TRANBY COLLEGE

A College of the Uniting Church in Australia

Application Received:	
Interview Date:	
Interview Time:	

APPLICATION FOR ENROLMENT

Student Christian Name **Student Surname**

Address

Suburb **Postcode**

Year Level & Year of Admission to Tranby College
(e.g. Year 7 2014)

A non-refundable $100 Application Fee is required with this Enrolment Form.

6: The Tranby. A line drawing by artist R.H. Shardlow

Office Use Only:	
FAMILY KEY	
STUDENT KEY	
HOUSE	
SIBLING	
NOTES	

STUDENT DETAILS

SURNAME	First Name	Second Name
	Preferred Name (if different from above)	

Sex M / F	Date of Birth / /	Year of Admission to Tranby	Year Level

Country of Birth	**Nationality**	**If your Child was not born in Australia please provide either a copy of your VISA including subclass number and arrival date of Citizenship Certificate/Australian Passport.**
Language spoken at home		Subclass Number …….. Arrival Date ……. Expiry Date……

Is the student of Aboriginal or Torres Strait Islander origin?		
	No	
	Yes, Aboriginal	
	Yes, Torres Strait Islander	
	Yes, both Aboriginal & Torres Strait Islander	

Address _____ Home Ph No: _____

Suburb _____ Postcode _____ Silent: Yes No

Current School	Year Level

PARENT/GUARDIAN DETAILS

Parent/Guardian 1

Please circle:
Dr Mr Mrs Ms Miss

Surname	First Name	Second Name

Address _____

_____

(If same, write 'As Above') Postcode

Employer	Occupation
Work Phone No.	Work Fax No.
Home Phone No.	Home Fax No.
Mobile No.	email

Parent/Guardian 2

Please circle:
Dr Mr Mrs Ms Miss

Surname	First Name	Second Name

Address _____

_____

(If same, write 'As Above') Postcode

Employer	Occupation
Work Phone No.	Work Fax No.
Home Phone No.	Home Fax No.
Mobile No.	email

Custody Advice: Parenting Plan or Family Court Order in place? **YES / NO (Please circle)**
If YES, copies will be required when enrolment is confirmed.

MEDICAL INFORMATION

Please indicate all relevant medical history which will assist Tranby College in caring for your child.

DOES YOUR CHILD HAVE ANY OF THE FOLLOWING MEDICAL CONDITIONS?			
Allergies	**YES / NO**	Asthma	**YES / NO**
A.D.D. / A.D.H.D.	**YES / NO**	Blood Disorder	**YES / NO**
Bronchitis	**YES / NO**	Epilepsy	**YES / NO**
Speech Impairment	**YES / NO**	Heart Condition	**YES / NO**
Hearing Impairment	**YES / NO**	H.I.V.	**YES / NO**
Visual Impairment	**YES / NO**	Glandular Fever	**YES / NO**
		Hepatitis B	**YES / NO**
OTHER (Please state)			
*IF YOU HAVE ANSWERED **YES** TO ANY OF THE ABOVE, PLEASE PROVIDE BRIEF DETAILS*			

DO EITHER OF THE FOLLOWING APPLY?			
Physical Disability	**YES / NO**	Use of Wheelchair	**YES / NO**

DOES YOUR CHILD TAKE MEDICATION FOR A CHRONIC MEDICAL CONDITION?
If YES, please specify: **YES / NO**

SPECIFIC EDUCATIONAL NEEDS

The following information would help the School to determine the specific needs of your child.

a) Has your child ever been referred to a Psychologist for assessment? **YES / NO** If yes, please state agency concerned (as an indication) and supply copies of any assessments before interview.
b) Has your child ever been referred for counselling or therapy e.g psychologist, counsellor, speech therapist, occupational therapist, physiotherapist or paediatrician? **YES / NO** If yes, please specify (attach additional information or copies of reports)
c) Does your child require ongoing medication during College hours? If yes, please specify. **YES / NO**

PLEASE LIST SIBLINGS ALREADY ATTENDING, ALREADY REGISTERED OR WHO WILL BE REGISTERED AT TRANBY COLLEGE

Name	D.O.B.	Present Year of Schooling	Year of Admission to Tranby	Year Level	Registered **(YES / NO)**

* A separate application form must be submitted for each child you wish to enrol at Tranby College.

PRIVACY INFORMATION

The Tranby College Privacy Policy is available on request. An abbreviated form of it is included below for your information.

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. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protections) 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 School 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 School, including specialist visiting teachers, sport coaches and volunteers.

6. It is a practice of this school to seek a copy of an enrolling student's educational record and other personal information from their previous school. If you do not agree with this, you must advise us now.

7. If we not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

8. 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 School newsletters, magazines and on our website.

9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. 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 School's duty of care to the student, or where students have provided information in confidence.

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. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.

12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

BOTH PARENTS/GUARDIANS MUST SIGN THE APPLICATION FORM.

Signature of Parent/Guardian 1 _____ Date / /

Signature of Parent/Guardian 2 _____ Date / /

*******Copies of the last two school reports must accompany this form (unless entry at Kindergarten or Pre primary), along with a copy of Birth Certificate.*******

Office Use Only:			*Date*	*Copies Included*			*Date*
Application Fee Paid:	☐	_____ Receipt No	/ /	*Birth Certificate:*	☐	_____	/ /
Enrolment Fee Paid:	☐	_____ Receipt No	/ /	*Visa:*	☐	_____	/ /
Conditions of Accept:	☐	_____	/ /	*Passport:*	☐	_____	/ /
Entered MAZE:	☐	_____	/ /	*Citizenship:*	☐	_____	/ /
				Immunisation Records:	☐	_____	/ /
				Last 2 School Reports/NAPLAN:	☐	_____	/ /

ENROLMENT DOCUMENTATION CHECK LIST

As a prerequisite of Federal Government funding copies of the following documents must be returned with the completed College's Enrolment Form. The documentation will be part of the student's file. Please complete the section that is relevant to you and forward the necessary documentation with your Enrolment Form.

Please tick appropriate box

Section 1. Children whose parents were born in Australia please provide the following:

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent Naplan results
- ☐ Most recent 2 school reports

Section 2. Children born overseas BUT with parents born in Australia please provide the following:

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent Naplan results
- ☐ Most recent 2 school reports
- ☐ A copy of Australian citizenship
- ☐ A copy of child's passport

Section 3. Children whose parents were born overseas BUT child was born in Australia please provide the following:

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent Naplan results
- ☐ Most recent 2 school reports
- ☐ A copy of Australian citizenship
- ☐ A copy of child's passport
- ☐ A copy of parent's visa
- ☐ A copy of parent's passport
- ☐ If visa number is not visible in passport then a visa label must be provided.

Section 4. Children who were born overseas, parents born overseas but are now a permanent resident.

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent 2 school reports
- ☐ Most recent Naplan results
- ☐ A copy of child's passport
- ☐ A copy of parent's visa
- ☐ A copy of parent's passport
- ☐ If visa number is not visible in passport then a visa label must be provided.

Section 5. Children who were born overseas, parents born overseas but now have citizenship.

- ☐ A copy of the child's original birth certificate (not extract)
- ☐ Most recent immunisation records
- ☐ Most recent 2 school reports
- ☐ A copy of Australian citizenship
- ☐ Most recent Naplan results
- ☐ A copy of child's passport
- ☐ A copy of parent's visa
- ☐ A copy of parent's passport
- ☐ If visa number is not visible in passport then a visa label must be provided.

Tranby College
2019 Schedule of Fees and Charges

Annual Fees & Levies for 2019

Kindergarten to Year 12

Year	Tuition Fees $	Curriculum Levy $	Total $
K	3,262	116	3,378
PP - 2	5,402	474	5,876
3 - 6	5,402	526	5,928
7 - 8	6,958	526	7,484
9	6,958	567	7,525
10 - 12	7,458	567	8,025

Fees Include:

- Specialist Teachers
- Orientation Program
- Swimming Lessons - PP to Year 4
- Dancesport Program - PP to Year 6
- Lockers and locks for senior years
- Transport to Inter-school events
- Annual copy of the Tranby Times
- College Colours/Honours/Prefects Embroidery
- Cadets

Junior School Stationery & Booklist Fee

Homework bags, library bags and art smocks are available from the uniform shop.

Year	Fee $
K	110 (includes homework & library bags & art smock)
PP	110
1	150
2	165
3	205
4	240
5	265
6	280

Camps - Indicative Fees

These are charged at cost and families receive written advice in advance of the camp. Every effort is made to keep the cost to a minimum. This information is provided to assist families in their budgeting, and is *indicative only*.

Year & Subject	Destination	Cost $	Year & Subject	Destination	Cost $
4	Bickley	250	8	To be advised	450
5	Busselton	280	9	Canberra	2000
6	To be advised	300	12	Point Walter	250
7	Woodman Point	300	Biology ATAR	Dryandra	200

IT Devices—Lease & Insurance Charges

Year	Fee $
Y3	230
Y4 - Y12	550

Music Tuition

Music Tuition	$1,064 per annum ($38/lesson for 28 lessons)

Fee Payment Options

Parents may choose one of the following options for payment of fees:

Option 1	Payment in full by **20th February 2019** to be in the draw to win a prize as per the enclosed brochure
Option 2	**Monthly** by Direct Debit or Credit Card (10 Instalments from Feb-Nov inclusive)
Option 3	**Fortnightly** by Direct Debit (21 Instalments from Feb-Nov inclusive)
Option 4	**Termly** by Direct Debit or Credit Card (due dates **13th February, 13th May, 5th August, 21st October)**
Option 5	Payments to continue – **December 2018 & January 2019** (By arrangement only. Please contact Debbie Mason on 9523 3108). You must also select one of Options 1-4.
Payments made by American Express Credit Card will attract additional fees.	

Subject Levies

Additional subject levies are applied towards resources in practical intensive subjects in Years 10-12.

These subjects include (but not limited to) Food Technology, Woodwork, Visual Arts, Outdoor Education, Geography, Drama and Dance.

Tranby College
2019 Business Arrangements

Application Fee

A non-refundable $100 per child Application Fee is required with all Applications for Enrolment.

Enrolment Fee

Confirmation of enrolment is dependent upon an interview with the Dean or Principal, completion of relevant paperwork and payment of a non refundable Enrolment Fee of $750 per child, capped at $1,250 per family.

Sibling Discounts

The following discounts apply when siblings are attending Tranby College at the same time:

1) 15% of the Tuition Fee only for second student (by age).
2) 20% of Tuition Fee only for the third student (by age).
3) 30% of Tuition Fee only for the fourth and subsequent students (by age).

New Students

The account history of returning students and those with siblings currently at Tranby will be re-viewed by the Finance Manager.

Withdrawal of Students

To withdraw a student from the College, one complete term's notice must be given in writing to the College Principal. Failure to provide such notice will require payment of one term's fees in lieu of notice.

Insurance

It is strongly recommended that parents check their health and general insurance policies to ensure adequate and current medical, personal property and liability insurance cover is in place.

The College does not accept responsibility for medical expenses arising from accident or illness, loss of or damage to personal effects and property or liability by students for bodily injury or property damage. Should an emergency necessitate the calling of an ambulance, the associated costs will be the responsibility of the parents.

Government Assistance

Students enrolled in Years 7 to 12 may be eligible for assistance with education and clothing. Parents with current Centrelink Health Care or Pensioner Concession Card or Veterans' Affairs Pensioner Concession Card may apply during Term 1 2019 - closing date is 5th April 2019.

Please contact the Finance Manager on 08 9523 3106 for further details, or the Department of Education 08 9264 4516.

College Building Fund Voluntary Contribution

The College has established a Building Fund to which parents are encouraged to donate. These funds will be used to maintain and extend the College's facilities in the future.

The Fund is approved by the Australian Taxation Office, and therefore all donations over $2 are eligible tax deductions. Enquiries should be made to the Finance Manager on 9523 3106.