



# Guildford Grammar School

FOUNDED 1896

## Application for Enrolment

11 Terrace Road, Guildford, Western Australia 6055

**Telephone** +61 8 9377 9222 **Facsimile** +61 8 9377 3140

**Email** registrar@ggs.wa.edu.au **Website** www.ggs.wa.edu.au

### Preparatory (K-6) Senior (7-12)

#### Student

First Name .....

Surname .....

Calendar Year of Entry

Academic Year of Entry

Day Student

Boarder

**All sections must be fully completed and the following documents (if applicable) included:**

- \$120 Application Fee (including GST)
- Copy of your child's most recent school reports (as requested by the Registrar)
- Letter of Reference (Only Boarders must provide a reference from their current Teacher or Principal)
- Copy of your child's Full Birth Certificate (not an extract)
- Copy of immunisation record and any relevant medical documents

**Please read and complete all pages**

#### Office use only

Family Key .....

Acceptance Fee .....

Enrolment Key .....

Endowment Fee .....

House/Qtr Allocation .....

Headmaster's Interview .....

## Student Information

### Student's details

First Name

Preferred Name

Date of Birth

Gender Male  Female

Place of Birth

Country of Birth

Nationality

Religious Denomination

Country of Citizenship

First Language

Australian Permanent Resident **Yes / No**  
*please circle*

Aboriginal  Torres Strait Islander

### Born Outside of Australia

Date of Arrival

Passport Number

Visa Class

Expiry Date

Nationality

### *Citizenship/Visa must be sighted*

Who does the student reside with? Both  Mother  Father  Other

### Residential Address

Address

State

Postcode

Present School *If applicable*

Current Year Level

SCASA Number

### Additional Information

Fully Immunised **Yes / No** *please circle*

*Please attach full Immunisation record*

**Additional Information**

Does your child have any special needs (medication, physical, cognitive, learning)?

*If yes, please provide details below and if appropriate attach additional diagnostic report documents and plans if the space provided is inadequate.*

Medic Alert Bracelet **Yes / No** *please circle*

**FOR details e.g.**

Allergies.....  
.....

Required Medication.....  
.....

Physical Disabilities .....

Sight/Hearing Issues .....

Speech Difficulties .....

Psychological Issues .....

Behavioural/Safety .....

*Relevant details relating to or involving the student (e.g. family structure, ill health, physical disability, allergies, other learning requirements), must accompany this application. In cases of special learning requirements, the School needs to be fully informed in order to provide adequate support for your child should a place be offered. The School reserves the right to consider termination of the enrolment if relevant material is not disclosed.*

**Family Information**

**Parent/Guardian 1**

Relationship to child

Title and Surname

First Name

## Family Information

### Parent/Guardian 1

Address

State

Postcode

Country

*Fee address please tick*

Occupation

Employer

Nationality

Religious Denomination

Country of Birth

First Language

Home Telephone

Work Telephone

Mobile

Email

### Parent/Guardian 2

Relationship to child

Title and Surname

First Name

Address

State

Postcode

Country

*Fee address please tick*

Occupation

Employer

Nationality

Religious Denomination

Country of Birth

First Language

Home Telephone

Work Telephone

Mobile

Email

*If a third party is covering fees, please advise the Registrar.*

**Please circle the preferred email address to receive School correspondence**

Parent/Guardian 1

2

Both *please circle*

**Are there any court orders pertaining to this child? Yes / No** *please circle*

***If yes, please provide details and copies***

.....

.....

.....

.....

**Emergency Contact Details (other than Parent/Guardian)**

Name	<input type="text"/>	Relationship to Child	<input type="text"/>
Home Telephone	<input type="text"/>	Work Telephone	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

**Association with Guildford Grammar School**

**Is the parent, grandparent, sibling or other relative an Old Guildfordian? Yes / No** *please circle*

Name	<input type="text"/>	Relationship	<input type="text"/>
Year	<input type="text"/>	House	<input type="text"/>
Name	<input type="text"/>	Relationship	<input type="text"/>
Year	<input type="text"/>	House	<input type="text"/>
Name	<input type="text"/>	Relationship	<input type="text"/>
Year	<input type="text"/>	House	<input type="text"/>
Name	<input type="text"/>	Relationship	<input type="text"/>
Year	<input type="text"/>	House	<input type="text"/>

## Association with Guildford Grammar School

**Name of sibling(s) who are current students at the School, or who are enrolled to attend in future years**

Name	<input type="text"/>	Academic Year	<input type="text"/>
Name	<input type="text"/>	Academic Year	<input type="text"/>
Name	<input type="text"/>	Academic Year	<input type="text"/>
Name	<input type="text"/>	Academic Year	<input type="text"/>

## Terms and Conditions of Enrolment

1. **A non-refundable Application Fee of \$120 per student must accompany this Application.**
2. Lodgement of this Application does not guarantee a place at the School.
3. I/we have completed this application form to the best of my/our knowledge. Further I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the application/enrolment process, especially in relation to this student's individual needs, medical conditions, health care requirements and/or Court Orders, then the enrolment process may be refused or terminated on this ground.
4. I/we will provide a copy of the student's most recent school reports prior to the interview.
5. I/we will advise the School of any change of personal details including email details between the time of application and the duration of the enrolment.
6. A formal offer of a place at the School is made following a successful interview with the Headmaster or his delegated representative. I/we understand that attendance at an interview does not guarantee an offer of a place. Both parents must accompany the student to the interview, except under exceptional circumstances. Appropriate paperwork must be signed and returned to the School prior to a student commencing at the School. **A non-refundable Acceptance and Endowment fee of \$2805 is payable per family upon the offer of a place.**
7. Leave of absence can only be granted for a one (1) year period. In exceptional circumstances, extensions to this request may be requested in writing to the Headmaster and places are granted upon availability.
8. I/we agree that if necessary, a credit check may be undertaken by the School with any schools you have been previously associated with.
9. I/we agree to abide by and support the philosophies of the School and lend full support to the staff of the School in the implementation of these philosophies.
10. I/we accept full responsibility for the school fees and any other cost involved for the duration of enrolment of this student at the School.
11. I/we understand that the Annual Fee set out in the Fees and Charges Schedule is payable in equal instalments or in advance at the School at the beginning of each academic year. Charges for goods and services are payable as rendered. A student may not be permitted to enter the School at the beginning of any Term unless all fees and charges are paid up to date.
12. I/we understand that a term's notice must be provided to the School in writing, otherwise the School is entitled to charge this in lieu of notice given.
13. An offer of enrolment as a boarder will be for the four terms of the year. Any request for withdrawal will require the balance of the boarding fees for the remainder of the year to be paid.

14. The School, at its discretion, may seek to recover from you any damage to the School's property caused or contributed to by the student, net of any amount the School may recover under the School's insurance policies.
15. I/we authorise the School to incur costs on my/our behalf where they relate to the student's medical expenses arising from accident or illness.
16. I/we agree that the student is solely responsible for loss or damage to personal property brought to the School.
17. **All information collected on this form will be used and stored in accordance with the School's Privacy Policy, which is available on the school's website at [www.ggs.wa.edu.au](http://www.ggs.wa.edu.au) and in the School Handbook.**

### Privacy Requirements

Should any information about your family or child be of a sensitive or private nature, attach a separate letter outlining these circumstances.

I/We agree to the collection and use of personal information for my child and family.

### Parental Agreement to Guildford Grammar School - TERMS AND CONDITIONS

I/We agree to the terms and conditions and give permission to process this Application for Enrolment. I/we understand that by signing this application I/we am agreeing to and will abide by the above terms and conditions for the full term of this child's enrolment at Guildford Grammar School.

Signature of Parent/Guardian 1  Date

Signature of Parent/Guardian 2  Date

### Payment Details

Pay the amount **\$120** by Cash  Cheque  Credit Card  Direct Deposit

Credit Card Details Card Type Mastercard  Visa  Amex

Name on card

Card Number  Expiry Date

Signature

### Direct Deposit Details

**Account** Guildford Grammar School Inc **Bank** Westpac **BSB** 036 000 **Account** 869683

**Payment Reference** [Student Name, Academic Year of Entry, Calendar Year of Entry]  
e.g. David Citizen, Year 8, 2020

**SWIFT code for overseas payments** WPAC AU 25

### Cheque Details

**Payable to** Guildford Grammar School, 11 Terrace Road, Guildford, Western Australia 6055