

**ST MARY'S COLLEGE**  
**A CATHOLIC SCHOOL FOR GIRLS**



**APPLICATION FOR ENROLMENT**

*One Pace Beyond...*

*This form is to be accompanied by a non-refundable fee of \$50 and supported by relevant documentation.*

**STUDENT INFORMATION**

Student's Family Name: \_\_\_\_\_

Given Names(s): (Please underline usual name used) \_\_\_\_\_ (M/F) \_\_\_\_\_

Date of Birth: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ Place of Birth: (Country) \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

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

Nationality: \_\_\_\_\_

Usual language spoken at home:  English Only  Other Please specify \_\_\_\_\_

Is the student of Aboriginal or Torres Strait Islander origin?

*(For persons of both Aboriginal and Torres Strait Islander origin, mark both "yes" boxes.*

No [ ] Yes, Aboriginal [ ] Yes, Torres Strait Islander [ ]

Religion: \_\_\_\_\_ Current Parish: \_\_\_\_\_

Sacraments received to date: Baptism  Year: \_\_\_\_\_

First Communion  \_\_\_\_\_

Confirmation  \_\_\_\_\_

Penance (Reconciliation)  \_\_\_\_\_

Siblings: Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

**PROPOSED GRADE LEVEL AND YEAR OF ENTRY -**

Grade: \_\_\_\_\_ Year: \_\_\_\_\_

**PRESENT SCHOOL & GRADE** \_\_\_\_\_

**PREVIOUS SCHOOLING:** \_\_\_\_\_

\_\_\_\_\_

# FAMILY INFORMATION

**FATHER/GUARDIAN/STEP FATHER**

**MOTHER/GUARDIAN/STEP MOTHER**

|   |  |  |
|---|--|--|
| Family name:  |  |  |
| Given Name:   |  |  |
| Address :   |  |  |
|   |  |  |
|   |  |  |
|   | Post Code:   | Post Code:   |
| Postal Address:   |  |  |
| (if applicable)   |  |  |
| Country of Birth  |  |  |
| Telephone: (Home)   |  |  |
| (Work)  |  |  |
| (Mobile)  |  |  |
| Facsimile:  |  |  |
| Email:  |  |  |
| Occupation:   |  |  |
| Employer:   |  |  |
| Religion:   |  |  |
| <b>WHAT IS THE HIGHEST YEAR OF PRIMARY OR SECONDARY SCHOOL THE PARENT, STEP PARENT OR GUARDIAN HAS COMPLETED?</b> | <input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 10 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below               | <input type="checkbox"/> Year 12 or equivalent<br><input type="checkbox"/> Year 11 or equivalent<br><input type="checkbox"/> Year 10 or equivalent<br><input type="checkbox"/> Year 9 or equivalent or below               |
| <b>WHAT IS THE HIGHEST LEVEL OF QUALIFICATION THE PARENT, STEP PARENT OR GUARDIAN HAS COMPLETED</b>               | <input type="checkbox"/> Bachelor degree or above<br><input type="checkbox"/> Advanced Diploma<br><input type="checkbox"/> Certificate I to IV (including trades)<br><input type="checkbox"/> No non school qualifications | <input type="checkbox"/> Bachelor degree or above<br><input type="checkbox"/> Advanced Diploma<br><input type="checkbox"/> Certificate I to IV (including trades)<br><input type="checkbox"/> No non school qualifications |
| <b>USUAL LANGUAGE SPOKEN AT HOME</b>  | <input type="checkbox"/> English Only<br><input type="checkbox"/> Other Please specify<br><input style="width: 100%;" type="text"/>  | <input type="checkbox"/> English Only<br><input type="checkbox"/> Other Please specify<br><input style="width: 100%;" type="text"/>  |

What is your occupation code?  Please refer to list on back page

## Family's Connection with the College

Has a relative attended or is currently attending St Mary's College OR other Catholic Schools/Colleges?

ST MARY'S COLLEGE:    Yes     No

Name (Current): \_\_\_\_\_

Name (Maiden): \_\_\_\_\_

Relationship: \_\_\_\_\_



Year Left: \_\_\_\_\_

OTHER CATHOLIC SCHOOLS/COLLEGES:    Yes     No

Names of Schools/Colleges attended: \_\_\_\_\_

\_\_\_\_\_



|   |   |
|---|---|
| <p>Medical conditions that you think we should know about.<br/>Please include any specific health issues or special needs requirements</p> <ul style="list-style-type: none"> <li>• If necessary attach more details of medical conditions, allergies and their treatment</li> <li>• The school has other forms for you and your Doctor to authorise prescribed medication to be administered during school hours.</li> </ul>   | <p>Medical Condition</p> <p>1 <input type="text"/></p> <p>2 <input type="text"/></p> <p>3 <input type="text"/></p>  |
| <p>Vaccinations. Has the student been immunised' </p> <p>If 'Yes' evidence of vaccination can be:</p> <ul style="list-style-type: none"> <li>• The child's health record book</li> <li>• Signed document on doctor's letterhead</li> <li>• Signed document on council letterhead</li> <li>• A statutory declaration can be obtained from your school. Please be accurate.</li> </ul> <p>If 'No' you must give the school a statutory declaration stating that the parent or guardian has a conscientious objection to immunisation. A statutory declaration '<i>Objection to child immunisation</i>' can be obtained from your school.</p> | <p><input type="checkbox"/> Yes – tick those given</p> <p><input type="checkbox"/> No - Statutory Declaration required</p> <p><b>Usual vaccinations up to 5 years of age</b> <small>Tick those given</small></p> <p>Hepatitis B Vaccine (HEB) ..... <input type="checkbox"/></p> <p>Combined Diphtheria Tetanus Pertussis (DTP)..... <input type="checkbox"/></p> <p>Poliomyelitis Oral or Injectable (OPV) ..... <input type="checkbox"/></p> <p>Haemophilus Influenzae Type B (HIB) ..... <input type="checkbox"/></p> <p>Measles, Mumps &amp; Rubella (MMM) ..... <input type="checkbox"/></p> <p>Meningococcal Group C (MEN) ..... <input type="checkbox"/></p> <p>Varicella (Chickenpox) (VZV) ..... <input type="checkbox"/></p> <p>Pneumococcal (PCV) ..... <input type="checkbox"/></p> <p><b>Additional vaccinations</b></p> <p>Diphtheria and Tetanus (CDT) ..... <input type="checkbox"/></p> <p>Influenza (FLU) ..... <input type="checkbox"/></p> <p>The HPV vaccination..... <input type="checkbox"/></p> |
| <p>Does the student use a bus service?</p>  | <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please specify eg South Arm Metro service</p> <p>AM Route: <input type="text"/></p> <p>PM Route: <input type="text"/></p>  |
| <p>Are there any Court parenting orders concerning residence, contact, child maintenance, education,</p> <p></p>   | <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please attach a copy of the order</p> <p>Review date of Court order?</p> <p>Day Month Year</p> <p>..... / ..... / .....</p>  |

## Consent

These consents are ongoing. If you wish to withdraw consent, please inform the College in writing

### Consent to publications

Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and enable parents and others to be informed about the College's work. Since photographs on websites are available to the whole world, we aim to ensure students' safety by requiring staff not to link students' names to their photographs.

- I give consent for **photographs** that include the student to be published in College print publications, such as the yearbook and newsletter.  Yes  No
- I give consent for **photographs** that include the student to be published on the College internet site and in other electronic publications  Yes  No
- I give consent for **photographs** that include the student to be published in Catholic Education Office publications, such as websites, reports and brochures.  Yes  No
- I give consent for samples of **work by the student** to be published in print publications such as the newsletter and yearbook, if he/she agrees for it to be used.  Yes  No
- I give consent for samples of **work by the student** to be published on an internet site and in other electronic publications if he/she agrees for it to be used.  Yes  No

### Consent to the media

- I give consent for the student to be photographed, filmed or interviewed, and their given name and surname be published by **newspapers, radio** and **television** in stories about education and school activities. The media may also publish the name of the school the student attends.  Yes  No

## Personal Information Protection Statement

Information collected on this document will be dealt with in accordance with the Privacy Policy and associated management practices of St Mary's College. A copy of the St Mary's College Privacy Policy can be obtained by contacting the Business Manager.

Personal information may be disclosed to authorised agencies and to health practitioners to support student health requirements.

You may access your personal information by application to the Principal.

## Signature

**Signing this form** – to sign this form you must be either:

- An independent or adult student; or
- The parent or guardian or other person who has a Court Order proving they have care and control of the enrolling student.

Enrolment is not complete until you have provided evidence of the student's date of birth and identity, and any other evidence requested, and the College accepts the enrolment.

I certify that the information provided in this form is correct.

**Signed:**

**Date:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**Signed by:**

First parent or guardian

Second parent or guardian

## How Did You Hear About St Mary's College?

- Recommended by friend/relative
- Advertising
- Past Pupil
- Other \_\_\_\_\_

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### ACCOUNTS AND OTHER CORRESPONDENCE *(Newsletters, Reports, etc)*

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|                   | Accounts to be sent to: | Other Correspondence to be sent to: |
|-------------------|-------------------------|-------------------------------------|
| Name:             | _____                   | _____                               |
| Address: (Postal) | _____                   | _____                               |
|                   | _____                   | _____                               |
| Telephone: (Home) | _____                   | _____                               |
| (Work)            | _____                   | _____                               |

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## CONDITIONS OF ENROLMENT

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*Please read carefully*

1. St Mary's College is an independent Catholic school, under the auspices of the Tasmanian Congregation of Presentation Sisters. Parents and students must, therefore, understand and support the Catholic ethos of the school community.
2. A condition of entry to the College is that parents and guardians agree to accept the authority of the Board and the Principal to run the College and they will be bound by and duly observe any rules and regulations of the College which the Principal and Board may adopt from time to time.
3. Students are expected to conduct themselves according to Christian Gospel values and to co-operate fully in all that promotes their complete education.
4. Students are required to attend camps and/or retreats organized for their classes.
5. Students are expected to represent the College in sporting teams giving their first loyalty to their school, while at school.
6. Students are to wear the uniform of the College properly, so as to develop a pride in personal appearance, as well as developing a sense of belonging and responsibility.
7. Students are to care for the buildings, furniture and equipment of the College and are financially responsible for damage caused through carelessness or neglect.
8. Students may not leave the College property during school hours without the permission of appropriate College authorities.
9. Whether at school, at a school function, or travelling, students are not permitted tobacco, alcohol or any other form of drug.
10. Parents are expected to take a positive part in the activities of the College and to co-operate with the College in providing their child's education.
11. Fees: The College may refuse to retain a place for a student whose fees remain unpaid.  
Parents are expected to pay the required tuition fees, levies and other charges that are set down by the Board. Accounts are due and payable within 30 days unless prior arrangements have been made.  
A payment to be made in 9 monthly instalments from February to October each year (billed up front)  
A Penalty of one term's fees will be charged upon failure to provide in writing one clear terms notification of enrolment termination.
12. For enrolments, a deposit of 50% of the first term's fees (not including levies) will be payable on acceptance of an offer of enrolment. This deposit will be credited to the first account, but is non-refundable if the enrolment is not subsequently taken up.
13. The Principal reserves the right to suspend or to dismiss any student from the College on grounds of unsatisfactory conduct or performance, or failure to obey the rules of the College or for any other reason.
14. In the event of injury/illness or other serious circumstances, we authorise the Principal, or nominee, to take whatever action is considered immediately necessary. It is understood that immediate contact with parents will be attempted.

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**TO BE COMPLETED AND SIGNED**

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Should the Principal and the Management Advisory Board of St Mary's College agree to enrol \_\_\_\_\_  
\_\_\_\_\_ as a student of St Mary's College,

I/We (*Block Letters*) \_\_\_\_\_ and \_\_\_\_\_

having read the above conditions accept and agree to them and the responsibility for paying fees as they fall due.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**WITH THIS APPLICATION**

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Please attach:

- A passport sized photograph
  - A non-refundable fee of \$50
  - Baptism Certificate
  - Birth Certificate
  - School Reports
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**APPLICATION PROCEDURE**

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This form, together with support documentation, should be returned to the address listed below:

Enrolment Officer  
St Mary's College  
GPO Box 1476 Hobart Tasmania 7001  
Telephone: (03) 6234 3381  
Facsimile: (03) 6234 1206  
Email: [enrol@smc.tas.edu.au](mailto:enrol@smc.tas.edu.au)

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**FOR OFFICE USE**

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Application Received \_\_\_\_\_

Fee Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Acknowledged: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Enrolment Confirmed: \_\_\_\_\_

**ST MARY'S COLLEGE**  
164 Harrington Street  
HOBART TASMANIA 7000

GPO Box 1476  
HOBART TASMANIA 7001

Telephone: (03) 6234 3381 Facsimile: (03) 6234 8073  
Email: [stmarys@smc.tas.edu.au](mailto:stmarys@smc.tas.edu.au)  
Website: [www.smc.tas.edu.au](http://www.smc.tas.edu.au)

ABN: 70 118 296 643  
St Mary's College Inc

| <b>Parent or Guardian Occupation Groups</b>  |
|--|
| Please use the following occupation groups to complete Question 8 on page 2.   |
| <p><b><u>Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals</u></b></p> <p><b>Senior executives/manager/department head</b> in industry, commerce, media or other large organisation.<br/> <b>Public service manager</b> (Section head or above), regional director, health/education/police/fire services administrator<br/> <b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]<br/> <b>Defence Forces Commissioned Officer</b><br/> <b>Professionals</b> generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.<br/> <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</b><br/> <b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]<br/> <b>Air/sea transport</b> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>  |
| <p><b><u>Group 2: Other business managers, arts/media/sportspersons and associate professionals</u></b></p> <p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business<br/> <b>Specialist manager</b> [finance/engineering/production/personnel/industrial relations/sales/marketing]<br/> <b>Financial services manager</b> [bank branch manager, finance/investment/insurance broker, credit/loans officer]<br/> <b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]<br/> <b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]<br/> <b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals.<br/> <b>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</b><br/> <b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]<br/> <b>Defence Forces senior Non-Commissioned Officer</b></p>  |
| <p><b><u>Group 3: Trades and advanced/intermediate clerical, sales and service staff</u></b></p> <p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All <u>tradesmen/women</u> are included in this group.<br/> <b>Clerks</b> [bookkeeper, bank clerk/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/ registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services desk, admissions clerk]<br/> <b>Skills office, sales and service staff</b><br/> <b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard]<br/> <b>Sales</b> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]<br/> <b>Service</b> [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>  |
| <p><b><u>Group 4: Machine operators, hospitality staff, assistants, labourers and related workers</u></b></p> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators.</b><br/> <b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]<br/> <b>Office assistants, sales assistants and other assistants.</b><br/> <b>Office staff</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]<br/> <b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]<br/> <b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]<br/> <b>Labourers and related workers</b><br/> <b>Defence Forces</b> ranks below senior NCO are not included above<br/> <b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]<br/> <b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p> |