



APPLICATION FOR ENROLMENT - International

CRICOS 00897J

Please complete ALL SECTIONS of this form in English and read the Conditions of Enrolment carefully.

1. NAME OF STUDENT (Same as Passport) A copy of the passport must be attached to this application. Where students do not have a passport, a copy must be forwarded to the school as soon as the new passport is issued. Enrolments will not be finalised until all documents are received.

Family Name: []
Given Name: [] Other Name/s: []
English Name: []
Passport number: [] Passport Expiry: [/ /]
Country of issue: []
Current Australian Visa: [] No [] Yes Visa Class/Type: [] Visa Expiry: [/ /]

2. Student Details [] Male [] Female
Is the student an Australian Permanent resident?: [] Yes [] No
Country of Birth: [] Nationality: []
Present School Year level: [] When will this be completed? [/ /]
Name of School: [] City: []
School Tel No: []

3. Parent Details - Parent 1:
Title: [] Mr [] Mrs [] Ms [] Dr [] Other []
Family Name: []
First Name: []
Home Tel: []
Mobile No: []
Business Tel: []
Email*: []

Parent Details - Parent 2:
Title: [] Mr [] Mrs [] Ms [] Dr [] Other []
Family Name: []
First Name: []
Home Tel: []
Mobile No: []
Business Tel: []
Email*: []

* Email addresses must be individual to each parent. [] Tick here if address and post details are the same as Parent 1.

Living Address: []
City: [] Postcode: []
Country: []
Postal Address: []
(for accounts, reports, etc if different from above)
City: [] Postcode: []
Country: []

Living Address: []
City: [] Postcode: []
Country: []
Postal Address: []
(for accounts, reports, etc. if different from above)
City: [] Postcode: []
Country: []



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4. Guardian

Do you wish the School to arrange Homestay? Yes No

Do you wish the School to arrange Guardianship? Yes No *If No enter guardian details below in full.*

Mr Mrs Ms Dr Other _____

First Name:

Family Name:

Address:

Suburb: Postcode:

Home Tel:

Mobile No:

Email:

Business Tel:

Relationship of Guardian to Student:
(uncle, friend, etc.)

If requested by the school, proof of biological relationship must be verified through the provision of suitable legal documents such as birth and marriage certificates.

Postal Address if different from above.

5. Additional Contact Person (must be living in Sydney)

Mr Mrs Ms Dr Other _____

Family Name:

First Name:

Living Address:

Suburb: Postcode:

Home Tel:

Business Tel:

Mobile No:

Fax:

Email:

Postal Address if different from above

Relationship to Student (uncle, friend, etc.)

6. Agent Details

Representative Name: Mr Mrs Ms

Family Name:

First Name:

Company Name:

Address:

Country: Suburb: Postcode:

Business Tel:

Direct Tel:

Mobile No:

Fax:

Email:

Signature:

Date:



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7. Course selection

Course Entry: Expected start date:

Expected completion year : Expected completion month:

Estimated total study period: Years Months

Grades of Study: *(please tick **all** grades of schooling student intends to undertake at Pittwater House)*

Primary: Kindergarten 1 2 3 4 5 6

Secondary: 7 8 9 10 11 12

8. English Language Proficiency

Please read Section 11.10 Entry Requirements on this form. Please attach a copy of the AEAS or IELTS Certificate and a copy of your Letter of Offer from the School at which English studies will be undertaken if English is required.

Student's latest AEAS or IELTS score: Date of test:

Will the student be undertaking English studies in Australia prior to studying at Pittwater House?: Yes No

If yes, please name the institution where they will study:

Has their enrolment been confirmed?: Yes No

Scheduled date for completion/ graduation of the English course:

9. Overseas Student Health Cover (OSHC)

It is a requirement of the Australian Department of Immigration and Border Protection (DIBP) that all students have a pre-paid Overseas Student Health Cover policy which covers the entire Visa period related to their study.

- Please arrange OSHC with Medibank Private on my behalf.
- I already have OSHC paid in full with another provider*

Details must be provided below and a confirmation letter including proof of fees paid in full must be attached to this application. Where the length of study is 1 year or greater, DIBP require that OSHC is paid in full until 15 March the year after study completion.

OSHC Provider Name:

Policy Start Date: Policy Expiry Date:

Membership Number:

* **Proof of the OSHC policy, paid in full including commencement and conclusion dates is required by the school prior to the issue of a Certificate of Enrolment (CoE)**

10. Agreement by Parent

- A. I apply for the student to enroll in the course(s) listed above
- B. I agree to pay all the required money in advance and will pay quickly any other accounts I receive while the student is at the school.
- C. I have read and understand all the conditions of enrolment on the following pages and in other documents given to me by the School and / or the School's Agent.

Signature of Parent:

Signature of Student:

Please note: Item 11.18 Agreement on the last page of this document must also be signed by the parent.



11.18 Agreement

By signing I acknowledge that I have read, understood and agree to abide by the Conditions of Enrolment stated here in.

Signature of Parent: Date:

Name in English: (please print clearly)

12. SEND TO PITTWATER HOUSE:

- A. FAX: **+61 2 9971 1627**
- B. POST: **PO Box 244, Manly NSW 1655 Australia**
- C. EMAIL: enrolments@tphs.nsw.edu.au (pdf files only)

**All applications are placed on a waiting list until a position for the student becomes available.
The application is then assessed which requires approximately 15 working days.**

Standard Collection Notice

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 conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
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.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
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 a student 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, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. 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.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. 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. It may also be disclosed to organisations that assist in the School'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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, the School Annual and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, the School Annual and within the School community and on the public internet.
12. We may include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet unless the parent or guardian (of students under 18) or students 18 years or older choose to submit the Photo/Film Opt Out Form via Skoolbag.
13. We may include students' and students' parents' contact details in a class list and School directory after your permission has been sought.

SCHOOL USE ONLY

12. ACCEPTANCE BY PITTWATER HOUSE:

PROCESSED Signature: _____ Date: ____/____/____