



## APPLICATION FOR ENROLMENT (PLEASE PRINT CLEARLY)

PLEASE COMPLETE SECTIONS A - H AND ATTACH SUPPORTING DOCUMENTS AS REQUIRED

PART A STUDENT DETAILS			
Surname		Male <input type="checkbox"/> Female <input type="checkbox"/>	
Full Given Names		English Name	
Residential address		Postcode	
Postal address (if different from above)		Postcode	
Country of Birth	Place of Birth (city)	Date of Birth	
Is English a second language?	If yes, please indicate the language spoken most often		
Australian Citizenship/Permanent Resident?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
This student identifies as	Aboriginal <input type="checkbox"/>	Torres Strait Islander <input type="checkbox"/> Sth Sea Islander <input type="checkbox"/>	
Proposed commencement date	/ /	Proposed year level	Current year level
LUI Number (Years 10-12)	Student's place in family 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>		
Name of siblings currently attending Brisbane Adventist College			
Name of siblings currently attending other Seventh-day Adventist Schools			
Name of Seventh-day Adventist School			
<b>Students applying for Prep must turn 5 years of age by June 30 of the year enrolling.</b>			

PART B STUDENT EDUCATIONAL HISTORY			
Which schools/kindergarten/childcare did your child attend?	State	Year level	Semesters Attended
Reason/s for leaving this school			
Is there other information that you would like the College to know about your child? eg. achievements, awards, etc.			
Have you ever been notified that your child has had disciplinary or social difficulties? If yes, please state details:			
Has your child ever been suspended or expelled from a school? If yes, please state details:			



<b>Academic/Special Needs</b> Additional information may be requested to process enrolment.		
<i>This information may assist us to understand if your child has academic/special needs.</i>		
<b>Is your child receiving any of the following or has a special need? Please tick</b>		
Language skills support		Visual impairment support
Speech Therapy/Occupational Therapy		Hearing impairment support
Developmental Physiotherapy		Individual teacher aide time
Has your child had any social difficulties?		Does your child require ESL assistance?
Has the student repeated a year?		If your child receives ESL, please indicate year level
Mathematics Skills Support		Has the student ever been 'Ascertained'
Autism/Aspergers		ADD/ADHD
Has the student been prevented from attending school (suspended, excluded or expelled) as a consequence of serious behavioural issues?		
<b>Brisbane Adventist College reserves the right to deny admission or terminate an enrolment contract when full disclosure of a student's need has not been provided.</b>		

<b>PART C MOTHER/GUARDIAN DETAILS (1)</b>		
Surname		Full Given Name
Residential Address		
		Postcode
Postal address (if different to above)		
Phone (home)	Phone (work)	Mobile
Email		
Current Occupation		Current Employer
Marital status (✓) <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated. Is there a court order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nationality		Country of birth
1st language spoken		
Religious affiliation/local church currently attending		

<b>FATHER/GUARDIAN DETAILS (2)</b>		
Surname		Full Given Name
Residential Address		
		Postcode
Postal address (if different to above)		
Phone (home)	Phone (work)	Mobile
Email		
Current Occupation		Current Employer
Marital status (✓) <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated. Is there a court order? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nationality		Country of birth
1st language spoken		
Religious affiliation/local church currently attending		

<b>Are there any of the following legal, care and protection matters</b> If yes, please provide documentation	
Formal legal arrangements in place where parents are separated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Children and young people in the care of the State	<input type="checkbox"/> Yes <input type="checkbox"/> No



## COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required by for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with a new data collection and reporting arrangements.

All schools must collect information on the gender, indigenous status, geographical location, socioeconomic background and language background of school students to fulfill their functions and obligations under State, Territory and Australian Government legislation.

All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publically.

MOTHER/GUARDIAN DETAILS (1)	FATHER/GUARDIAN DETAILS (2)
<b>Occupation (please tick)</b>	<b>Occupation (please tick)</b>
<input type="checkbox"/> Senior management, qualified professionals	<input type="checkbox"/> Senior management, qualified professionals
<input type="checkbox"/> Other business managers, arts/media/sports, assorted professionals	<input type="checkbox"/> Other business managers, arts/media/sports, assorted professionals
<input type="checkbox"/> Tradesperson, clerks, skilled office, sales, service	<input type="checkbox"/> Tradesperson, clerks, skilled office, sales, service
<input type="checkbox"/> Machine operators, hospitality, assistants, labourer	<input type="checkbox"/> Machine operators, hospitality, assistants, labourer
<input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Not in paid work in last 12 months
<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown
<b>Level of School Education</b>	<b>Level of School Education</b>
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 12 or equivalent
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 11 or equivalent
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 9 or equivalent
<input type="checkbox"/> Unknown	<input type="checkbox"/> Unknown
<b>Education Beyond School</b>	<b>Education Beyond School</b>
<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> Bachelor degree or above
<input type="checkbox"/> Advanced diploma or Diploma	<input type="checkbox"/> Advanced diploma or Diploma
<input type="checkbox"/> Certificate I to IV (including trade certificate)	<input type="checkbox"/> Certificate I to IV (including trade certificate)
<input type="checkbox"/> No beyond school qualification	<input type="checkbox"/> No beyond school qualification

PART D PARENT/CARER AUTHORISATIONS	Yes/No
In the case of a medical emergency, if neither parent/carer can be contacted, do you grant permission for the school to seek emergency treatment for your child?	
From time-to-time the school may use respectful photos of your child(ren) in newsletters/school magazine. The school may also wish to use photos in various promotional materials. Do you grant permission for photos of your children to be used by the school for promotional purposes?	
As part of the regular program of the school, the students are required to leave the school grounds and travel (usually by bus) to such activities as sport, specific educational presentations, practice for school functions, etc. Parents will be informed if a separate cost for an excursion is required and an appropriate permission form will need to be signed. Do you agree?	



PART E MEDICAL DETAILS						
Name of family doctor			Phone No.			
Name of Private Health Fund			Membership No.			
Medicare No.						
Does the student have a physical disability? If yes, please attach documentation						Yes <input type="checkbox"/> No <input type="checkbox"/>
Students swimming ability    Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>						
Medical Conditions	Yes/No	Medical Conditions	Yes/No	Immunisation	Yes/No	If yes, provide date
Heart problems		Eyesight		Measles		
Respiratory problems		Travel sickness		Mumps		
Operations		Phobia		Rubella		
Recent illness		Migraines		Tetanus		
Sleepwalking		Blackouts/Dizzy Spells		Whooping Cough		
Fits, epilepsy		Asthmatic		Diphtheria		
Special diet		Diabetic		Poliomyelitis		
Hearing		Blood pressure		Hepatitis A		
Glandular Fever		Physical/Special Needs		Hepatitis B		
				Meningococcal		

Allergies (eg., Food, Penicillin, etc)
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Emergency Contacts - Please provide two contacts	
Name	Name
Address	Address
Contact phone	Contact phone
Relationship to student	Relationship to student



## PART F ENROLMENT TERMS AND CONDITIONS

### ENROLMENT IS CONDITIONAL ON STUDENTS AND PARENTS AGREEING TO:

**1. Commit to the Terms of The BAC Way.** As part of the Christian ethos of the College, the BAC WAY is based on the love and respect for God and each other.

I acknowledge and accept the privilege of attending Brisbane Adventist College and agree to abide by the BAC Way as outlined below. I understand that my continual enrolment at the College is subject to my adherence to these behaviours and that failing to do so will result in consequences outlined by the BAC Behaviour Management Guidelines.

#### At Brisbane Adventist College...

**We love and respect God**

We speak reverently about God and we share our love for Him with others.

**We lift others up**

We do not use put-downs, tease or bully others. This includes not sending hurtful electronic messages. We always look for ways to build and lift others up.

**We are on time**

We get to school on time and move quickly to each class.

**We look smart**

We wear full uniform and we wear it correctly and with pride.

**We are clean and tidy**

We organise ourselves, and we do not walk past rubbish; we pick it up and put it in the bin.

**We are good hosts**

We greet each other, and all visitors to our school. We stop, smile and we say 'good morning' or 'good afternoon'.

**We respect each other**

We use our correct names and titles, and make eye contact with others. We speak softly and kindly to all people.

**We love learning**

We do our best in class and we do not interfere with the learning of others. We always do our homework.

**We love our College**

We speak well of BAC and we always look for new ways to better our school.

**We are safe**

We do not risk our health and well-being, or the welfare of others.

**We are good caretakers**

We take good care of our property and respect things that belong to others.

**We always do our best**

We always try to do our best in everything we do including when we sing, play, learn and speak.

**I understand and agree to abide by these standards.**

**Students' signature (where student is in Year 3 or above):**

**Date:**

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## ENROLMENT TERMS AND CONDITIONS continued

### 2. FEES PAYMENT

To be responsible jointly for the payment of all specified College fees applicable to the education of the student named on this form during his/her enrolment at Brisbane Adventist College.

**I/We agree to: Make fee payments no later than the due dates as specified on each account or as arranged with the College Accounts Officer. Adhere to any individual arrangements as set down by the Accounts Officer. Have all fees paid in full by the conclusion of each academic year.**

The College fees are determined each year by College Council detailing tuition and other costs. The College expects that all fees will be paid promptly by the due date as indicated on the account. In rare cases, which require evidence of actual financial overburden, provision exists for extensions of time for payment or some consideration of amounts, *but only when the College Accounts Officer is afforded the courtesy of immediate contact from parents to explain circumstances and to make alternative arrangements.* Compassion for, and support of families in special circumstances, will always be a priority. *It is unreasonable and unjust to other families however to ignore fee accounts or to fail to contact the College promptly when problems affecting payment arise. Enrolment may be terminated in the face of ongoing discourtesy or without the development of a sustainable repayment plan.*

### 3. WITHDRAWAL FROM THE COLLEGE

**To submit one full term's written notice prior to withdrawing this student from the College during the academic year. In default of one full term's notice, I/we will pay the equivalent of one full term's fees.**

**Pay a fee equal to one half of the term fees should enrolment be cancelled by the College OR the child is withdrawn voluntarily by their parents from the College within 28 days of the beginning of Term.**

### 4. UNIFORM

To provide my/our child with the correct uniform approved by the school, and to ensure that he/she is always sent to school neatly and tidy in appearance.

### 5. ATTENDANCE

To make every effort to ensure that my/our child will not be absent from school without leave of absence being granted by the school and that Term dates, as advertised by the school, will be strictly adhered to.

### 6. CHANGE OF CONTACT DETAILS AND MARITAL RELATIONSHIP

To notify the College office immediately of any changes that may occur in the details of this form.

### 7. COLLEGE PROPERTY

Parents will be responsible for any wilful or negligent damage caused to College property by their child. The College does not insure students' property of any description (e.g. mobile phones).

## PART G PARENT/CARER DECLARATION

I/We apply for admission of this student to Brisbane Adventist College;

I/We have read and understood the Student Code of Conduct - THE BAC WAY and have discussed it with my child;

I/We do hereby agree to abide by the Student Code of Conduct - THE BAC WAY;

I/We do hereby agree that Brisbane Adventist College can contact my child(ren)'s previous school(s) for information;

I/We have attached relevant documentation (*applications will not be processed where relevant documentation is not supplied*).

Birth Certificate (ALL students)		Immunisation Record (ALL students)	
Medical Documents (as applicable)		Two most recent School Reports (Years 1 to 12)	
Custody Documents (as applicable)		Educational Documents (as applicable)	

## SIGNATURE OF PARENTS/CARERS

Mother/Carer	Date
Father/Carer	Date

**NOTE: BOTH PARENTS MUST AGREE TO AND SIGN THIS CONFIRMATION UNLESS COURT ORDERS ARE ATTACHED REGARDING INDIVIDUAL RESPONSIBILITIES ALLOCATED TO THE INDIVIDUAL PARENTS. Failure to fully and frankly disclose any information relevant to this application may result in this application not proceeding and being cancelled as invalid.**



## PART H MARKETING INFORMATION

Please indicate reasons for seeking enrolment at Brisbane Adventist College

- Christian Education    Academic    Caring Environment    Family Environment    Live in the local area  
 Discipline    Child Care to Year 12    Other \_\_\_\_\_

### How did you hear about the College?

Friend		Local business referrals	
Internet private schools directory		School bus signage	
Facebook		Electronic sign at front	
School Website		Live locally	
Referred by another school family (past or present)		Local church	
Name of referring family:			

## PRIVACY STATEMENT

Schools operated by Seventh-day Adventist Schools (South Queensland) Limited collect personal information about pupils and their parents/guardians before and during the course of a pupil's enrolment in school. The purpose for collecting this information is to enable the school to provide schooling for your son/daughter. We comply with the Privacy Legislation relating to private sector organisations effective from 21 December 2001.

Please complete all the enrolment information as requested by the school. It is all important and useful information and enables the school to fulfil its duty of care. It is stored securely (both electronic and hard copy) and used for school administrative purposes only. If you do not complete any part of the information requested it might have some bearing on how the school is able to respond to it, and meet the individual needs of each student/family. In particular, it is a requirement that health information is accurate and up to date and so we may, from time to time, request medical reports about your child(ren). A photograph of each child may be attached to the student records.

Personal information obtained by the school is for use by the School in the first instance, but may be disclosed to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and others providing services to the schools, including visiting specialist teachers and volunteers. Information may also be used for the compilation or analysis of statistics relative to public health or public safety. If the school has reason to suspect that unlawful activity has been, is being or may be engaged in, information relevant to such activities may be shared with the appropriate authorities.

On occasions information such as academic and sporting achievements, pupil activities and other news is published in school Newsletters, magazines and on our website. We may include your contact details in a class list and School Directory. If you do not agree you must advise the school.

If you provide the school with information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the school and why, so they can access that information if they wish and inform the school not to disclose the information to third parties.

You may have access to your stored information for the purposes of checking its accuracy by contacting the school Secretary in the first instance. If there are items that you consider need updating or correcting, you have the right to request such changes be made. Access may be denied where it could have an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (South Queensland) Limited Privacy Policy is available from your school.



# BRISBANE ADVENTIST COLLEGE

*Everything with God*

Early Learning Centre ~ Primary ~ Secondary

OFFICE USE ONLY		
Date Application Received	Class Allocated	Application Fee Paid
Date of Interview	Date to Commence	Receipt Number
Outcome of Application	Referred by	Date details entered into MAZE
Date Outcome Letter posted	Student Key	Home Key
Registration Number	Family Key	
Principal	Accounts Officer	

SUPPORTING DOCUMENTS to be sent with Application for Enrolment					
1. Two (2) recent school reports (where applicable)					
2. Two (2) referees (not applicable for International and Prep students)					
Please circle Interview day am/pm preference	Monday	Tuesday	Wednesday	Thursday	Friday
	am/pm	am/pm	am/pm	am/pm	am/pm
PLEASE ENCLOSE \$100.00 NON-REFUNDABLE APPLICATION FEE (cheque or cash only, credit card and EFTPOS available at reception)					