

Application for Enrolment



**JOHN PAUL
COLLEGE**
with Him is the fullness of life

Student details

First Name _____ Middle Name(s) _____
Surname _____
Preferred Name _____
Gender _____ Date of Birth _____
Nationality _____ Religion _____
Entry year to JPC _____ Entry year level at JPC _____

Aboriginal or Torres Strait Islander decent? No Yes

Country of Birth Australia Other _____

If not born in Australia

Citizenship Country _____ Citizenship Status _____
Year of arrival in Australia _____
First enrolled in an Australian School _____
Passport Number _____
Visa Subclass and number _____

Student Current Address

Address _____
Suburb _____
State _____ Postcode _____

Current School _____ Student VSN (if known) _____

Current Year Level _____ Parish Zoned to _____

List any current or past siblings at JPC _____

Are there any current Court Restrictions? No Yes
If Yes, copies must be supplied

Is a language other than English spoken at home?

No
 Yes, please specify _____

Parent / Guardian details

	Parent 1 / Guardian 1	Parent 2 / Guardian 2
Title		
Given name		
Surname		
Address		
Suburb		
State		
Postcode		
Contact Phone		
Mobile		
Email		
Country of Birth		
Date of Birth		
Religion		
Relationship to Student		
Occupation Group (See page 6)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N
Employer Name		
Address		
Suburb		

(Please Tick)

(Please Tick)

- Student lives with contact?
- Fee paying contact?
- Receive Mail communications
- Receive Email communications
- Receive SMS communications

Parent Education

Did you go to John Paul College?

Yes No

Yes No

What is the highest year of secondary school completed?

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the highest qualification completed?

Advanced Diploma / Diploma

Bachelor Degree or above

Certificate I – IV (Includes trade cert)

Unknown

Student Additional Needs

Should your child have any learning difficulties, medical/physical conditions or emotional/social conditions, please specify.

(Documentation will be required prior to enrolment)

Medical Details

(Documentation may be required prior to enrolment)

Student Doctor Name _____

Address _____

Phone number _____

Does your child suffer from asthma? No Yes Severity _____

Trigger details _____

Preventative medication _____

Relief medication _____

Does your child suffer from allergies and/or anaphylaxis? No Yes, please give details below

Does your child suffer from any other chronic illness? No Yes, please give details below

Medication _____

Does your child wear Glasses Contact lenses Hearing Aid

Medicare No. _____ Ambulance Membership No. _____

Private health insurer _____ Membership No. _____

Consents

Medical Consent

I/We give permission for my child to be given, if required

Paracetamol Yes No

Antihistamine Yes No

Anti-inflammatory Yes No

Emergency transport Yes No

Photo Consent

I/We give permission for my child's photograph to be displayed in College Publications, John Paul College website, Social Media and/or Promotional Material Yes No

Student Consent

I _____ agree that I will support all school rules as set down by the school.

Signature _____

Date _____

Parish Priest

I have noted this application

Date _____

Signature _____

Parent / Guardian Consent

I / We confirm that the above information is true and correct and that we have provided John Paul College with accurate medical, first aid, accident declaration and photo consent within this document

Signed by Parent 1 / Guardian 1 _____

Date _____

Signed by Parent 2 / Guardian 2 _____

Date _____

Check List

- Completed Application form
- Signed "Enrolment and School Fee Agreement" section (See Page 8)
- Application fee paid online OR Application fee paid at Finance Office

Receipt number _____

Attached required documentation

- Birth Certificate
- Baptism Certificate
- Latest school report
- NAPLAN results
- Visa / Citizenship documentation (if applicable)
- Court Restriction documentation (if applicable)
- "Student Additional Needs" section completed with supporting documentation (if applicable)

On completion of the application, please submit all documentation and application fee to the College Registrar at the following address: -

**Lisa Meddings
College Registrar
John Paul College
McMahons Road
Frankston VIC 3199**

Office Use Only

Application Received by _____ Date _____

Payment Received Fee paid online Fee paid at Finance Office

Date _____

Occupation Group

Please select the appropriate group from the following list. 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 to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the Group box on the previous page.

OCCUPATION GROUP A

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior Executive / Manager / Department Head in industry, commerce, media or other 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 professionals
- 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]

OCCUPATION GROUP B

Other business manager, arts/media/sports persons and associate professionals

Owner / Manager of 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, 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

OCCUPATION GROUP C

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 research]
- Service [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer / supervisor]

OCCUPATION GROUP D

Machine operators, hospitality staff, assistants, 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 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 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 senior 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]

Enrolment and School Fee Agreement (Page 1 of 2)

Enrolment terms and conditions:

1. I / We agree to abide by all reasonable requirements as set down in various school policies, including the Uniform, Discipline and College Fee Policies.
2. I / We understand that copies of these policies are available on the College website and for inspection upon request.
3. I / We understand that by signing this agreement I / We are responsible for school fees and charges as published each year.
4. I / We will pay school fees in full in accordance with one of the College payment options unless an alternate arrangement has been negotiated and agreed with the College Business Manager.
5. I / We agree to adhere to the payment terms for all school fees and charges as set out in school fees and charges schedule published each year.
6. I / We understand that where fees are not paid and have not been paid in full by the end of each term a \$100 administration fee per term may be applied to my / our account.
7. I / We agree to provide one term's written notification of student departure from the College. In the absence of such notification a fee equivalent to one term's fees will be payable.
8. I / We agree that on termination of enrolment, outstanding school fees are due and payable immediately unless an arrangement has been entered into with the College Business Manager.
9. I / We understand that school fee payments must be paid up to date (or paid up to date as per an alternative agreed payment plan) for my child to be eligible to attend optional events such as e.g. the Presentation Ball, Italy Trip, or the Central Australia Trip.

Please sign and complete the agreement on the following page.

Enrolment and School Fee Agreement (Page 2 of 2)

This document represents an agreement between the President of the Canonical Administrators of John Paul College and the person(s) responsible for the enrolment and payment of school fees at John Paul College. This document becomes applicable after a place has been offered and accepted at John Paul College.

I / We acknowledge the information given on this form is true and correct. I / We have read and accept the enrolment terms and conditions and agree to accept responsibility for payment of all school fees and charges as set from year to year in accordance with College payment plans.

Payment of Fees for student _____

Year Level starting at JPC _____ Year of entry _____

Who will be responsible for payment of school fees?

Please tick the appropriate box, complete and sign. Required by all fee paying parties.

Both (Both parties must complete and sign) Single Parent / Guardian Split payment (Both parties must complete and sign)

Parent 1 % _____ Parent 2 % _____

Parent 1

Full Name _____ Signature _____ Date _____

Address _____

Email Address _____ Contact Number _____

Parent 2

Full Name _____ Signature _____ Date _____

Address _____

Email Address _____ Contact Number _____

Witness (Mandatory to complete)

- Must be over 18 years of age
- Cannot be a party to this agreement or have any financial interest in this agreement
- Must have known you for at least one year or have been able to verify your identity

Full Name _____ Signature _____ Date _____

Address _____

Email Address _____ Contact Number _____

PLEASE NOTE: Your Enrolment Application cannot proceed until this form is completed in full and returned to the College.