting the College.

These photos and videos can include, for example, photos for student ID cards, individual student and class photographs, photos and videos of student events (e.g. classroom activities, camps or excursions) and to commemorate student achievements (e.g. academic prizes, sporting competitions and musical or theatrical performances), photos and videos taken for staff training purposes, and promotional photos and videos published in our College newsletter, advertising, brochures, prospectus, websites and social media pages.

Where photos or videos are used in promotional materials, the students' names will not usually be included (unless for use in press-related stories, for example an interview with the student).

We respect the decision of any parents / guardians who wish to opt-out of having their child's image appearing in the publications or media referred to above.

If you opt-out, we will use reasonable endeavours to not publish your child's image in College publications and media (which you agree may be achieved by obscuring the image of your child in any such publications/media) and, where practicable to do so, your child will be asked to step out of any group photos or videos, and will not be invited to provide testimonials and interviews.

If at any time you have any concerns or queries regarding the use of your child's image, or wish to change your permission, please contact the Business Office at the College.

Student

Last name	Given names
<input type="checkbox"/> I give / <input type="checkbox"/> do not give permission for the College to use images of my child as explained in the College's Image Use Policy (read above). The College requires a signed permission form for each child.	

Parent/Guardian

Name

Signed

HOW DID YOU HEAR ABOUT US? (OPTIONAL)

<input type="checkbox"/> Newspaper / Print advertising
<input type="checkbox"/> Website / online search engine
<input type="checkbox"/> Social media advertising
<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Radio
<input type="checkbox"/> Old Collegian

**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, kitchenhand, 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.





CHECKLIST

Please indicate

- Application Fee
- Copy of Birth Certificate
- Copy of Passport / Visa (for international students only)
- Most recent School Report AND School Reports from the past two years (if applicable)
- NAPLAN Results (if applicable)
- Medical Reports (if applicable)
- Specialist Reports (if applicable)
- Copy of Immunisation Certificate
- Copy of Custody Orders (if applicable)

Yes	No	To come
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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