

# APPLICATION FORM



St Ursula's College  
TOOWOOMBA



Student Name: \_\_\_\_\_

Commencing Year Level \_\_\_\_\_ in the year \_\_\_\_\_  
(eg. Yr 7) (eg. 2020)

- Day Student
- Boarding Student
- Weekly Boarding Student

ABN 27 122 661 858

Registered CRICOS Provider No.03033M

PO BOX 2284 - 38 TAYLOR STREET - TOOWOOMBA QLD 4350

P: (07) 4632 7611 F: (07) 4638 5634

# APPLICATION FORM

- This form is an application only and does not constitute an offer of placement. Upon receipt of this application, an interview will be arranged. If successful, an enrolment contract will be provided. You will be required to sign this document and pay a further \$300 to secure the enrolment (\$500 for boarding enrolments).
- The primary purpose of this information is for use in the application and enrolment process at this College for your daughter. The information may be disclosed to others only for the purposes of the student's enrolment. Failure to disclose the requested information will affect initial enrolment. A copy of the College Standard Collection Notice is included in the application prospectus. The College Privacy Policy is available on the College website along with College policies and procedures.
- This application must be accompanied by a copy of the student's most recent reports (including NAPLAN if applicable), birth certificate, guardian's driver licence, together with a \$110.00 application fee which is non-refundable. The application fee is an administrative fee and covers costs associated with processing enrolment applications.
- The Australian Government requires each school to collect mandatory data as part of its funding agreement. These mandatory data areas are collected through questions marked with an \*.
- It is a requirement of enrolment to St Ursula's College that families accept the mission and values of St Ursula's College, a Catholic College in the Ursuline tradition, and agree to support their child in complying with the College's rules and policies, and also to cooperate and support the staff in the promotion of the College's mission, faith and values. Religious Education is central to the St Ursula's College curriculum. Therefore, it is a compulsory subject at each level.
- It is also a condition of enrolment that if a family makes a decision to withdraw a student from the College, one full term's notice must be given in writing to the Principal of the College. If the required amount of notice is not given, one full term's fees will be charged in lieu of notice.

## APPLICATION PROCESS



1. RETURN COMPLETED APPLICATION FORM WITH SUPPORTING DOCUMENTATION AND A PAYMENT OF \$110



2. WE WILL CONTACT YOU TO BOOK AN INTERVIEW TIME



3. SIGN ENROLMENT CONTRACT AND PAY \$300 (\$500 FOR BOARDING ENROLMENTS)

**\*\* IMPORTANT \*\***

**PLEASE NOTIFY THE COLLEGE OF ANY CHANGE OF INFORMATION GIVEN**

The College reserves the right to correspond with all parents of the enrolled student if the need arises, unless the College has been given formal notice of legally binding restrictions on such communication.

# STUDENT DETAILS

To commence Year Level \_\_\_\_\_

Day Student

In the Year \_\_\_\_\_

Boarding Student

Weekly Boarding Student

Student's Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Names \_\_\_\_\_

Date of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

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

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

Home Telephone \_\_\_\_\_

Languages other than English spoken at home \_\_\_\_\_

Indicate if student is: of *please tick*

Aboriginal descent

Torres Strait islander descent

Both

Neither

Present School \_\_\_\_\_

Year \_\_\_\_\_

Years attended \_\_\_\_\_

Previous School \_\_\_\_\_

Year \_\_\_\_\_

Years attended \_\_\_\_\_

Religion \_\_\_\_\_ Church of Baptism \_\_\_\_\_ Family Parish \_\_\_\_\_

Sacraments received:

Baptism

Reconciliation

Eucharist

Confirmation

Student currently lives with:

Both parents

Mother

Father

Other

If "other" please complete name, address and contact details immediately below:

Full Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

Phone/s (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Are there any Court Orders in place?  No  Yes *(If yes, please attach a copy)*

This would include Family Court, Domestic Violence, Apprehended Violence, Child Protection or other Orders.



**PARENT (1) / LEGAL GUARDIAN INFORMATION**

Father/Guardian Surname \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_

Residential Address *(if different from student)* \_\_\_\_\_ Postcode \_\_\_\_\_

Marital Status \_\_\_\_\_ Home Language \_\_\_\_\_

Occupation \_\_\_\_\_ Religion \_\_\_\_\_

Mobile \_\_\_\_\_ Employer \_\_\_\_\_

Business Phone \_\_\_\_\_ Employer Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Postcode \_\_\_\_\_

Country of Birth \_\_\_\_\_ Drivers Licence \_\_\_\_\_

**PARENT (2) / LEGAL GUARDIAN INFORMATION**

Mother/Guardian Surname \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_

Mother's Maiden Name *(if past student)* \_\_\_\_\_ Years at College \_\_\_\_\_

Residential Address *(if different from student)* \_\_\_\_\_ Postcode \_\_\_\_\_

Marital Status \_\_\_\_\_ Home Language \_\_\_\_\_

Occupation \_\_\_\_\_ Religion \_\_\_\_\_

Mobile \_\_\_\_\_ Employer \_\_\_\_\_

Business Phone \_\_\_\_\_ Employer Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Postcode \_\_\_\_\_

Country of Birth \_\_\_\_\_ Drivers Licence \_\_\_\_\_

**OTHER FAMILY INFORMATION**

Has this applicant any siblings who **currently attend**, are being **enrolled this year**, are **possible future students** or are **past students** of the College?

Names of Current Students	Date of Birth	Year Level
_____	_____	_____
_____	_____	_____

Names of other siblings being enrolled this year (if applicable)	Year Level
_____	_____
_____	_____

Names of other siblings	Past Students <i>(Year Left &amp; Maiden Name)</i>	Future Students	Year Level
_____	_____	_____	_____
_____	_____	_____	_____

Any other special connections with the College *(eg, grandmother or aunt - year they left the College and Maiden Name)*



**\* PARENT (1) / LEGAL GUARDIAN**

\* Circle one of the Occupation Groups below (see attached instructions)

Group No. 1 2 3 4 8

\* What is the highest year or primary or secondary school completed? (Tick one box)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

\* What is the level of the highest qualifications completed? (Tick one box)

- Bachelor Degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualifications

**\* PARENT (2) / LEGAL GUARDIAN**

\* Circle one of the Occupation Groups below (see attached instructions)

Group No. 1 2 3 4 8

\* What is the highest year or primary or secondary school completed? (Tick one box)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

\* What is the level of the highest qualifications completed? (Tick one box)

- Bachelor Degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualifications

How did you hear about St Ursula's College?

- Referral from friend
- Family member attends/attended
- TV ad
- Newspaper/magazine ad
- Website
- Open Day
- Social Media
- Signage
- Other

I/We are enrolling our daughter at St Ursula's College Toowoomba because -

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Family circumstances that I/we would like to share to assist the school in caring for my/our daughter (this would include any informal parenting arrangement) -

**PLEASE TICK MEDICAL CONDITIONS AS APPROPRIATE**

**If there is a Medical Action Plan for any of these conditions, it must be provided to the College.**

Condition	Yes	No	Condition	Yes	No
ADD/ADHD			Anxiety		
Asthma			Depression		
Allergy/Anaphylaxis			Diabetes		
Autism			Drug Reactions		
Back, Bone or joint problems			Hearing Concerns		
Blood Pressure Problems			Head Injury		
Cerebral Palsy			Speech/Language Impairment		
Chronic Fatigue			Vision Concerns		
Convulsions/Epilepsy			Other		
Details of medication/treatment					

## SPECIAL ASSESSMENT

The College seeks to provide opportunities so that each student can be assisted to achieve full potential.

Yes No

1. Does the student have any special educational needs of which the College should be aware?
2. Does the student have any physical/intellectual/learning disability of which you are aware?
3. Does the student have any social/emotional disability of which you are aware?

*If yes, please provide details below, attaching any documentation available.*

**It is essential that you answer as completely as possible so that we can more fully assess the student's needs and our ability to meet these needs. FULL AND FRANK DISCLOSURE** of particular needs will allow the College to determine the appropriate level of support required.

In what area(s) does the student require educational support?

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## SUPPORT AND ASSESSMENTS

*(Please attach explanation and relevant documentation if any answers are "Yes")*

Yes No

3. Has this student received support from Guidance and/or Counselling Services?  
*If so, when – and what length of support?*
- 

4. Has this student had formal psychological or educational assessment? If so, when?
- 

5. Has this student been ascertained or been profiled in the Educational Adjustment Program (EAP) in the past or current?
- 

In what category of the EAP has this student been verified and when was she verified? Is the verification current?

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6. Has this student had the assistance of subject tutors? If yes, in which subjects?
- 

7. Has this student been assessed by a Speech Pathologist? If so, when?
- 

- 7.1. Does this impact on the student's learning?

8. Is this student required to be included in the College Learning Enrichment Program?

9. Has this student received any assistance at their current/previous school? *If yes, please detail in the space provided – and include when and for how long*
- 



## STUDENT'S INTERESTS AND OTHER ACTIVITIES

Academic Strengths \_\_\_\_\_

Cultural Strengths \_\_\_\_\_

Sporting Strengths \_\_\_\_\_

Music

Interested       Currently Learning      Length of Time      Year \_\_\_\_\_ Months \_\_\_\_\_

What Instrument? \_\_\_\_\_ Voice? \_\_\_\_\_

## FEE PAYER DETAILS

By software default, accounts will be sent to the male parent/residential guardian as indicated on the Enrolment Contract. If this is not appropriate, please complete details of correct address below and ensure the individual has signed this Enrolment Contract. *Note: all signatories of this Enrolment Contract are liable jointly and severally for payment of fees, however they will be posted to one address only.*

Title       Mr       Mrs       Ms       Other

Initials \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

## PAYMENT DETAILS FOR APPLICATION FEE

Cash       Cheque       Credit Card

Credit Card Details (please tick)       Visa       Mastercard       Bankcard      Amount \$110

Card Number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      Expiry Date \_\_\_\_/\_\_\_\_      CCV \_\_\_\_\_

Name on Card \_\_\_\_\_      Signature \_\_\_\_\_

Office Use Only:      Receipt number \_\_\_\_\_

# SIGNATURE OF PARENTS/GUARDIANS

**Signing of this application constitutes an agreement with the College including payment by you of all fees and charges for the student. If signed by more than one parent/guardian each is individually bound as well as jointly.**

*I/We agree that the information provided in this Enrolment Contract is true as at date of application and that there is no information relating to this enrolment application that has been omitted.*

*I/We understand that if any of the information disclosed in this form changes (eg: address, learning support assessments, etc) we will forward changes, additional information and any supporting documentation (if applicable) to the College immediately.*

*I/We understand that if information given is found to be incorrect or misleading, this enrolment may be rejected.*

*I/We agree to pay all fees and charges during the course of my/our daughter's education at the College*

*I/We acknowledge that I/we have read and agree to the terms and conditions of entry into the College set out in the Enrolment Contract and Fee Policy and Schedule.*

**Please tick to acknowledge that you have read and agree to the conditions as outlined.**

*Signatures must be original, digital signatures are not acceptable.*

### Parent (1) / Legal Guardian

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent (2) / Legal Guardian

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Other Parent/Guardian

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION CHECKLIST**

- Application Form
- Birth Certificate
- School Report (most recent)
- NAPLAN (most recent)
- Medical Information
- Driver Licence for each Guardian
- Application Fee (\$110)



## \*LIST OF PARENTAL OCCUPATION Groups (for question in Family Details page 5)

**Instructions** Please select the appropriate parental occupation group number from the list.

- 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.
- If the person has not been in paid work in the last 12 months, circle '8' in the box.

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### **GROUP 1 Senior management in large business organisation, government administration and defence, and qualified professionals** including

- 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 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)

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### **GROUP 2 Other business managers, arts/media/sportspersons and associate professionals** including

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager (finance/engineer/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, sportsman/woman, 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 (NCO)

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### **GROUP 3 Tradesmen/women, clerks and skilled office, sales and service staff** including

- 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)
- 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)

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### **GROUP 4 Machine operators, hospitality staff, assistants, labourers and related workers** including

- Drivers, mobile plant, production/processing machinery and other machinery operators
- Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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 salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- Assistant/aide (trades' assistant, school/teacher's aid, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- Labourers and related workers
- Defence Forces ranks below Senior Non-Commissioned Officer (NCO) not included above
- Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, 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)

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### **GROUP 8 If the person has not been in paid work in the last 12 months, circle '8' in the box.**

