

# Application for Enrolment

## Domestic and International

Please return this *Application for Enrolment* to the Admissions Office at the campus of your choice.

Elsternwick, 5 Gladstone Parade, Elsternwick VIC 3185  
Glen Waverley, 620 High Street Road, Glen Waverley VIC 3150  
St Kilda Road, 577 St Kilda Road, Melbourne VIC 3004

Please include: 1. A photocopy of the **student's birth certificate, passport, visa or certificate of citizenship**

2. Non-refundable Application Fee

- International Student Visa Holder **AUD\$300**
- Australian Citizen, Temporary and Permanent Visa Holder **AUD\$200**

## 1 Application details

Preferred year level \_\_\_\_\_ Preferred year of entry 20 \_\_\_\_\_

Preferred campus:  Elsternwick  Glen Waverley  St Kilda Road

## 2 Student details

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Preferred name \_\_\_\_\_ Gender  M  F

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Country of birth \_\_\_\_\_

Under which visa will the student be coming to Australia to study? **(please include a copy of the visa)**

Australian Citizen  International Student  Permanent Resident  Temporary Resident

*Please complete the following, where applicable*

Passport number \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Visa number \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current school \_\_\_\_\_ Present year level \_\_\_\_\_

Language(s) spoken at home \_\_\_\_\_

Language of teaching at school \_\_\_\_\_

*All students who do not have English as their first language are required to have an **AEAS assessment test***

AEAS assessment results attached  Scheduled date of AEAS testing \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Please attach the results of testing to the Application for Enrolment or specify the scheduled date of testing.

## 3 Parent details

Student resides with:  Both parents  Parent 1  Parent 2  Other

**Parent 1:**

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Title \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Language(s) spoken at home \_\_\_\_\_

## Parent details (continued)

### Parent 2:

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Title \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Language(s) spoken at home \_\_\_\_\_

## 4 Other Wesley connections

*If either parent or a relative attended Wesley or Cato College, please provide the following information*

Father – final year \_\_\_\_\_ House \_\_\_\_\_

Mother – final year \_\_\_\_\_ House \_\_\_\_\_

Relative – final year \_\_\_\_\_ House \_\_\_\_\_

Name during school days \_\_\_\_\_

*Please complete the following for siblings*

Name of brother/sister	Date of birth	Previously at Cato/ Wesley College	Current student at Wesley College	Enrolled at Wesley College	Not enrolled at Wesley College
_____	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5 Guardianship/primary carer arrangements (if applicable)

Wesley College requires that all international students have a guardian/primary carer over the age of 21 years. Would you like Wesley College to organise guardianship/primary carer arrangements?  Yes  No

*If no, please provide details of guardian/primary carer*

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Title \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## 6 Accommodation arrangements (if applicable)

Wesley College requires that all international students reside with parents or in an approved Homestay situation which can be arranged by the parents or the College.

Would you like Wesley College to organise accommodation?  Yes  No

*If no, please complete the following, giving details of accommodation*

The student will be living with:

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Title \_\_\_\_\_ Relationship to child \_\_\_\_\_ Age of accommodation provider \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

## 7 Agent details (if applicable)

*If an applicant is being introduced by an approved agent, please complete the following*

Name of agency \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Work \_\_\_\_\_

Email \_\_\_\_\_

## 8 Declaration

We declare that all information provided in this application for enrolment is correct as at the date of application and we request that the above named be registered for enrolment at Wesley College. We understand that we will be informed if and when a place becomes available. We have read and understood the Terms and Conditions of Enrolment contained in the *Wesley College Enrolment Procedures – Domestic and International* booklets and agree to abide by these terms and conditions. We will advise Wesley College of any change of address or contact details.

Parent/Guardian 1: Signed \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Parent/Guardian 2: Signed \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

*For information about Wesley College's Privacy Policy and College Collection Notice, please go to [www.wesleycollege.net](http://www.wesleycollege.net)*

## 9 Payment details *(this section is destroyed once payment has been processed)*

An Application Fee is payable with each application for enrolment. This fee is neither refundable nor transferable. For a Domestic Application the fee is AUD\$200. For an International Application the fee is AUD\$300.

**Method of payment** *(please tick appropriate box below)*

Cheque (please make cheques payable to *Wesley College*)  Credit/charge card (please enter details below)

**Credit card payment authorisation** *(please tick appropriate box below)*

Domestic Application – I authorise Wesley College to charge AUD\$200 to my credit/charge card account

International Application – I authorise Wesley College to charge AUD\$300 to my credit/charge card account

Name on card \_\_\_\_\_

MasterCard/Visa/American Express *(please circle the relevant card)*

Verification numbers (MasterCard /Visa/American Express) \_\_\_\_\_ (digits on back of card) Expiry date \_\_\_ / \_\_\_

Credit card number \_\_\_\_\_

Signature \_\_\_\_\_

## Wesley College Collection Policy

1. The College collects personal information, including sensitive information about pupils 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 son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We 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 for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and contractors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter, or allow him/her to participate in associated activities.
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 College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by submitting a written request to the Principal. Students may also seek access to personal information 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 College's duty of care to the student, or where students have provided information in confidence.
9. As you may know the College from time to time engages in fundraising 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.
10. We may include your contact details in a class list, but will seek parents' permission at that stage.
11. The College updates its records annually. Student personal details plus contact details for both parents will be released to one parent for verification, unless the Principal is directed otherwise.
12. If you provide the College with the personal information of others, such as doctor's 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.
13. Student records are archived to meet the needs for a range of possible future inquiries and for historical purposes. Other personal information is destroyed as per regulatory requirements.



WESLEY COLLEGE

MELBOURNE AUSTRALIA

SINCE 1868

*A True Education*

August 2014