

# ENROLMENT EXPRESSION OF INTEREST



**BALCOMBE**  
GRAMMAR SCHOOL

To: The Registrar, Balcombe Grammar School, PO Box 607, Mount Martha Victoria 3934

**STUDENT SURNAME** .....

**FIRST NAME** .....

**MIDDLE NAME/S** .....

Preferred Name (if different from above) .....

Sex M  F  X

Previous school/kindergarten .....

Religious affiliation .....

Date of birth .....

Proposed date/year of entry ..... Year level of entry .....

VSN (if applicable) .....

OFFICE USE ONLY	
Date Enrolment Received	
Contact ID	
Student ID	
G/L	
Receipt	
Receipt Amount	
Receipt Date	
Posting	

**Please Note: an additional expression of interest form should be completed for each child**

<p><b>PARENT / GUARDIAN 1</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/></p> <p>Surname .....</p> <p>Given Name .....</p> <p>Relationship to student .....</p> <p>Living with student? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Residential Address .....</p> <p>Suburb ..... Postcode .....</p> <p>Postal address (if different) .....</p> <p>.....</p> <p>Home Phone .....</p> <p>Mobile .....</p> <p>Email .....</p> <p>Occupation .....</p> <p>Business hours phone .....</p>	<p><b>PARENT / GUARDIAN 2</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/></p> <p>Surname .....</p> <p>Given Name .....</p> <p>Relationship to student .....</p> <p>Living with student? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Residential Address .....</p> <p>Suburb ..... Postcode .....</p> <p>Postal address (if different) .....</p> <p>.....</p> <p>Home Phone .....</p> <p>Mobile .....</p> <p>Email .....</p> <p>Occupation .....</p> <p>Business hours phone .....</p>
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Full information on any known learning/behavioural/physical disabilities and relevant assessments/reports must be provided. Failure to disclose this information may result in any offer of a place being withdrawn. Has your child any physical, medical, learning or behavioural problems of which the school should be aware? (If space is insufficient, please supply separately)

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GRAMMAR SCHOOL

## TERMS AND CONDITIONS

1. **This expression of interest places your child onto our waiting list and does not guarantee an interview or enrolment offer.**
2. The school has limited places that can be offered each year, and it is likely that the number of applicants will exceed the number of places available.
3. Enrolment is subject to availability, a satisfactory interview, capacity to provide an appropriate program for the proposed student and acceptance of the School's Terms of Enrolment outlined below.
4. A non-refundable administration fee of \$50 per child to be sent with this expression of interest.

## TERMS OF ENROLMENT

### School Rules/Code of Conduct

1. Students will respect teachers, parents, visitors and their fellow students.
2. Students will be on time for school, assemblies and classes.
3. Students will wear and maintain in good order their school uniform and comply with all uniform, hair and jewellery standards.
4. Students will care for the school property, building and gardens.
5. Students will stay inside the playground area set aside for them.
6. Religious education exploring the Christian faith is compulsory at Balcombe Grammar School.
7. Co-curricular activities and camps are non-negotiable.
8. The Principal, in consultation with the student and parents, will deal with constant breaches in school rules or serious misconduct which may include suspension or expulsion (refer to suspension and expulsion policy).

Should the student be accepted for enrolment at Balcombe Grammar School, I/we agree to:

1. Support the values and ethos of the School.
2. Abide by the School rules.
3. Support the school's philosophy that learning opportunities are offered within and beyond the classroom. These may include field trips, camps, sport training, lectures and classes during term break, classes before and after school. It is a condition of enrolment that students attend these learning opportunities to fully commit to Balcombe Grammar School.
4. Support and attend school events, particularly parent teacher interviews.
5. Advise the school if there are any changes in circumstances which may affect the child's ability to learn.
6. It being the responsibility of the parents to notify the school of any changes to email, contact addresses and telephone numbers. Failure to do so will result in the child's position on the waiting list being withdrawn when undeliverable mail (including email) is returned to the school. In addition, any enrolment offers will be withdrawn if no response is received by the due date of any correspondence, a confirmation deposit is not paid by the due date and the enrolment contract is not signed and returned to the school by the due date.
7. Pay school fees and all other charges as required by the due date as set out in the Financial Agreement.
8. Treat all members of the school community with respect as outlined in the Balcombe Grammar School Code of Conduct.
9. Support the pastoral programs and discipline of the School enabling my child to achieve his/her personal best.

The voluntary building fund donation is included on the fee statement each year with the total fees payable. The voluntary building fund donation is tax deductible and is non-refundable. Whilst this is a 'voluntary' donation, it forms an essential part of the School's capital income.

It is the policy of the School to determine the position of each student in line with our Enrolment Policy.

## AGREEMENT (both parents to sign)

### PARENT / GUARDIAN 1

In signing this document, I agree to the terms and conditions as set out above.

Signed: .....

Name (printed): .....

Date: .....

Please tick this box if you are the sole parent / guardian

Note: Where only one parent / guardian has signed the form they must provide supporting documentation upon request to satisfy the School that they are the sole parent or guardian.

### PARENT / GUARDIAN 2

In signing this document, I agree to the terms and conditions as set out above.

Signed: .....

Name (printed): .....

Date: .....

**A non-refundable administration fee of \$50.00 per child to be sent with this Expression of Interest**