



A Christ centred learning community
exploring and impacting on God's world

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STUDENT INFORMATION

Surname		YEAR LEVEL Applying For:	
Given Names		For which Year: ie: 2017 / 2018 / 2019	
Preferred Name			
Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth
Has the student attended this school previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide details:
Does the student have a sibling at this school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide name and year level:

Is the student Aboriginal or Torres Strait Islander origin?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Torres Strait Islander
<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander

In which country was the student born?

<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify)
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Cultural Background	
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Religion	
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Church Attendance?	
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Is the student an Australian Citizen, Permanent Resident or holding an International Visa?

<input type="checkbox"/> Australian Citizen/Permanent Resident	<input type="checkbox"/> International Student – Date of Arrival / /
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Student Origin Details

Origin	New South Wales / Interstate / Overseas
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Group: Pre -Kindy / Kindergarten / Primary / Secondary / VET / Other	<input type="checkbox"/> Full Time Study
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Previous School/Other Location:	
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How did you hear about Richmond Christian College?	
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HOME ADDRESS

Mailing Title (Mr & Mrs Smith or Ms Jones etc)	
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Address Line 1	
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Address Line 2	
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Suburb/Town	State	Postcode
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MAILING (if it is the same as home address, write 'AS ABOVE')

Mailing Title (Mr & Mrs Smith or Ms Jones etc)	
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Address Line 1	
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Address Line 2	
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Suburb/Town	State	Postcode
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FAMILY INFORMATION

Names of adults with whom this student lives:	Parent/Caregiver 1 (PC1)	Parent/Caregiver 2 (PC2)
Surname		
Given Names		
Title		
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to Student		
Occupation		
What is your occupation group?	<input type="checkbox"/> (please refer to the list of Parental Occupation Groups, on back page)	<input type="checkbox"/> (please refer to the list of Parental Occupation Groups, on back page)
Drivers Licence Number	State	State
Work location		
Work Phone		
Work Mobile		
Home Phone		
Home Mobile		
E-mail		
Are you Aboriginal (A) or Torres Strait Islander (TSI) origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, (TSI) <input type="checkbox"/> Yes, (A) <input type="checkbox"/> Yes, both (A) and (TSI)	<input type="checkbox"/> No <input type="checkbox"/> Yes, (TSI) <input type="checkbox"/> Yes, (A) <input type="checkbox"/> Yes, both (A) and (TSI)
Cultural Background		
Country of Birth		

The following questions are designed to meet the School's data collection responsibilities under the National Goals For Schooling in the Twenty First Century programme conducted by the Commonwealth Government. Information is treated as private and confidential, and is not used by the School for any purpose other than that for which it has been collected.

What is the highest year of primary or secondary school the parents/caregivers have completed? For those who never attended school, please mark 'year 9 or equivalent or below'.

Parent/Caregiver 1 (PC1)	Parent/Caregiver 2 (PC2)
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below

What is the highest qualification the parents/caregivers have completed?

Parent/Caregiver 1 (PC1)	Parent/Caregiver 2 (PC2)
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

Student & Parent/Caregiver Language Details: Does the student or their parents/caregivers speak a language other than English at home?

Student	Parent/Caregiver 1 (PC1)	Parent/Caregiver 2 (PC2)
<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other – Please specify _____	<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other – Please specify _____	<input type="checkbox"/> No, English Only <input type="checkbox"/> Yes, Other – Please specify _____

STUDENT MEDICAL DETAILS

STUDENT NAME:

MEDICAL INFORMATION (including allergies)

Medicare Number		Doctor's Name	
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Doctor's Address	Doctor's Phone No:
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Does the student have any of the following conditions? Please tick all boxes that apply to the student, and give details below

- ADHD
 Asthma
 Epilepsy
 Visual/Hearing Problems
 Dyslexia
 Anxiety
 Depression
 Eczema
 Diabetes
 Aspergers
 Learning Difficulties
 Allergies
 Other: Please specify _____

Should your child need to take medication during school hours, please send medication and A SIGNED LETTER stating the medication, dose and time to be taken, to the school office.

EMERGENCY CONTACT DETAILS

(parent/caregivers are automatically the 1st & 2nd emergency contact unless otherwise stated)

	Emergency Contact 3	Emergency Contact 4
Name		
Relationship (eg Aunt)		
Home Phone		
Work Phone		
Home Mobile		
Work Mobile		

Travel Details

Mode of Transport to School Car Bus Bike Track

VISA DETAILS (if applicable)

Passport Number		Passport Expiry Date	
Visa Number		Visa Expiry Date	
Visa Sub Class		Visa Fees Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt

STUDENT ACCESS

Is there any limitation(s) on contact between the student and a parent or another person? If yes, attach a copy of current court order or registered parenting plan that contains limitation(s). Yes No

Other information:

PUBLICITY

Does the school have permission to use the student in all forms of school publicity including advertising and internet. Yes No

Billing Information

School fees are a part of Enrolment at Richmond Christian College. All school fees and levies must be paid according to the invoice term or the payment plan entered into by the payers with the school. A payment plan must pay all fees and levies by the end of the calendar year they were invoiced. All other invoiced expenses have Net 30 day term.

The only payment options are ANNUAL UP FRONT PAYMENT, CENTERPAY OR PAYWAY (DIRECT DEBIT).

The form below sets out who is paying the fees and expenses for the child on this enrolment form and their siblings. This form need only be filled out once for each family.

Sometimes there are two people who are going to pay a portion of the fees each. **(Noting both portions together must add up to 100% of the fees)** In this case it is best we invoice each person for the amount they are going to be responsible for. If this is the case for your family, please choose **split billing** and have each person responsible for the fees fill in their details and payment option separately.

BILLING INFORMATION		
	Payer/s 1	Payer/s 2
Surname		
Given Names		
Relationship to student		
Driver's licence No.		
Contact Phone Number		
Address Line 1		
Address Line 2		
City/State/Post Code		
Email address		
Split Billing (please tick 'yes' or 'No')	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Percentage of fees the payer is responsible for. (Only applies if fees are split and separately invoiced.)		
Name of students for which the payer is to be invoiced.		
PLEASE INITIAL THE PAYMENT OPTION/S CHOSEN		
Annual up Front payment 5% discount on fees. (If paid 30 days after invoice date)		
Centerpay Deduction from benefits. (Fortnightly / Weekly) MUST organise through the Finance Officer)		
Payway (Direct Debit) (Fortnightly / Weekly) Fill in the details below		
PAYWAY DETAILS (DIRECT DEBIT)		
The office will use this information to fill in the form for Westpac Payway and send the completed forms to you to sign before payments begin.		
Account Name		
Account Number		
BSB		
Payment Amount		
First Payment Date		
Number of Payments		
Sign to confirm the payment details provided above		

Should there be any changes in your billing details, this form must be resubmitted for the office to implement those changes in the billing system.

Conditions of Enrolment

1. The school, in conjunction with the Board of the Association, may at their discretion, suspend or terminate enrolment for serious problems or breeches of the school's standards or conditions.
2. School fee levies, as set annually by the Board of Directors, are due and payable according to the invoice terms unless a payment option has been approved by the school. Please be aware that if payment has not been made within the school collection policy guidelines, the school may transfer your fee account to a debt collection agency and this will incur further debt collection fees. Which will be passed onto the person/people responsible for the account.
3. If parents intend to withdraw their child (ren) from the school they agree to give the school a **'FULL SCHOOL TERM'S WRITTEN NOTICE'**. Should parents fail to give such notice they acknowledge that the school will deem a genuine pre-estimate of the School's loss to be one full term's fees, from the child's last day of attendance.
4. Parents shall send their children to school correctly dressed in the approved school uniform.
5. In the case of a serious accident, or urgent need, the school will seek qualified medical help and/or Ambulance transportation.
6. By enrolling their children in Richmond Christian College, parents understand their child will attend chapel and has voluntary access to the chaplaincy program.

Responsibilities of Parents at Richmond Christian College

1. **It is the policy of the Association that parental involvement in Christian Education at this school shall include:**
 - a) Attendance at Association meetings and parent meetings.
 - b) Involvement in other school activities including voluntary work as organised from time to time.
 - c) Acceptance of the school's philosophical basis as set down by the Board of Directors of the Association.

You are encouraged to discuss these requirements and any questions you may have with the school Principal and/or Directors if needed.

DECLARATION TO BE SIGNED

I/We, the undersigned parent(s)/caregiver(s) of the above child/children, declare that the information given herein is full and correct to the best of our knowledge, and I/we accept and agree to abide by the conditions of enrolment as set out above.

Please enclose copies of children's BIRTH CERTIFICATES and their LATEST TWO SCHOOL REPORTS if transferring from elsewhere.

I/We agree to abide by the policies and procedures of the school.

(A comprehensive list of policies are available at the school office and a selection are on the school website.)

Parent/Caregiver 1/ (PC1)
Independent Student

Parent/Caregiver 2 (PC2)

Signature

Date

Thank you for your time. Please return the completed form to the school.

Parental Occupation Groups for use with Parent / Caregiver details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

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]

Group 2: Other business managers, arts/media/sportspersons 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

Group 3: 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, betting 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 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]

Group 4: 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, 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 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]