

APPLICATION / ENROLMENT FORM

Please Read Information Below Before Completing This Form

When this Application/Enrolment Form is lodged a non-refundable application fee of \$55.00 is payable to the College. This form and application fee is valid only for the school year applied.

Admittance to BURC College is subject to examinations. Your child will sit an entrance examination on a designated date. Should the result of the entrance exam be satisfactory, an interview with the College will be arranged where the parents/guardian and student attend, providing the College with (a) recent school reports – last two years, (b) state-wide/national test results and (c) certificates/awards.

If interview results are found to be satisfactory, a formal offer of placement will then be made. A non-refundable Building Levy (\$350.00) and a refundable Security Bond (\$250 Security Bond per child / \$350 per family -refundable within one month after the student leaves the College, provided that there are no fees and charges owing to the College at that time) are payable to secure the placement of your child within a fortnight of receiving the Offer of Placement letter.

Please use black or blue biro pen only and write in CAPITAL letters.

STUDENT DETAILS

Campus applied Wandana Campus (R-7) – Primary only Elizabeth Campus – Reception-Year 10

Applying to enter Year/Grade _____ in 20_____ Gender Male Female

Family name _____ Given name(s) _____

Date of birth ____ / ____ / ____ Country of birth _____

Have you previously made any application for the same child to BURC College? No Yes (explain details)

Current School _____ Current Grade _____

Was your child an ESL student at his/her previous school? No Yes

Previous school(s) attended (if outside South Australia, please indicate state/country and grades completed)

Name of Siblings	Grade	Age	School currently attending
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The student is an Australian Citizen a Permanent Resident a Temporary Resident

Arrival date in Australia (if applicable) ____ / ____ / _____

Religious instruction group (scripture) _____

Nationality (if not an Australian citizen) _____

Indigenous Status None Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Ethnic Background (if applicable) _____

Languages spoken at home _____

Intended type of travel to school: Walk Car School Bus Public Transport

Are there any custody restrictions? Yes (please attach appropriate documentation) No

Child lives with Mother Father Both Guardian

PARENT/GUARDIAN DETAILS

Father/Guardian

Title _____ Given name(s) _____

Family name _____

Relationship to child _____

Address _____

_____ Post Code _____

Mobile phone _____

Home phone _____

Work phone _____

E-mail address _____

Who is the best person to call during school hours
school issues? _____

Country of birth _____

Passport Number _____

VISA SUB CLASS _____

Are you an Australian Citizen/Permanent/Temporary Resident

(Please circle applicable status)

Please provide documentation proving status

Language(s) spoken at home _____

Indigenous Status : None/ Aboriginal/Torres Strait Islander

Both Aboriginal and Torres Strait Islander *(Please circle)*

Do you speak any language other than English?

No, English only Yes (please specify) _____

Please provide originals of:

Visa/Passport

Birth Certificates

Previous school reports

Any other relevant papers

Mother/Guardian

Title _____ Given name(s) _____

Family name _____

Relationship to child _____

Address _____

_____ Post Code _____

Mobile phone _____

Home phone _____

Work phone _____

E-mail address _____

_____ regarding

Country of birth _____

Passport Number _____

VISA SUB CLASS _____

Are you an Australian Citizen/Permanent/Temporary Resident

(Please circle applicable status)

Please provide documentation proving status

Language(s) spoken at home _____

Indigenous Status: None/ Aboriginal/Torres Strait Islander

Both Aboriginal and Torres Strait Islander *(Please circle)*

Do you speak any language other than English?

No, English only Yes (please specify) _____

PARENT/GUARDIAN INFORMATION

What is the highest year of primary or secondary school completed?
(please tick one box only)

- Year 12 or equivalent
 Year 10 or equivalent
 Below Year 10

What is the highest year of primary or secondary school completed?
(please tick one box only)

- Year 12 or equivalent
 Year 10 or equivalent
 Below Year 10

What is the level of the highest qualification completed?
(please tick one box only) Attach copies

- Bachelor degree or above
 Advanced diploma and/or diploma
 Certificate I to IV (including trade certificate)
 No post-secondary education

What is the level of the highest qualification completed?
(please tick one box only) Attach copies

- Bachelor degree or above
 Advanced diploma and/or diploma
 Certificate I to IV (including trade certificate)
 No post-secondary education

Are you currently employed?

- Yes No Volunteer Worker

Are you currently employed?

- Yes No Volunteer Worker

What is your current occupation? _____

What is your occupation group?

1	2	3	4
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(please circle one only from the attached parental occupation group sheet, page 7)

What is your current occupation? _____

What is your occupation group?

1	2	3	4
---	---	---	---

(please circle one only from the attached parental occupation group sheet, page 7)

Company/Employer name _____

Company/Employer name _____

Company/Employer address _____

Company/Employer address _____

DECLARATION I certify that the above information given herein by me is correct.

Father's/Guardian's signature _____

Date: ____ / ____ / ____

Mother's/Guardian's signature _____

Date: ____ / ____ / ____

OFFICE USE ONLY

\$55 Application fee paid Receipt Number _____ Date: ____ / ____ / ____

Declaration signed by both parents/guardians

Form received and processed By _____ Signature _____

APPLICATION RESULT

Unsuccessful Waiting List Conditional Enrolment Confirmed Enrolment Confirmed

Confirmed by _____ Date: ____ / ____ / ____

FOLLOWING SECTION MUST BE COMPLETED AFTER THE CONFIRMATION OF ENROLMENT

MEDICAL INFORMATION

Medicare card number (Attach copy)

Does the student have private health fund cover? Yes No
(if yes please provide cover number)

Is the student covered by ambulance cover? Yes No
(if yes please provide cover number)

Does the student suffer from Asthma? Yes (please provide details) No

Name of Family Doctor _____ Phone _____

Clinic Address _____

Allergies: (please specify any allergies suffered by the student)

Medical problems: (please specify any medical problems/hyperactive disorders/disabilities the College should be aware of including any daily medication necessary for the student) Attach health plan

Immunisations (please tick immunization/s received) Attach copies of immunizations received

Polio (Sabina) Measles Diphtheria/Tetanus Rubella Whooping Cough (Pertussis)

EMERGENCY CONTACT DETAILS

Please nominate a person who may be contacted in the event of an emergency, where parents cannot be contacted. Ideally, the contact person should be someone who lives in close proximity to the College.

1st Emergency Contact Name _____ 2nd Emergency Contact Name _____

Relationship to child _____ Relationship to child _____

Mobile phone _____ Mobile phone _____

Home phone _____ Home phone _____

BILLING INFORMATION

Title _____ Given names _____ Family name _____

Mobile phone _____ Home phone _____

Address _____

Post Code _____

STATEMENT OF COMMITMENT

I/We certify that the above information given herein by me/us is correct. I/We have read the "Conditions of Enrolment and Admission" (on page 5 & 6) and I/we agree to be bound by these or any regulations of the College which may from time to time be in force.

I/We also undertake to assist my/our son/daughter in upholding the ethos of BURC College and agree to co-operate with the College authorities in supporting the regulations initiated to ensure both the smooth administration of the College and the discipline of its students.

Father's/Guardian's signature _____

Date: ____ / ____ / ____

Mother's/Guardian's signature _____

Date: ____ / ____ / ____

OFFICE USE ONLYStudent ID

Date of enrolment ____ / ____ / ____

Enrolled in Wandana Campus (R-7) – Primary only Elizabeth Campus – Reception-Year 10 Birth certificate (sighted and obtained a copy) or Passport (sighted and obtained a copy) Custody restrictions (sighted and obtained a copy) Immunisation certificate (sighted and obtained a copy) \$350 Building Levy per family paid

Receipt No _____

 \$250 Security Bond per child / \$350 per family paid

Receipt No _____

 Statement of Commitment signed by Parent/Guardian All details completed by Parent/Guardian Student details entered into school's database (Same family code to be used for siblings)**Form received and checked by**

Name & Surname _____

Signature _____ Date ____ / ____ / ____

CONDITIONS OF ENROLMENT AND ADMISSION**ATTENDANCE**

- The student must attend school throughout the school year. In term-time, attendance is required from Monday to Friday inclusive, during the hours prescribed in Student Handbook/Diary.
- The College must be notified of a short term absence in advance by a parent/guardian; such leave will be granted only for medical or special reasons. In the case of absence due to infectious illness, accident, etc., the parent/guardian must notify the College as soon as possible. For an overseas trip, a "Student Long Term Absence Request Form" must be filled in and approved by the school administration before travel arrangements are made. Students who missed the exam period due to illness/overseas trip will be given semester/end of year reports after they sit their missed exams upon their return.
- If a student has been absent without permission (e.g., minor illness), on return to the College, s/he must bring an explanatory letter from his/her parent/guardian or a medical certificate. A medical certificate is required in case of prolonged sickness.
- In case of any unexplained absence, parent/guardian will be contacted by the College and asked for an explanation for such absence. Unexplained prolonged absences will be reported to the relevant government agencies under mandatory reporting regulations.
- Student's enrolment will be reviewed by the school administration in case of more than 40 days of explained/unexplained absence in a school year.

ADMINISTRATION AND CONDUCT

- Parents are required to familiarise themselves with the spirit and ethos of the College and demonstrate a commitment to its philosophy, a respect for its rules and conditions and the intention to participate in the College life.
- All students must comply with the school rules as prescribed in the BURC College Student Handbook which can be obtained from the College.
- The Principal may require the removal from the College of any student whose conduct or progress the Executive Committee considers unsatisfactory, or whose parents/guardians are considered not to be complying with the conditions of enrolment and admission at any time in a school year.
- All students must wear the School uniform as prescribed by the student handbook. Students who fail to attend school with proper uniform or appearance may be excluded from attending the classes until the issue is resolved.
- Students are not allowed to use the mobile phones (for any purpose either as a phone, camera or player) during school hours on school premises/school buses/excursions/school camps.
- A bag/locker search may be conducted if there is a reasonable cause/concern. Each student is accountable for all items kept in his/her locker.
- Students are expected to take care of their belongings in the lockers provided. The College will not be responsible for items lost/stolen/damaged at school.
- Any technological devices, non-school uniform items or any other prohibited items prescribed in the BURC College Student Handbook possessed at the College shall be confiscated for a period determined by the school administration. Confiscated items may be returned to students or parents and may result in disciplinary action depending on the seriousness/nature of the content/material.
- Promotion from year to year and retention in the College depend upon academic and behavioural progress and conduct of the student.
- Prompt notice to the College is required in case of any change to:
 - contact details, (b) health condition of students, and (c) family, guardianship and/or custody arrangements.
 - The details provided above will be used to communicate with you via text messages or e-mail when necessary.
- Continuous misconduct of a student on school bus may result in short/long term suspensions from the bus services.
- Bus route or pick up/drop off points are subject to change by the Bus Service Management at the start of each semester due to new applications/cancellations.
- School reports are sent to the address provided by parents or guardians. When parents are separated or divorced, reports may be sent to both parents upon request, unless there is an order of a court, or an agreement which provides that reports are to be sent to one parent.

FINANCE

19. All School fees are payable with Direct Debit System from a nominated Bank/Credit Account on a regular basis. (e.g. fortnightly, monthly, quarterly upon parents' choice as prescribed in the Direct Debit Application Form) In case of insufficient funds in your nominated account/failure in payment, an additional charge will apply.
20. If unforeseen short term difficulty is experienced, the parent should notify the Finance Manager in writing as soon as possible to resolve the situation.
21. The collection process for any outstanding fees may involve placing the matter in the hands of legal authorities.
22. Tuition fees do not cover uniforms, textbooks, subject levies, excursions, transport fee, and optional accomplishments e.g. tutoring, sports registration or coaching.
23. Where a term fee is outstanding for a full term, without any formal explanation or notice provided, the enrolment will be reassessed at the end of the term. Where no debt repayment plan is agreed to, the enrolment will be terminated. Legal action will be followed to recover any unpaid fees; including listing a family account as default credit and any further legal action as deemed appropriate.
24. No remission of fees either in whole or in part shall be made should the student be absent from the school for any reason.
25. The family of any student will be liable for payment resulting from any damages caused by their children on the school grounds, excursions, camps or associated properties. Wilful damages will be regarded as vandalism and dealt with seriously by the school administration.
26. Where a parent/guardian wishes to withdraw his/her child(ren) from the College, a full term's notice, in writing to the Principal is required. A Student Exit Form, then, must be completed when terminating the enrolment. Failure to do so may result in the school retaining the Security Bond. A term's fee will be charged for student withdrawals without full term's notice.
27. If a student's enrolment is terminated by the school administration during a term, the College is entitled to retain or be paid, as the case may be, that term's full fee.
28. The cost of excursions, incursions, camps and other activities may be added to the family account during the year unless an alternative payment is requested by the school administration.
29. For all new enrolments, Building Levy will not be refunded if a parent decides to cancel, defer or withdraw his/her child(ren) from the school after enrolment has been finalised.
30. School Fees are reviewed annually by the School Board.

PRIVACY

31. The Family (parent/guardian of enrolled student) agrees that personal data provided may be used and retained by the College for the following purposes, and other purposes as shall be agreed between the Family and the College or required by law from time to time:
 - (a) conveying relevant information to the Government or its representative authorities and to Education authorities to comply with statutory and/or legal obligations;
 - (b) provision of Services and Goods by the College;
 - (c) marketing of Services and or Goods by the College;
 - (d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Family; and
 - (e) enabling the daily operation of the Family's account and the collection of amounts outstanding in the Family's account in relation to the Services and Goods.
32. The College may give information about the Family to a credit reporting agency for the following purposes:
 - (a) to notify other credit providers of a default by the Family; and
 - (b) to facilitate the collection of amounts outstanding in the Family's account.
33. The Family consents to the College being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).
34. The College may publish photographs of your child and/or samples of work completed by your child and use the still/running images and/or voice of your child for promotional or educational purposes. This could include, but are not limited to, school newsletters (online and in hard copy), BURC College Internet or intranet websites, school magazines, yearbook, local or community newspapers, banners, media releases and TV/radio programs/advertisements. If you do not agree with this statement please provide a signed letter stating so to the College immediately.
35. Student's behavioural and academic records can be used within the College for educational purposes.

DEFAULT AND CONSEQUENCES

36. If the Family defaults in payment of any invoice when due, the Family shall indemnify the College from and against all of the College's costs and disbursements, including on a solicitor costs and all of the nominated Collection Agency's costs of collection.
37. Without prejudice to any other remedies, if at any time the Family is in breach of any obligation (including those relating to payment); the College may suspend or terminate the supply of Goods and or Services to the Family and any of its other obligations under the terms and conditions. The College will not be liable to the Family for any loss or damage the Family suffers because the College exercised its rights under this clause.

CONSENT FOR EMERGENCY TREATMENT AND EXCURSIONS

38. It is a condition of enrolment and admission that consent is given by parents/guardians for a student to take part in any excursion held for the purpose of furthering the study of any course or subject taught by the College, or as part of a program of tutorial activities or for any other purpose approved by the Principal, provided that the excursion/incursion/camp or other school activities will be under the care and direction of a teacher or teachers of the College. This consent applies equally and fully whether participation in the excursion by the student is voluntary or compulsory. A detailed information letter will be issued prior to such an activity. If parents/guardians have any concerns about the activity, they may notify the school administration in writing.
39. Students misbehaving in excursions or in-school activities may be excluded from similar activities as a part of their punishment.
40. Parents/guardians must ensure that the College is advised at the interview held prior to admission, or otherwise advised in writing, of any disabilities, allergic reactions or medical conditions affecting a student, and an emergency contact name and telephone number. Any such disabilities, reactions or conditions which become known after that earlier advice, or any change to them or to the emergency contact name and/or telephone number must be notified immediately to the College. In the event of accident or sudden illness where the student is under the College's care, the College will endeavour to contact parents as soon as possible but without impeding the College in taking action as set out below.
41. If judged necessary by the College, and whether or not contact has been made, and without thereby subjecting the College to liability in consequence of any such decision, a student may be taken for emergency treatment to a hospital or doctor, or may be given first aid. The treatment may involve obtaining blood transfusions or administering injections or head lice check carried out by appropriately trained personnel. When contact is made with the parents/guardians, arrangements may be made for the parents/guardians to take over and direct their child's medical care accordingly, whereupon the College will cease to be involved in that care. Any expenses incurred in connection with such treatment will be met by the parents/guardians including ambulance service fees. This section does not of itself impose any liability on the College.
42. These Conditions of Enrolment and Admission are subject to change every year by the BURC College Executive Committee.

LIST OF PARENTAL OCCUPATION GROUPS

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 organisations**
- **Public service manager** (section head or above), regional director, health/education/police/fire service administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery, 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 advice 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, Laborers and Related Workers

- **Drivers, mobiles 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)

ENROLMENT CHECKLIST & SCHOOL EXPECTATIONS

ENROLMENT CHECKLIST

Please tick the appropriate boxes to indicate whether you have:

- Completed the enrolment form in full
- Attended an enrolment interview
- Paid the application fee
- Enrolled your child in the Transport Service (If applicable)
- Ordered uniform
- Completed the school card application form
- Completed student transfer advice form
- Completed general consent form

Please indicate whether you have provided Burc College with copies of the following documents:

- Birth certificate
- Passport/Visa
- Immunisation certificate
- Custody restrictions (if applicable)
- Former reports

SCHOOL EXPECTATIONS

- All students to attend school by 9am. Late arrivals must report to front office and have the Late Arrival Record signed by the parent/caregiver.
- Regarding any absences, parents need to contact school and complete an absentee slip which can be obtained by the classroom teacher.
- All students are to be dressed in the school uniform. If still waiting for uniform to arrive from supplier's student/s must wear school colours (see uniform requirements).
- If it is your child's allocated sport day your child can come to school wearing their sport uniform (see uniform requirements).
- Students must always demonstrate respectful behaviour towards adults and peers at all times.
- Students should not be on school premises before 8.45am as there will be no teacher supervision.
- Students must leave the school grounds into parent/guardian care, board school bus or attend Out of School Hours Care directly after school finishes at 3.30pm.
- Students must not bring toys, electronic games, mp3 players, or dangerous items (items with sharp edges, etc) to school.
- Mobile phones are not allowed at Burc College. Parents can contact the office if they need to contact their child.
- Homework, as written in diary, must be completed by the student and parents are required to sign their child's diary at the end of the week.
- Parents to use child's diary to communicate with teacher, or ring the school.
- Please ensure your child has a packed, healthy lunchbox each day. Needs to include at least one item of fruit for fruit time and a water bottle filled with water only.
- Your child is liable for their work day and reading books that they take home. Please make sure that they are kept in good condition and returned to school every.
- Each child is required to bring their own art smock to school. To be taken home at end of each term to be washed.