

# APPLICATION FOR ENROLMENT



**OVERNEWTON**  
**ANGLICAN COMMUNITY COLLEGE**

# Admissions Policy

The College Board has set down the following information for parents/guardians of prospective students concerning its general policy with respect to the admission of students.

1. The Principal shall determine the number of places to be available at any level for any year.
2. In accepting an offer of a place for a child the parents/guardians complete a contractual agreement with the Board and thereby become subject to the Business Regulations of the Board.
3. In the event of the number of applications at any one level exceeding the number of places available, an order of priority shall be determined having regard to:
  - (A) The capacity of the College's program to make a contribution to the child's growth and development.
  - (B) A family's previous involvement within the College.
  - (C) The date an application is received.
  - (D) Any special circumstances.

## Conditions of Enrolment

1. An 'Application Form' must be completed for each student applying for enrolment. This form must be accompanied by the application fee which is non-refundable. (Refer current fee schedule)
2. Each prospective student's name will be placed on the College's waiting list on lodgement of the application for entry. Such placement of name does not constitute enrolment.
3. In the case of a student transferring from another school, the applicant's most recent academic reports are required prior to enrolment at Overnewton Anglican Community College (OACC).
4. The College Principal reserves the right to decline the enrolment of any prospective student without disclosing any reason for doing so.
5. All applicants are required to attend an interview at the College prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses provided.
6. When enrolled at the College, students and parents are bound by the rules and regulations authorised and initiated by the Principal for the good running and conduct of the College.
7. Parents will co-operate with the College authorities in all matters of discipline and obedience of school rules. The College reserves the right to discipline, suspend or expel any student.
8. All students will participate in compulsory study of the Christian faith including attendance at scheduled Chapel Services and Anglican celebrations and participation in the Divinity program.
9. Parents agree to complete the required hourly contribution to the Family Involvement Program.
10. Once an Application for Enrolment form has been lodged with OACC, families will receive communication from the College annually to up date and maintain their details. However, families will only be contacted with regard to their child's/children's enrolment if and when a position can be offered.
11. Permission is given to Overnewton Anglican Community College to contact any of the following people in order to establish their child's readiness for school: kindergarten/prep-school director, previous school or child care facilitator.

## Business & Other Regulations

1. Fees can be paid by term in accordance with billing procedures, on a monthly basis (by application) or annually.
2. Fees for students in Year Prep to Year 11 will be charged in four (4) equal instalments at the beginning of each term.
3. Fees for students in Year 12 will be charged in three (3) equal instalments at the beginning of terms one, two and three.
4. A 4% discount will be applied to fees paid in full before the commencement of the academic year. Check the actual date on our website under *Enrolment > College Fees*. [www.overnewton.vic.edu.au/our-college/enrolment-fees.html](http://www.overnewton.vic.edu.au/our-college/enrolment-fees.html)
5. A sibling discount of 10% applies to tuition fees of the third child enrolled at the College. A sibling discount of 50% applies to the fourth child enrolled at the College and a 100% sibling discount applies to the fifth and subsequent children enrolled at the College.
6. The due date for payment will be specified on the front of each account. In accordance with state Consumer Credit Code, if the fee is not paid by its stated date an additional Administration of Account fee may be charged.
7. Default in the payment of fees and charges renders the person responsible for the fees to legal action for the recovery of unpaid fees or other charges with legal costs added to the debt.
8. One full term's notice in writing to the Registrar is required of the intended removal of a student from the College. Failure to provide adequate notice will result in one term's fee being charged in addition to the charge for the term in which the student was removed.
9. A student may not be permitted to commence a new term while any part of the fees or charges remain unpaid.
10. No deduction can be made on account of absences, as the expenses incurred in maintaining efficiency of the College are not lessened by the temporary absence of individual students.
11. Any query concerning the account should be made to the Accounts Department.
12. If parents or guardians have financial difficulty meeting the account by the due date, they should contact the Business Manager.
13. An entrance fee is payable upon enrolment at Overnewton Anglican Community College within 14 days of an offer being made. This entrance fee is non-refundable.
14. Charges in addition to the published fees may be incurred if students require additional integration aides or special services not completely covered by Government funding.

## CHECK LIST

**OVERNEWTON**  
ANGLICAN COMMUNITY COLLEGE

### Please detach and retain for your information:

- 'Business & Other Regulations' section of this document       'Conditions of Enrolment' section of this document

### Please return these completed forms

- The completed 'Application Form' section of this document       The Marketing Survey

### And remember to include:

- A Copy of Birth Certificate or Extract (to be retained by the College)
- A Certificate of Immunisation if complete (to be retained by the College)
- The Application Fee (which is non-refundable)
- If not an Australian Citizen please provide a copy of their VISA



# APPLICATION FOR ENROLMENT

Please read 'Conditions of Enrolment' and 'Business & Other Regulations' before completing this application.

## PARENT DATA

*\*Important Note: Please tick one box for primary contact. If no preference is marked, we will consider Mother to be the primary contact.*

Father or  Guardian  Primary Contact\* (\*tick one only)  Mother or  Guardian  Primary Contact\* (\*tick one only)

Title:  Mr.  Dr.

Title:  Mrs.  Ms.  Dr.

Family Name: .....

Family Name: .....

Given Names: .....

Given Names: .....

Home Address: .....

Home Address: .....

Postcode:

Postcode:

Home Phone: .....

Home Phone: .....

Work Phone: .....

Work Phone: .....

Mobile: .....

Mobile: .....

Email: .....

Email: .....

Occupation: .....

Occupation: .....

Employer: .....

Employer: .....

Religion: .....

Religion: .....

Nationality: .....

Nationality: .....

## STUDENT DETAILS

Family Name: .....

Given Names: .....

Preferred Name: .....

Home Address: .....

Postcode:

Male:  Female:

DOB: \_\_ / \_\_ / \_\_\_\_

Religion: .....

Nationality: .....

Intended Year of entry: 20 Desired Year or Grade of entry: .....

Present School or Kindergarten: .....

Name of brothers and sisters who are current or past students attending Overnewton Anglican Community College (OACC) only.

1: ..... DOB: \_\_ / \_\_ / \_\_\_\_

Current Student  Past Student

2: ..... DOB: \_\_ / \_\_ / \_\_\_\_

Current Student  Past Student

If a past student – what was the family name while attending OACC?  
.....

Does the student have any medical or special needs the College should be aware of?  No  Yes *If Yes please give details.*  
.....

### PREFERRED CAMPUS *please tick preference*

- Keilor Campus Only  
 Keilor Preferred / will consider either  
 Taylors Lakes Campus Only  
 Taylors Lakes / will consider either

### Is the student an Australian Citizen or do they have Permanent Residency?

- Australian Citizen  
 Permanent Resident *please provide a copy of Visa*

Country of Birth: .....

### Is the student of Aboriginal or Torres Straight Island descent?

- No  Torres Straight Island  Aboriginal  
 Both Aboriginal & Torres Straight Island

### DO NOT WRITE IN THIS AREA

Detach the left hand page and retain for your reference.  
Complete both sides of this form and return to:  
**Overnewton Anglican Community College**  
Keilor Campus: 2-50 Overnewton Road, Keilor 3036  
with copies of all required documents and your Application Fee.



I/We have read both the 'Conditions of Enrolment' and 'Business & Other Regulations' that were included as part of this document and agree to abide by these regulations. We also agree to pay all fees and other monies falling due to the College in respect of the child enrolled.

If my/our child is transferring from another pre-school, kindergarten, or school, I/we authorise you to obtain from that pre-school, kindergarten, or school other information as you may require.

**Signature of Father or Guardian** ..... Date: \_\_ / \_\_ / \_\_\_\_

**Signature of Mother or Guardian** ..... Date: \_\_ / \_\_ / \_\_\_\_

**Both parent signatures are required unless the parent is the sole custodian, in which case a copy of the relevant court order (where a parenting order exists) should be provided to substantiate this situation.**



## Overnewton Anglican Community College

Keilor Campus: 2-50 Overnewton Road, Keilor 3036

Phone: 03 9334 0000 Facsimile: 03 9336 1835

Taylors Lakes Campus: 39-57 Robertsons Road, Taylors Lakes 3038

Phone: 03 9334 0000 Facsimile: 03 9390 5144

[www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au)

## OFFICE USE ONLY

Date Received: .....

Application Fee \$ .....

Receipt Number: .....

Payment Method:  Cheque  Cash  Credit Card

Processed by: .....

Ref: AE05/2017

**I authorise OACC to deduct the enrolment fee against my Credit Card.**

**MUST BE SIGNED IF PAYING BY CREDIT CARD**

Signature: \_\_\_\_\_

*Please Note: Credit Card details will be destroyed after payment has been processed.*

## Payment by Credit Card

The non-refundable Application for Enrolment Fee may be paid by Credit Card using:

Visa  Master Card – please tick  one.

Amount \$  refer to current fee schedule.

Card Number

Expiry Month & Year  /

Name on card: ..... Cardholder's Signature: .....