



Servite  
College

# ENROLMENT APPLICATION FORM





# Enrolment Application

Please forward the completed form together with the registration fee and copies of supporting documents as required.

**Office Use Only** Reg date ..... Pay method: ..... Rec'd by ..... Date entered .....

## Student Details

Family Name Gender  Female  Male

Given Name/s Date of Birth

Preferred Name Country of Birth

Language/s Spoken Nationality

Residential Address  
(not a PO Box) Postcode

Current School

Current Year Level Expected Academic Year of Entry to Servite College (eg: Year 8) Calendar Year Entry

School Curriculum and Standards Authority (SCSA) Number (if known) *Shown on NAPLAN results*

Is the student of Aboriginal/Torres Strait Island Descent?  Yes  No

If applicable, Aboriginal/Torres Strait Islander group of origin:

## Residency Status

Citizen  Visa - Permanent Resident  Visa - Temporary Resident

Visa Code (eg 485) Arrival Date Expiry Date

Country of citizenship if not Australia *Please provide copy of visa documentation*

## Religion

Parish Parish Priest

Sacraments Received  Baptism  Reconciliation  First Communion  Confirmation

## Association with Servite College and other schools

### Names of siblings currently attending Servite

Full Name + Year group	Full Name + Year group	Full Name + Year group	Homeroom
1.	2.	3.	

### Names of siblings / parents / relatives who previously attended Servite College

Full Name	Relationship to Student	Years of Enrolment (eg 2012 - 2017)	Priority
1.			
2.			

### Names of siblings currently attending other schools

Full Name	School	Current Year Level
1.		
2.		

## Parent / Guardian 1

Father  Mother  Guardian  If Guardian, Relationship to Student

Title  Surname  Given Name/s

Residential Address  Postcode   
(not a PO Box)

Postal Address  Postcode

Mobile  Work Phone

Preferred Email   
To assist with communication, at least one email address must be provided for each parent or guardian

Occupation  Language  Main language spoken at home

Nationality  Country of Citizenship

Religion  Parish

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## Parent / Guardian 2

Father  Mother  Guardian  If Guardian, Relationship to Student

Title  Surname  Given Name/s

Residential Address  Postcode   
(not a PO Box) Same as above

Postal Address  Postcode   
Same as above

Mobile  Work Phone

Preferred Email   
To assist with communication, at least one email address must be provided for each parent or guardian

Occupation  Language  Main language spoken at home

Nationality  Country of Citizenship

Religion  Parish

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## Custody / Guardianship Details

**Student mainly lives with with:** Both Parents together  Both Parents, separately  Mother  Father  Guardian

**Student occasionally lives with:** Mother  Father  Guardian

Full name of person/s with legal guardianship of student

Are there any current Parenting or Restraining Orders that apply to the student? Yes  No

Are there any other conditions enforced by law?

If yes to above, please provide copies of any current Court Orders or Legal Documentation.

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## Why did you choose to apply for enrolment at Servite College?

## To assist with our service delivery, we would appreciate your feedback

### How did you first hear about Servite College?

Alumni  Family / Friends  Primary School  Parish  News Media  Social Media  Website

Open Day  Outdoor Advertising  Print Advertising  Radio Advertising

Other

## Pre-Interview Information Form

Prior to an enrolment interview, a Pre-Interview Information Form will be forwarded to you for completion. This form will request information relating to specific medical and individual learning needs for your child. This information will be treated confidentially.

### Agreement and Disclosure

I / we understand and accept that the completion of this application form does not guarantee an enrolment interview or offer.

I / we understand and accept that attendance at an interview does not guarantee an enrolment offer being made. Successful applicants will be determined in accordance with the school's enrolment criteria.

I / we understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

I / we have completed this application form fully and to the best of my / our knowledge. Further, I / we acknowledge if it can be demonstrated that I / we have withheld information relevant to the application / enrolment process, especially in relation to this student's parenting orders or visa / citizenship status, then the enrolment may be refused or terminated.

I / we understand and agree that enrolment in a Catholic school means that we and our child will participate fully in all required aspects of the educational program of the College including the College's Religious Education program.

I / we consent to Servite College contacting our child's current school (when transferring from another high school).

I / we agree that the information supplied in the Student and Parent/Guardian Details sections can be provided to the relevant Parish Priest if required.

I / we confirm that the College's Data Collection Notice and Privacy Policy (available on the College website [www.servite.wa.edu.au](http://www.servite.wa.edu.au)) have been read and understood.

I / we agree to abide by the policies and directions of the College as they are enacted from time to time and to ensure that our child complies with all College policies.

I / we agree to pay the application registration fee when submitting this application, which is non-refundable and non-transferable should we decide to cancel the application, or if the application does not result in enrolment.

I / we acknowledge that an enrolment deposit is required to accept the place once a firm offer is made by the College. This amount will be credited to the first fee account. This amount is non-refundable and non-transferable if the place is subsequently cancelled.

I / we accept the ongoing responsibility for payment of College tuition fees, levies and resource fees for the duration of the student's enrolment at Servite College.

I / we understand that it is our responsibility to notify the Principal if I / we are experiencing difficulty with the payment of the fees. I / we agree that if we default in payment on any invoice due, the College will be indemnified against any costs and disbursement incurred by the College in pursuing the debt, including legal costs on an indemnity basis and Servite College's reasonable Collection Agency costs.

I / we understand that a condition of enrolment is that one full term's notice of withdrawal of a student is given in writing. In the event that such notice is not given, a full term's fee may apply.

I / we will notify Servite College in writing, should there be changes to any of the information contained in this form.

**Where both parents are responsible for the child, both parents' signatures are required:**

Signature of Parent / Guardian 1

Date

Signature of Parent / Guardian 2

Date

**When signing digitally we require an image or line drawing that reflects your physical signature, we cannot accept typed names.**

## Supporting Documents

To enable your application to proceed, please provide the required documents. Please attach COPIES ONLY of the following:

- Your child's full Birth Certificate
- If both parents were born overseas, please also provide a copy of child's AUS citizenship certificate OR AUS passport
- If child is not a citizen, please provide your child's visa documentation from the Department of Home Affairs
- Your child's Sacramental Certificates (Baptism, Reconciliation, Communion and Confirmation where applicable)
- Your child's most recent Semester School Report (if child is in Year 4 or above)
- Your child's Year 3 and 5 NAPLAN Results (if applicable) or most recent NAPLAN results for applications for Year 8 to Year 12
- A non-refundable, non-transferable registration fee, due and payable at the time of lodging the application for enrolment.

**Payment can be made by EFTPOS, credit card or cash at College Reception, from 8.00am-4.00pm Monday to Friday.**

**Alternatively, please forward a payment slip with your application or contact our Enrolments Team for assistance.**

## Questions?

### Contact our Enrolments Team

Phone  
6556 7406

Email  
enrolment@servite.wa.edu.au

Web  
servite.wa.edu.au

Post  
134 Cape Street  
Tuart Hill WA 6060