



## ENROLMENT APPLICATION

Lodgement of Form requires payment of non-refundable Enrolment Application Fee of \$250

### STUDENT INFORMATION

Student Surname \_\_\_\_\_ Given Names \_\_\_\_\_  
Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Calendar Year of Entry \_\_\_\_\_ Year Level of Entry \_\_\_\_\_ Gender \_\_\_\_\_  
*eg 2029* *eg Year 7*  
Current School \_\_\_\_\_ Current Year Level \_\_\_\_\_  
The student lives with  Mother and Father  Mother  Father  Other \_\_\_\_\_  
Does the student have any learning, behavioural or physical difficulty/disability?  Yes  No  
If Yes, please provide details and attach any relevant assessments or reports \_\_\_\_\_  
\_\_\_\_\_  
Sibling currently attending Newhaven College?  No  Yes - Name \_\_\_\_\_ Year Level \_\_\_\_\_

### PARENT INFORMATION

#### PARENT or GUARDIAN 1

Title \_\_\_\_\_ Surname \_\_\_\_\_  
Given Name \_\_\_\_\_  
Residential Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Email \_\_\_\_\_  
Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_  
Mobile \_\_\_\_\_  
Past student of Newhaven College?  Yes  No  
If yes: Surname whilst attending Newhaven College  
(if different from above) \_\_\_\_\_  
Years Attended \_\_\_\_\_ to \_\_\_\_\_  
House (circle) Bass Clarke McHaffie Sambell

#### PARENT or GUARDIAN 2

Title \_\_\_\_\_ Surname \_\_\_\_\_  
Given Name \_\_\_\_\_  
Residential Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Email \_\_\_\_\_  
Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_  
Mobile \_\_\_\_\_  
Past student of Newhaven College?  Yes  No  
If yes: Surname whilst attending Newhaven College  
(if different from above) \_\_\_\_\_  
Years Attended \_\_\_\_\_ to \_\_\_\_\_  
House (circle) Bass Clarke McHaffie Sambell

Please attach:  A copy of the child's birth certificate

Return to: Enrolments - Newhaven College, 1770 Phillip Island Tourist Road, Phillip Island 3923.  
or scan and email to [belinda.manning@newhavencol.vic.edu.au](mailto:belinda.manning@newhavencol.vic.edu.au)

Please note all information collected by Newhaven College will be handled in accordance with our Privacy Policy. For a copy of our policy please visit <http://www.newhavencol.vic.edu.au/info/our-policies>

**PTO for Payment Details for the non-refundable Application Fee of \$250. NB: this fee is waived for Staff and past College students.**

# NEWHAVEN COLLEGE - TERMS AND CONDITIONS OF ENROLMENT

It is understood that, unless you contact the College regarding the following Terms and Conditions of Enrolment, you have read and understood these Terms and Conditions of Enrolment and agree to accept them. Any future amendments will be advised to you as they occur.

1. Newhaven College reserves the right to refuse any application for enrolment without providing any reason.
2. Newhaven College reserves the right to cancel the proposed enrolment of a student should we determine that we are not able to meet the specific needs of the student.
3. All students are required to attend an interview with a senior educator. This is to ensure that, as far as possible, Newhaven College is able to provide an appropriate course of study for the student.
4. Responsibility for these fees subsists with all enrolling signatories irrespective of what may happen to the relationship (if any) of enrolling signatories and irrespective of any Court Orders or Child Support Assessments, Orders or Agreements between enrolling signatories. Enrolling signatories also acknowledge and understand that Newhaven College is not bound by any Court Orders or Child Support Assessments, Orders or Agreements as between enrolling signatories. Where more than one person signs the Acceptance of Offer but payment is made by only one of the enrolling signatories, the enrolling signatories acknowledge that they remain throughout the attendance of the child at Newhaven College jointly and severally responsible for all fees of whatsoever nature and kind, payable as a result of enrolling their child at Newhaven College.
5. Signatories to the Acceptance of Offer shall be responsible for the payment of all fees, avoidable breakages, damage to College properties by a student, and/or of College property (eg. library books, musical instruments, notebook computers).
6. Fees are subject to increase, and the College will give notice the year prior to an increase in fees. Should there be a fee increase and a parent feels he or she cannot accept the increase, the obligation to give a term's notice of the removal of a student (see clause ten, below) will be waived. The parent must, however, give notice in writing to the Principal within a fortnight of the alteration being announced that the student will be removed.
7. Charges in addition to the published fees may be negotiated if students require additional integration aides, special services or English as a Second Language support not completely covered by Government funding, or if the requirement is beyond what the school can reasonably provide.
8. No student will be permitted to continue at the College while any part of a fee instalment is in arrears, unless the Principal expressly waives this condition.
9. **A full term's notice in writing to the Principal must be given before the removal of a student; otherwise a charge equivalent to a term's fees will apply.**
10. If a student leaves during a term without giving a term's notice, no refund will be made for the remaining portion of that fee instalment and a term's fee in lieu of notice may still be required.
11. A pro rata charge is made for new students entering the College for the first time after a term has commenced.
12. A holding fee of 25% of the applicable Tuition Fees for the year level, is required if students take approved leave of absence from their studies at Newhaven College. It is only applicable for leave covering a minimum of one full term to a maximum of one school year. One term's notice in writing to the Principal is required. Should a student be absent for the annual government census in Term 3, and ineligible for government funding, then the full term's fees will be payable. No sibling discounts will apply during any leave of absence.
13. The ongoing enrolment of a student at Newhaven College is conditional on the student accepting the stated school rules, regulations, policies, programs and procedures as varied or amended from time to time. A breach of stated school rules, regulations, policies, programs and procedures may result in disciplinary action against the student, including but not limited to withdrawal of the College enrolment.
14. An application fee of \$250 is payable with each application for enrolment. This fee is neither refundable nor transferable. The application fee does not apply to children of staff at the College or to children of the College alumni.
15. A Family Charge of \$750 is payable for the first child of the family enrolled at the College. This will not be refundable once the child commences at the school, or from the date six months prior to the child's due commencement at the school.

Parent or Guardian 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

I am paying the Enrolment Application Fee of \$250 by:				<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit Card
Name on Card _____		Signature _____				
Card Number _____		Expiry Date __ / __		CCV ___		
<b>OFFICE USE ONLY</b>						
Amount _____	Receipt # _____	Date Received _____	Initials _____			