

# Application for registration

## Full Fee Overseas Student

CRICOS Provider No: 00557G

The use of the following information by Ballarat & Clarendon College is defined by the National Privacy Principles contained in the Commonwealth Privacy Act. For complete details please refer to the Privacy Policy available from the Clarendon website [www.clarendon.vic.edu.au/admissions/fees-and-enrolment-policies/](http://www.clarendon.vic.edu.au/admissions/fees-and-enrolment-policies/)

Student surname: \_\_\_\_\_ Date of birth:    /    /

Given names (in full): \_\_\_\_\_

Day student    Boarder                       Male             Female

Desired Class level of entry (Years 5-12): \_\_\_\_\_ Calendar year of entry: \_\_\_\_\_

Term of entry    1    2    3    4

Present school attended: \_\_\_\_\_

Primary Contact 1    Mr    Mrs    Miss    Ms    Dr   Name: \_\_\_\_\_

Address (in full): \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Student address (in full) (if different from Primary Contact 1): \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone(s): BH: \_\_\_\_\_ AH: \_\_\_\_\_ Silent:

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

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Primary Contact 2  Mr  Mrs  Miss  Ms  Dr Name:

Address (in full):

Post Code:

Occupation:

Telephone(s): BH:

AH:

Silent:

Mobile:

E-mail:

Relationship to student:

Details of parent representative based in Victoria (over the age of 21 years) where parents reside outside of Australia.

If the parent representative is not an Australian Citizen, they must hold a valid Australian Visa.

Victorian Parent Representative  Mr  Mrs  Miss  Ms  Dr Name:

Address (in full):

Post Code:

Telephone(s): BH:

AH:

Silent:

Mobile:

E-mail:

Relationship to student:

In order to provide the best possible educational outcomes, consultation may be necessary with relevant personnel. Please give details of any special needs relevant to your child's enrolment at the school (eg psychological, medical, physical, educational, legal access). Attach separate note if necessary.

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If you have had previous contact with the College through a different name and/or address, please list details:

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Is either parent an Old Collegian?  Yes  No

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Previous House affiliations of family members, including parents (include JS, MS, Nine10, SS).

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If there is a sibling currently attending the College, please name their House(s):

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Registration checklist:

- Application for Registration Form
- Student Birth Certificate (copy)
- Student Passport (copy)
- Registration Fee (\$A100) (If cheque, make payable to Ballarat & Clarendon College. Payment is accepted by credit card).
- AEAS Test Results

I agree/we jointly and severally agree to abide by the Conditions of Registration and agree to adhere to Ballarat Clarendon College policies and to the terms and conditions as may be amended by Ballarat Clarendon College from time to time. Where signatures of both Primary Contacts can be obtained, both signatures are required.

Signatures:

Primary Contact 1: \_\_\_\_\_ Date:    /    /

Primary Contact 2: \_\_\_\_\_ Date:    /    /

When completed, please return to:

Head of Admissions  
Ballarat Clarendon College  
1425 Sturt Street  
Ballarat Victoria 3350  
Australia  
registrar@clarendon.vic.edu.au

FOR OFFICE USE ONLY

Registration fee receipt no: \_\_\_\_\_

Date received:        /        /

Other: \_\_\_\_\_

# Conditions of registration

The use of all information supplied to Ballarat Clarendon College on the Application for Registration form, and any subsequent forms, is defined by the National Privacy Principles contained in the Commonwealth Privacy Act. Complete details of our Privacy Policy and Collection Statement may be obtained from our website.

## Enrolment Registration and Confirmation Fees

1. A Registration Fee for new students (\$100) must accompany each 'Application for Registration' form. The Registration Fee is not refundable. Payment of the Registration Fee does not guarantee the offer of a place in the school for the child.
2. Parents/Guardians wishing to register their child/ren into Ballarat Clarendon College do so on the condition they have made themselves familiar with the Schedule of Fees and Ballarat Clarendon College Policies which can be found on our website at <https://www.clarendon.vic.edu.au/admissions/fees-and-enrolment-policies/>
3. A Confirmation Deposit for each child is payable prior to enrolment. A Confirmation Deposit is not transferable between children. No refund of the Confirmation Deposit will be made if the child does not attend the College (in Prep to Year 12). In the event of unforeseen circumstances, written application may be made to the Principal to amend the Year of Offer. The Principal may agree to such an amendment, and apply the Confirmation Deposit to the second term in the revised Year of Offer. The Confirmation Deposit is apportioned between administrative costs associated with enrolments and alumni.
4. The College maintains an open entry policy for students from Pre-School to Year 12. Students are considered for enrolment regardless of background and abilities. Students are accepted into the College in strict order of the date of their registration; however staffing requirements may necessitate the accommodation of a family member, and children of Old Collegians and siblings of students already attending Clarendon are given twelve months' priority-listing in the date of their registration.

# Credit Card Remittance

To authorise credit card payment of your Registration Fee, please provide the necessary details as outlined below.

Once completed, forward this form to the Registrar, along with the completed *Application for Registration* form and other required materials. The information you supply on this form is confidential and will not be used for any other purpose.

Please debit my  Visa  MasterCard  Amex

for \$ \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

For any enquiries regarding this payment, please contact the Head of Admissions

Ballarat Clarendon College

1425 Sturt Street

Ballarat Victoria 3350

T + 61 3 5330 8312

F + 61 3 5333 1513

registrar@clarendon.vic.edu.au

www.clarendon.vic.edu.au