

APPLICATION FOR REGISTRATION



The School of Choice for Girls

METHODIST LADIES' COLLEGE
A COLLEGE OF THE UNITING CHURCH

STUDENT'S DETAILS (BLOCK LETTERS)

Family Name	Given Names	Preferred Name
Home Address:		Postcode:
Postal Address		Postcode:
Date of Birth:	Nationality:	
Religious Denomination:		
Present School (if applicable):		Present Academic Year (if applicable):

PLEASE REGISTER MY DAUGHTER FOR:

<input type="checkbox"/> Daygirl:	<input type="checkbox"/> Boarder:
Year of intended entry: 20	Proposed Academic Year of Entry (eg Year 1):
Curriculum Council Number (if Applicant has previously been enrolled in Years 8-12 in a WA school):	
Australian Residency Status: <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident	
<input type="checkbox"/> Full Fee Paying Overseas Student	Visa Category: _____ Passport Number: _____
Is English the Applicants first language: <input type="checkbox"/> Yes <input type="checkbox"/> If No, please advise the Applicants first language:	
Is the Applicant Aboriginal: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Applicant Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT'S DETAILS (BLOCK LETTERS)

FATHER'S DETAILS

Family Name	Given Names	
Home Address:		Postcode:
Postal Address		Postcode:
Home Phone:	Work Phone:	Mobile:
Email:	Fax:	Occupation:

MOTHER'S DETAILS

Family Name	Given Names	
Home Address:		Postcode:
Postal Address		Postcode:
Home Phone:	Work Phone:	Mobile:
Email:	Fax:	Occupation:

OFFICE USE ONLY

CRICOS Registration Number: 00441G

Student Number:		
<input type="checkbox"/> Registration Fee:	Receipt Number:	Date Received:
<input type="checkbox"/> Confirmation Fee:	Receipt Number:	Date Received:

ASSOCIATION WITH METHODIST LADIES' COLLEGE

Is the Applicant's Mother a former student of Methodist Ladies' College: Yes No

If Yes, Mother's Full Name at School: _____

House: _____ Years Attended MLC: _____

Names of other Family members at present attending/registered to attend/enrolled to attend or who are former students of MLC:

Name: _____ Years Attended: _____ Relationship to Applicant: _____

Name: _____ Years Attended: _____ Relationship to Applicant: _____

Name: _____ Years Attended: _____ Relationship to Applicant: _____

Name: _____ Years Attended: _____ Relationship to Applicant: _____

Name: _____ Years Attended: _____ Relationship to Applicant: _____

CUSTODY GUARDIANSHIP

Parent/Guardian with whom the Applicant lives: _____

Both Parents Mother Father Other (please specify) _____

Name of Person/s with legal guardianship of the Applicant: _____

Is a Parenting or Restraint Order applicable: Yes (please attach a copy) No

Any other conditions enforced by law: _____

Please list below any family circumstances of which the College needs to be aware in order to ensure the Applicant's welfare needs are met (eg parent/s deceased, divorced, etc). Please provide copies of documents, including court orders, if relevant:

FOR OVERSEAS APPLICANTS (Guardian living in Western Australia)

NAME OF GUARDIAN:

Family Name _____ Given Names _____

Home Address: _____

Postcode: _____

Postal Address _____

Postcode: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Email: _____ Fax: _____ Occupation: _____

FEES

Full name of person/s responsible for the payment of school fees:

(Note: This application cannot be processed unless this section is completed in full)

Name: _____

Family Name _____ Given Names _____

Address: _____

Postcode: _____

Signature/s: _____

ADDITIONAL INFORMATION

Please list below any health or educational circumstances of which the College needs to be aware in order to provide quality care and support to the student (eg ill health, ADD/ADHD, physical or other disabilities):

DECLARATION

I/We declare that the information provided on this form is true. I/We have read the General Regulations (over leaf) and agree to be bound by these and any other regulations which may be in force at the College at any time. I/We agree, as parents of the above applicant, to be jointly and individually responsible for ensuring that payment is made to the College.

I/We have read and understood the Methodist Ladies' College Privacy Policy (over leaf) in relation to the collection of student and parent information.

I/We declare that I/We have provided Methodist Ladies' College with all information currently available from any of our daughter's specialists.

Should the Applicant's educational or health circumstances change between date of application and entry to the College, I/We will inform the College.

I/We have completed this form and am/are returning it to Methodist Ladies' College with the following items attached:

- For Local Fee Payers, a non-refundable payment of \$100.00
OR
 For Full Fee Paying Overseas Students, a non-refundable payment of \$150.00
AND
 A copy of the Applicant's Birth Certificate
AND
 Copies of recent school reports (for Applicant's currently in Years 2-12 only)

Father's Signature:

Mother's Signature:

Date:

METHOD OF PAYMENT

- Cash Cheque (made payable to Methodist Ladies' College)
 Credit Card MasterCard Visa Card

Card Number

Expiry date /

Name of Card Holder:

Signature:

Amount:



GENERAL REGULATIONS

1. It is important that parents and girls actively support and participate in the College's Christian traditions and expectations. The College aspiration, purpose and values are published and used as a guide for behaviour and decision making.
2. Student attendance is required at official College functions (eg College Sunday, Speech Night and some interschool sporting functions) and all timetabled activities, including Christian Education classes and Chapel. SUCH ATTENDANCE IS A CONDITION OF ENROLMENT. Students are expected to attend the College on the published term dates, with boarders' travel arrangements to occur after the final day of term. If circumstances require a student to be absent from the College for a period greater than 3days, advance application must be made in writing to the Principal.
3. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. The Principal reserves the right to suspend or expel a student from the College.
4. Wilful damage to College property or damage caused by a student's negligence will render the parents or guardians (jointly or individually) of the student/s liable for the restitution costs.
5. All fees and charges are to be paid in advance. Payment of such fees and charges must be made prior to the commencement of the period to which they relate and are to be forwarded to the College Accountant. Council reserves the right to alter such fees and charges at its discretion, without notice. Parents are jointly and individually responsible for ensuring that payment is made to the College.
6. A student will be refused admission to a new term at the College if any fees and charges from the previous period remain unpaid. The Principal may permit the student to continue at the College if any fees and charges remain outstanding, upon the receipt of satisfactory reasons for such non-payment and the negotiation of a plan for payment.
7. Ten weeks' notice in writing must be given to the Principal before the withdrawal of a student from the College, including withdrawal at the end of the year. Failure to give such notice by the last day of any term for withdrawal no earlier than the last day of the following term will involve the payment of ten weeks' tuition fee dating from the last day of attendance of the student. This fee will only be waived in the case of there being, in the view of the Principal, extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw. A pro-rata refund of payments will be made if the notice of withdrawal is in order. Boarders: The calculation of fees for boarding is based on costs for a whole year. In the event of the withdrawal of a student from the Boarding House during the year, whether the withdrawal is at the parents' or the College's instigation, boarding fees must be paid for the remainder of the year. This fee will only be waived in the case of there being, in the view of the Principal, extenuating circumstances that lead to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw. A pro-rata refund of payments will be made if the notice of withdrawal is in order. Ten weeks' notice in writing must be given in the event of the withdrawal of a student from the boarding house at the end of any year. Failure to give such notice will involve the payment of ten weeks' boarding fee. This fee will only be waived in the case of there being extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw.
8. The payment of full fees is necessary to hold a guaranteed place whenever a student is absent from the College for any period of time during the year.
9. A Confirming Fee is payable on acceptance of a place for your daughter to attend the College and is non-refundable. The Confirming Fee is set by the College Council each year.
10. The College reserves the right to amend these regulations from time to time without prior notice.
11. Full Fee Paying Overseas Students must either reside in the College Boarding House or with one or both of the student's parents in Perth during term-time.
12. Day students may be suspended or expelled from the College if they cease to reside with their parents. It is the responsibility of parents to inform the College of proposed residential arrangements other than with parents and gain the permission of the Principal to ensure continuation of the student's enrolment.

PRIVACY POLICY

IN RELATION TO COLLECTION OF STUDENT AND PARENT INFORMATION

1. Methodist Ladies' College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. The Education Act and other Commonwealth and State Government statutory authorities governing or relating to the operation of colleges require that certain information is collected. Some information is required to be passed on to these authorities.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others about students for administrative and educational purposes. This includes to other colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. On occasions student information such as academic and sporting achievements and activities and other news is published in College newsletters, magazines and on our website.
7. Parents may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information about themselves. Access may need approval by the Principal and there will be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care for the student, or where students have provided information in confidence.
8. As you may know the College from time to time engages in fundraising and friend-raising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. We may include your contact details in published class or year lists. If you do not agree to this you must advise us now.
10. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
11. It is the obligation of the parent to provide the College with current and updated information.
12. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

The MLC privacy policy is accessible on our website www.mlc.wa.edu.au



The School of Choice for Girls

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