



# Application for Enrolment

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**WHICH CAMPUS ARE YOU ENROLLING IN?**    Brooklyn Park (F-6)    South Plympton (F - 12)

Your application is registered upon receipt of this form and payment of the \$70 application fee.

For additional applications please submit a sibling application form including a application fee payment of \$35.

Please send your completed form and the required documents to:

The Registrar, Emmaus Christian College, 7 Lynton Avenue, South Plympton or [bgreenslade@emmauscc.sa.edu.au](mailto:bgreenslade@emmauscc.sa.edu.au)

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**THIS SECTION IS FOR OFFICE USE ONLY**

Enquiry Number \_\_\_\_\_ Church reference  Yes  No

Application received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Payment method  CA  CH  CC

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# Student Information

## Student Personal Information

First Name:	Last Name:	
Middle Name:	Preferred Name:	
Date of Birth (dd/mm/yy) / /	Sex: <input type="radio"/> Male <input type="radio"/> Female	
Year Level requested:	Commencing in the year:	Age at entry:

## Student's Current School/Kindergarten/Child Care Information

Current School/Kindergarten:

Contact Name: Contact Number:

I give permission for Emmaus Christian College to contact the kindergarten/childcare or previous school regarding my child's progress

Student's Primary Address Details — Please complete the details below for the Student's Primary Address (ie) the address where the student lives for more than 50% of the time.

Address: Suburb: Post Code:

Country of birth:  Australia  Other (please state)

IF NOT an Australian Citizen, please show the student's VISA class and number:  
Are you a Permanent Resident  No  Yes IF NOT born in Australia, date of arrival in Australia:

Is English the main language spoken at home?  Yes  No (please specify):

Is the student of Aboriginal or Torres Strait Islander origin?  No  Aboriginal  Torres Strait Islander

Christian  Yes  No Church Attending:

## Medical and Additional Information

Are there any learning needs or disabilities that apply to this student:  No  Yes — please specify

ADD / ADHD  Dyslexia

Learning disability  Physical disability

Chronic medical condition  Other:

Please describe the learning need or disability regarding this student:

If any of the following apply to the student, please tick and attach a copy of the relevant report to this Application Form

Educational Support required (please state):

Medication needs (please state):

Psychiatric Report  Counselling Provider (please state):

Speech Therapist  Occupational Therapist  Any other Educational Report

Is this student receiving any extra learning support at their current school or kindergarten?

No  Yes — please provide details

# Family Information

## Mother / Guardian (Parent 1)

Title  Mr  Mrs  Miss  Ms  Dr

First Name

Last Name

Please indicate your relationship to the student

Mother  Stepmother  Other

Are you living with the student  Yes  No

Residential Address:

Postal Address:

Phone (H): Phone (W):

Mobile:

Email (required):

Occupation:

Employer:

Marital Status:  Married  Separated  Divorced  
 Single  Widowed

Country of Birth:

Are you an Australian Citizen  Yes  No

If No — Visa Class and Number

If No — date of arrival in Australia

If No please attach a copy of your Visa to this form

Languages spoken at home:

First:

Second:

Christian  Yes  No

Church Attending:

Church Denomination:

## Father / Guardian (Parent 2)

Title  Mr  Mrs  Miss  Ms  Dr

First Name

Last Name

Please indicate your relationship to the student

Father  Stepfather  Other

Are you living with the student  Yes  No

Residential Address:

Postal Address:

Phone (H): Phone (W):

Mobile:

Email (required)

Occupation:

Employer:

Marital Status:  Married  Separated  Divorced  
 Single  Widowed

Country of Birth:

Are you an Australian Citizen  Yes  No

If No — Visa Class and Number

If No — date of arrival in Australia

If No please attach a copy of your Visa to this form

Languages spoken at home:

First:

Second:

Christian  Yes  No

Church Attending:

Church Denomination:

# Family Information

## Additional Information: How did you hear about Emmaus Christian College?

Church Newsletter    College Bus    School/Kindergarten    Direct Mail    Media    Google    Other (specify)

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## Additional Family Information

Is Mother/Guardian an Old Scholar of the College    Yes    No

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If yes, provide Maiden Name: \_\_\_\_\_ Year left College: \_\_\_\_\_

Is Father/Guardian an Old Scholar of the College    Yes    No   Year left College: \_\_\_\_\_

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## Individual Family Circumstances

Student lives with: *(ie both parents/mother/father/shared etc)*

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If 'shared care' please specify: *(ie each parent % and/or days etc)*

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Indicate family circumstances which should be known by the College *(ie guardian/separated/divorced/remarried/ deceased parent etc).*

Legal custody/access arrangements should also be advised *(for restricted access, legal documents must be supplied/attached)*

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## Other Children *(Please note this information is for data collection only and not an Enrolment Application)*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_

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## Terms and Conditions

An Annual Fee is charged, with an option to pay: annually, termly, monthly, fortnightly or weekly via the online payment system FACTS Management.

Payment of fees is required at the beginning of the agreed payment period or by approved pre-arranged payment terms.

A fee discount of 3% (on the tuition portion of school fees only) offered for payments made in full by 28th January.

Withdrawal of a student requires one school term's notice by parent/guardian, in writing to the Principal. If such notice is not given, one term's tuition fee is charged. Example: students leaving at the end of Term 4, written notification must be received by the first day of Term 4.

It is your responsibility to contact the Finance Officer if you are unable to make a payment by the due date. No student will be allowed to commence a new term at the College while fees for the previous term are unpaid, unless an alternative arrangement is agreed upon in writing through negotiations with the Finance Officer.

I AGREE to pay Emmaus Christian College any cost or expenses incurred in the collection of overdue accounts.

An accounting fee of \$33.00 will be imposed if the direct debit is rejected, unless a prior arrangement has been sought and agreed upon in writing.

I agree that should the accepted student withdraw prior to commencement, the \$300 enrolment deposit per student will be forfeited.

I have viewed and agree to fully support the College's Vision and Philosophy and 'Statement of Faith' available at [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) and am not affiliated with a faith tradition or church whose beliefs are in direct contrast to those of Emmaus Christian College as outlined in the Emmaus Statement of Faith. I agree to co-operate with the school authorities in all matters of discipline and to support the requirements of the College.

Emmaus Christian College is bound by the Australian Privacy Principles to ensure proper management of personal information provided or collected by the school for educational purposes. The Privacy Policy is available on the website.

I agree the terms and conditions above are applicable for the full term of my student's enrolment.

Please ensure that this application is signed by both parents/guardians.

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Signature of Mother/Guardian

Mother's Full Name (Please Print)

Date

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Signature of Father/Guardian

Father's Full Name (Please Print)

Date

## Enrolment Application Fee Payment

The payment of a \$70.00 enrolment fee must accompany this Enrolment Application Form. Please note that this fee is non-refundable, and it does not guarantee placement at Emmaus Christian College. This document will be stored securely, in accordance with the Australian Privacy Principles. Please note there is a credit card surcharge of 1.5%. Alternatively, you are welcome to pay this enrolment fee by cheque, or credit card over the phone.

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### Credit Card Details

Cardholder's Name:

Card Type:  VISA  Mastercard

Card Number:

Expires: /

Amount: **\$70.00**

CCV:

(3-digital number on the back of your card)

# Christian Pastor / Minister Reference

## Family Reference provided by Christian Pastor or Christian Minister of Religion

Please ask your Christian Pastor or Christian Minister of Religion, to complete this form and return with this application. Alternatively this page can be forwarded direct to the Registrar after lodging your application.

If required you may detach this page or download from [www.emmauscc.sa.edu.au](http://www.emmauscc.sa.edu.au) and return via –

Email to: [bgreenslade@emmauscc.sa.edu.au](mailto:bgreenslade@emmauscc.sa.edu.au) or

Post to: The Registrar,  
Emmaus Christian College  
7 Lynton Avenue  
South Plympton SA 5038

### Name of Student/s applying for enrolment:

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I have known the \_\_\_\_\_ family for \_\_\_\_\_ months/years

Current Church Attendance:	Regular	Irregular	Seldom	No Affiliation
Student/s applying for enrolment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mother	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Father	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Family/Individual Church Involvement:

Youth Group  Women's Groups  Men's Groups  Sunday School  Sports Teams  Other

### Please add any further comments including additional church involvement:

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### Church Name and Suburb:

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### Name and Position of Person completing form:

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Signed

Contact No

Date

# Enrolment Agreement

**During the enrolment interview, this document will be discussed and you will be asked to sign a copy. Please ensure that you have read this document prior to your enrolment interview and ask any questions you may have at the interview.**

During my enrolment interview with the Principal and Head of School, it has been explained to me that, if an enrolment position at Emmaus is offered, my child will be required to take part in certain activities in addition to the general curriculum. I also understand and accept the College's approach towards the matters outlined below. I understand that as a parent/guardian of a student at Emmaus Christian College, my role is to support the College in these areas as the College in turn supports my child. These are key aspects of school life that assist in developing the whole child as a part of our wider Christian community, and as such are a requirement of enrolment at Emmaus Christian College.

I agree to support the College's approach in the following areas:

- Daily Christian Devotions
- Christian Education classes
- Weekly Assemblies including Worship, the reading of scripture and prayer
- Recognition and celebration of Christian events
- Holy Communion (age appropriate)
- Attend and participate in College events including Speech Nights and Sporting events
- Participate in acts of service, kindness and outreach as opportunities are made available
- Attend Compulsory College Camps from Year 2
- Health and wellbeing education addressing sex, drugs and mental health matters (at an age appropriate level)
- Wear the College uniform correctly as detailed in the student diary (including following the College's position on make-up, jewellery, and hair style/length).
- Upholding the behaviour management policies of the College and being supportive of College responses to behavioural incidents

The Resource Centre books are made available to students with an awareness of student age and maturity, providing options that stretch thinking on a range of writing styles and viewpoints. As a consequence, although our library collection may differ to public library collections because of our Christian worldview, it will not automatically preclude books that are not written from a Christian perspective.

If my child is entering Emmaus Christian College at Reception and was born after January 31st (making them less than 5 years old at commencement), I understand that the College will undertake a school readiness assessment approximately 12 months prior to commencement. I understand that this may result in the College deferring the offer of enrolment to the subsequent year (and will adjust Kindy arrangements accordingly).

I have viewed and agree to fully support the College's Vision and Philosophy and 'Statement of Faith' and am NOT affiliated with a faith tradition or Church whose beliefs are in direct contrast to those of Emmaus Christian College as outlined in the Emmaus Statement of Faith. I agree to co-operate with the school authorities in all matters of discipline and to support the requirements of the College.



## Standard Collection Notice

The following points regarding the collection of personal information by Emmaus Christian College ('the School') is provided for parents and students information. The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. A copy of the College Privacy Policy is available from the College office on request.

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**1:** The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of discussions. The primary purpose of collecting this information is to enable the School to provide schooling for the student and to enable them to take part in all the activities of the School.

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**2:** Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

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**3:** Laws governing or relating to the operation of schools require that certain information is collected. These include, but are not limited to, education, public health and child protection laws.

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**4:** Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

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**5:** The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of students to another school. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches, music instrumental tutors, counsellors and volunteers.

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**6:** If the information referred to above is not provided we may not be able to enrol or continue the enrolment of your son/daughter.

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**7:** Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, daily bulletins, school magazine, social media accounts and on our website. Our School newsletter is published on our website fortnightly. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, daily bulletins, school magazines and Social Media accounts and on our website. The School will obtain separate permissions from the student's parent or caregiver prior to publication.

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**8:** The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

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**9:** The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is 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 School's duty of care to the student; or where students have provided information in confidence.

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**10:** The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

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**11:** As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

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**12:** If you provide the School 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 School and why, so that they can access that information if they wish, and that the School does not usually disclose this information to third parties.

*Acknowledgement: The Independent School Council of Australian and National Catholic Education Commission provided information used to prepare this statement.*

## Checklist

Before returning this application form to Emmaus Christian College, please ensure that you have completed and enclosed the following:

### I have included:

Paid Application Fee (non-refundable) – 1st Child \$70.00 (inc GST), 2nd and subsequent applications \$35.00 (inc GST)

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Reports undertaken by professionals relating to my child (refer Additional Student Information)

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Copy of Birth Certificate (extract acceptable)

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Reference from my Christian Church

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The campus I would like to enrol (tick box on the front page)

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### If your child currently attends school also include:

Copy of latest NAPLAN Report (if applicable)

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Copy of the last 2 Semester Reports

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### In addition:

I/we have read and signed Terms and Conditions (both parents to sign)

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I/we have read and retained for our records the Enrolment Agreement and Privacy Information

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Our Family Taxable Income is the Emmaus Christian College Standard Fee Level (above \$90,000 pa.)       Yes     No

(Refer Standard Fee Schedule available on our website) (If 'No' documentary evidence will be required at a later date)

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Please send your completed Application Form and attachments to: The Registrar, Emmaus Christian College, 7 Lynton Avenue, South Plympton or [bgreenslade@emmauscc.sa.edu.au](mailto:bgreenslade@emmauscc.sa.edu.au)