

Kimberley College



Application for Enrolment Form

Once completed, please return to the College along with your \$100.00 Application for Enrolment Fee.

Postal Address: PO Box 3578, Logan Hyperdome QLD 4129

Email: enrolments@kimberleycollege.org

Facsimile: (07) 3287 6155

Phone: (07) 3209 0300

Student Please complete a separate application form for each child. This form may be photocopied.	Family Name			Given Names		
	Gender	Date of Birth	Preferred Name			
	Calendar Year & Term to Enrol		Proposed Year Level of Entry		Present School	
	Nationality(s)			Country of Birth		
	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal & Torres Strait Islander Is the student of Aboriginal/Torres Strait Islander origin?					
	Main language spoken at home			Religion		
Links to Kimberley College	<input type="checkbox"/> Yes. Please complete below. <input type="checkbox"/> No Are you a new or current family to Kimberley College? (current includes graduated students)					
	Full name of current/graduated student				If past student, year of graduation	
Residential Information Residential address of each student is required for calculation of funding. Please do NOT provide a post office box or any other type of non-residential address.	Students Residential Address					
	Suburb		State		Post Code	
	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other (please detail below)					
 Student lives with					
Parent (or guardian) Please list only parent/s and or guardian/s living with the student. There is an opportunity for you to provide details of additional parents/guardians under 'Other Family Matters'.	Family Name			Given Names		Relationship to Student
	Mobile Telephone		Work Telephone		Home Telephone	
	Email					
	Employer/Business Name				Position Title	
	Business Address					
	Suburb		State		Post Code	

Commonwealth Government Collection of Parent Information The following information is required for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below What is the highest year of primary or secondary school you have completed?		
	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification What is the level of the highest qualification you have completed?		
	Occupation Group: Please select your appropriate occupation group from the list on page 4. If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.		
Parent (or guardian) Please list only parent/s and or guardian/s living with the student. There is an opportunity for you to provide details of additional parents/guardians under 'Other Family Matters'.	Family Name		Given Names
	Relationship to Student		
	Mobile Telephone	Work Telephone	Home Telephone
	Email		
	Employer/Business Name		Position Title
	Business Address		
	Suburb	State	Post Code
Commonwealth Government Collection of Parent Information The following information is required for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below What is the highest year of primary or secondary school you have completed?		
	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification What is the level of the highest qualification you have completed?		
	Occupation Group:		
Emergency Contacts Please list Emergency Contacts in addition to the Parent/s/Guardian/s listed.	Emergency Contact Name		Emergency Contact Telephone
Other Family Matters <input type="checkbox"/> No <input type="checkbox"/> Yes Are there any Specific Issue Orders, Care and Protection Orders or any other orders in place that affect the student? If answering yes to this question, please attach copies of Family Court documents or Protection Orders relating to the student. In lieu of Court Orders, written consent from the non-custodial parent in support of enrolment at Kimberley College must be submitted with this application. Any amendments to this ruling will be at the discretion of the College Board of Directors.	<input type="checkbox"/> No <input type="checkbox"/> Yes – please complete section below.		
	Is there another person whose details should be recorded in our system?		
Additional Parent/Guardian	Family Name		Given Names
	Relationship to Student		
	Mobile Telephone	Work Telephone	Home Telephone
	Postal Address		
	Suburb	State	Post Code
	<input type="checkbox"/> No <input type="checkbox"/> Yes Do you give permission for reports and general correspondence to be sent to this person?		

Postal Address Full postal address including your name as you would like it to appear on all correspondence.	Name		
	Postal Address		
	Suburb	State	Post Code
Other Children in Family If family Name is omitted then Family Name of Student (above) is assumed. This information is required to assist us in recognizing multiple enrolments from the same family.	Name	Gender	Date of Birth
Account Information	Name of person/s responsible for payment of account		
	Signature of person/s responsible for payment of account		
	Billing Address		
	Suburb	State	Post Code
Scholarships	Applications for scholarships must be in writing and addressed to The Kimberley College Board of Directors, PO Box 3578, Logan Hyperdome QLD 4129. Supporting documentation is highly recommended, for example, the most recent report card for your child.		
Procedures	<p>Thank you for choosing Kimberley College for the education of your child. If you have any questions regarding the enrolment process, please contact the Registrar's office on 3209 0300.</p> <p>Applications for enrolment are considered when the Application for Enrolment form and Application Fee of \$100 is received by the Registrar. The Application Fee is non-refundable, irrespective of the outcome of the application. Payment can be made by cheque, credit card, cash or Eftpos.</p> <p>Interviews are not compulsory; however should you wish to meet with the Principal please contact the College office.</p> <p>Upon offer of a position at the College, you will be sent a Confirmation of Enrolment form and will be required to pay a non-refundable Confirmation of Enrolment Fee. Where the Confirmation of Enrolment is not received by the due date identified, the College reserves the right to withdraw its offer of enrolment.</p> <p>Please note that places are offered in strict chronological order of receipt of application. A separate application for enrolment is required for each student in the family. If you have children who are, or have been, students of Kimberley College this does not place siblings in a position of enrolment advantage. This is in fairness to all families who wish to send their children to Kimberley College.</p>		
Conditions of Enrolment	<p>In making an application for the enrolment of a student parents acknowledge the following:</p> <ol style="list-style-type: none"> 1. Term fees are due at the beginning of the period they cover and are payable in advance unless a direct debit arrangement has been entered into. 2. A term's notice, in writing from parents/guardians, is necessary if the parents/guardians choose to remove their child from the school. A term is a unit of academic time comprising a variable number of weeks in any given academic year as identified in the College calendar. There are four terms in each academic year. A term does not include school holiday time nor is it an equivalent number of weeks that traverses two terms. If notice of removal is not given, it is the College's policy that parents will be charged for the subsequent term's fees. Such a policy is necessary to adequately replace those students who may move out without giving due notice. 3. Tuition Fees are effective from 1st January in any given academic year and will remain until such time as they are changed by the Board of Directors. 4. While the Board of Directors aims to set fees on an annual basis, it reserves the right to change these at any time. 5. Parents agree that images of their child may be used by the College in publications (including web sites) and for promotional and publicity purposes (unless the College is notified to the contrary in writing). 6. After an application is lodge, it is the responsibility of the parents/guardians to ensure the College is advised of any change of address or contact details. 		

List of Parental Occupation Groups

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

GROUP 1: Senior Management in large business organisations, government administration and defence, and qualified professionals.
 Senior executive/manager/department head in industry, commerce, media or other large organisation. Public service manager (section head or above), regional director, health/education/police/fire services administrator.
 Other administrator (school principal, faculty/head/dean, library/museum/gallery director, research facility director).
 Defence Forces Commissioned Officer.
 Professionals 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.
 Health, Education, Law, Social Welfare, Engineering, Science, Computing Professional Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer).
 Air/sea transport (aircraft/ship's captain/officer/pilot/flight officer/flying instructor/air traffic controller).

GROUP 2: Other business manager, arts/media/sportspersons and associate professionals
 Owner/Manager: Farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
 Specialist Manager: Finance, engineering, production, personnel, industrial relations, sales, marketing.
 Financial Services Manager: Bank branch manager, finance, investment, insurance broker, credit/loans officer.
 Retail Sales/Services Manager: Shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.
 Arts/Media/Sports: Musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsperson, coach, trainer, sports official.
 Associate Professionals generally have diploma/technical qualifications and support managers and professionals.
 Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
 Business/administration: Recruitment, employment, industrial relations, training officer, marketing/advertising.
 Specialist: Market research analyst, technical sales representative, retail buyer, office/project manager.
 Defence forces senior Non-Commissioned Officer.

GROUP 3: Tradesmen/women, clerks and skilled office, sales and service staff
 Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
 Clerks: Bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk).
 Skilled Office, Sales and Service Staff: Office (secretary, personal assistant, desktop publishing operator, switchboard operator). Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher). Service (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).

GROUP 4: Machine operators, hospitality staff, assistant, labourers and related workers
 Drivers: Mobile plant, production/processing machinery and other machinery operators.
 Hospitality Staff: Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.
 Office Assistants, sales assistants and other assistants: Office (typist, word processing/data entry/business machine operator, receptionist, office assistant). Sales (sales assistant, motor vehicle/caravan/parts sales person, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker).
 Assistant/aides (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant).
 Labourers and related workers: Defence Forces ranks below NCO not included above. Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand).
 Other worker: Labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

GROUP 8: If a person has not been in paid work in the last 12 months.

Declaration

I/We hereby apply to have the above mentioned student enrolled at Kimberley College. I/We acknowledge that this is an application for Enrolment and that admission to the College is subject to the College's enrolment procedures and criteria. Enclosed is a non-refundable enrolment application fee of \$100.00 per student, to cover administrative costs.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Office use only:

Application for Enrolment Fee	Amount Paid - \$	Date Paid -
Confirmation of Enrolment Fee	Amount Paid - \$	Date Paid -

