

Discovery Christian College  
**APPLICATION  
FOR ENROLMENT**



# Discovery Christian College Application for Enrolment

## PROCESS

Thank you for your expression of interest in enrolling your child at Discovery Christian College. We look forward to meeting with you in due course to discuss the possibility of your child's enrolment. In order to begin the process we would appreciate you taking the time to provide us with the information requested on this form.

The steps following this initial process are:

- Deliver or post this form, along with your \$50 application fee to Discovery Christian College (see back page for addresses).

- The school will acknowledge receipt of the application.
- An initial interview will be held at a mutually convenient time.
- Following interview and confirming available places, a position may be offered for your child.
- If you wish to accept the place, a Confirmation Fee of \$150 per family is required to secure your enrolment.

This fee is non-refundable but will be transferred to your first term's tuition fees.

## STUDENT INFORMATION

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Residential Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Mobile No: (if applicable) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Boy:  Girl:

To commence in: Prep:  1:  2:  3:  4:  5:  6:  7:  8:  9:  10:  11:  12:

Year to commence: \_\_\_\_\_ Previous school attended (if any): \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Please tick if you hold one of the following cards: Health care:  Pensioner Concession Card:  Department of Veteran Affairs Gold Card:

**Note: A copy of cards must be provided with your application for enrolment.**

If the student is a VISA HOLDER please provide the current VISA sub-class \_\_\_\_\_ and a copy with your application for enrolment.

Is the child an AUSTRALIA CITIZEN? Yes:  No:  If no, state citizenship: \_\_\_\_\_

I have supplied a copy of my child's BIRTH CERTIFICATE with my application form. Yes:  No:

Is the child an ABORIGINAL/TORRES STRAIT ISLANDER? Yes:  No:

Is there a current FAMILY COURT ORDER? Yes:  No:  If yes, the school needs a copy: \_\_\_\_\_

Do you speak English as a second language at home? Yes:  No:  If yes, First Language: \_\_\_\_\_

Is your child currently participating in a special education programme? Yes:  No:

Has your child had any testing such as a psychological assessment? Yes:  No:  If yes, please provide a copy: \_\_\_\_\_

Does your child have any disabilities? Yes:  No:

Does your child suffer any loss of hearing? Yes:  No:

Does your child suffer any problem with their sight? Yes:  No:

Does your child suffer from any chronic complaint? Yes:  No:

Does your child regularly take any medication? Yes:  No:

Are there any more details which would enable us to minister more effectively to your child? Yes:  No:

**Note: If "YES" is marked to any of the above questions – please give details and documentation where possible.**

## OTHER CHILDREN / SIBLINGS

Name of Sibling: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male:  Female:

Name of Sibling: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male:  Female:

Name of Sibling: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male:  Female:

Name of Sibling: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male:  Female:

Name of Sibling: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male:  Female:

**Note: An enrolment application form is required for each child.**

## PARENT INFORMATION

### FATHER / GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

### MOTHER / GUARDIAN

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

## SPIRITUAL INFORMATION

Do do you attend Church? \_\_\_\_\_

Name and Address of Pastor/Minister: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Note: Your Pastor/Minister may be phoned as a referee on your behalf.*

## AGREEMENT

In submitting this application for enrolment I / we:

- Agree to support and abide by the philosophies, aims and policies of the school.
- Agree to assist where practical and possible, within the school community with the improvement of school facilities.
- Agree to pay all tuition fees and charges as per invoice and honour our financial obligation to the school by the due date, unless alternative arrangements have been made with the School Principal or Business Manager / Bursar.
- Agree to cooperate with and support the school in matters of discipline as outlined in the 'Discipline Handbook'.
- Agree to disclose to the school relevant medical and educational information about the applicant.
- Understand that the school reserves the right to review enrolment at any time.
- Acknowledge that this form has been read in its entirety and that all information stated is a true and accurate record.

A non-refundable application fee of \$50 is required and must accompany this form before the application can be registered.

Signature of Father / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mother / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION PAYMENT DETAILS

Please post or deliver this form in person, together with your payment to Discovery Christian College. Address details are on the back page.

I choose to pay the \$50 application fee by the means of: Cheque (made payable to Discovery Christian College:  Money Order:  Cash:

By credit card: Visa:  Master card:  Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Verification Number: \_\_\_\_\_ Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Should you have any concerns imparting the information requested regarding credit card details, please phone Discovery Christian College to discuss this with the office staff. The contact details are on the back page.

**NOTE: Failure to accurately complete all sections of this enrolment form may result in the school's inability to accommodate your child's individual needs and may affect your application.**

### OFFICE USE ONLY

Date Application Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Initial Interview: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Entry Level: \_\_\_\_\_ Entry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application Accepted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Application Denied: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Reason: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Entered on: PCSchool:  Teacher's Assistant:

## COLLECTION OF INFORMATION FROM FAMILIES

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. At the Privacy Officer's discretion, the School from time to time discloses personal information to others for administration and educational purposes. This includes to other schools, the Independent Schools of Queensland (ISQ), insurers, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines. The School may store personal information in a secure off-site facility which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy contains information about how parents may seek access to, or correction of, personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. We may include your contact details in a class list. Permission will be sought for publication of these details.
10. The School's Privacy Policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the School will deal with a complaint.
11. From time to time the School engages in fundraising or marketing activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities such as the Parents and Friends. School publications, such as newsletters and magazines may be used for marketing purposes.
12. Information about students' academic achievements, sporting and cultural activities is regularly published in the School's newsletters, magazines and on the School's website.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing information to the School and why; that they may access that information if they wish; and that the School does not normally disclose that information to third parties.

### NOTES

## CONTACT INFORMATION

### POSTAL ADDRESS

PO Box 198  
Agnes Water, QLD 4677

### PHONE NUMBER

07 4974 7336

### EMAIL

[info@discovery.qld.edu.au](mailto:info@discovery.qld.edu.au)

### WEBSITE

[www.discovery.qld.edu.au](http://www.discovery.qld.edu.au)