

# Enrolment Application Form



Purpose with integrity





## Section 1 – Family Information

### Applicant Enrolment Details

Preferred year of entry: 20      In what year level:  K  PP  1  2  3  4  5  6  7  8  9  10  11  12

Male  Female      Date of birth (dd/mm/yyyy):

Is student of Aboriginal or Torres Strait Islander Origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick yes in both boxes)

No  Yes - Aboriginal  Yes - Torres Strait Islander

Surname:

First name:

Middle name/s:

Student's place of residence

Street address:

Suburb:

Postcode:

Student email:

Student mobile:

Place of birth:

Country of birth:  Australia  Overseas (specify)

Nationality:

Date of arrival in Australia:

Australian citizen

Permanent resident (provide documentary proof)

Temporary resident (list Visa sub-class and provide documentary proof)

Exchange student (attach any additional information relating to temporary residency or exchange)

Does the student identify with a non-English speaking culture?

No  Yes      If Yes, which culture?

Does the student speak a language other than English at home?

No, only English  Yes      If yes, what languages (including English) does the student speak at home?

Main language:

Other language/s:

Religion (e.g. Christian/Hindu/None):

Denomination (e.g. Catholic/Baptist/Anglican):

Family currently worshipping:  No  Yes      Where:

Has the student been Baptised or Christened:  No  Yes      (Give details):

### Previous School History

School:

Dates attended:

Reason for leaving:

School:

Dates attended:

Reason for leaving:

School:

Dates attended:

Reason for leaving:

### Family Connections at Living Waters Lutheran College

Name of siblings currently enrolled at Living Waters Lutheran College:

Name:

Year level:

Name:

Year level:

Name of family members previously enrolled at Living Waters Lutheran College:

Name:

Graduated:

Name:

Graduated:

Name of siblings registered for future enrolment at Living Waters Lutheran College:

Name:

Name:

## Section 1 — Family Information (*continued*)

### Student's Family Situation

*This information will allow us to understand your situation and communicate more effectively*

- Living with birth parents  
 Parents separated     Parents divorced     Other (Please explain):  
 Mother deceased     Father deceased

### In the Event of Shared Custody

- Child living mainly with Mother     Child living mainly with Father     Child living with Legal Guardian  
 Child lives with Mother and Father for equal periods of time

Who should the school communicate with on day to day matters?

- Mother     Father     Legal Guardian

Who receives school reports?

- Mother     Father     Legal Guardian

### Family Court Orders

Is there any court sanctioned residency, parental responsibility or contact orders relating to this student?

- No     Yes    If Yes, attach a copy of the order for College records.

### Residential Family

*(where the enrolling student resides all or most of the time)*

- Mother     Parent 1     Guardian

Relationship to student:

Marital status:

- Mr.     Mrs.     Ms.     Miss     Dr.     Rev.

Other:

Surname:

Given names:

Date of birth (dd/mm/yyyy):

Country of birth:

Nationality:

If born overseas

Arrival date in Australia:

Main language spoken:

Religion:

Mobile:

Email:

Occupation:

Employer:

Workplace address:

Work phone:

Address of family:

Postal address of family (if different):

Home phone number:

- Silent

Home email address:

- Father     Parent 2     Guardian

Relationship to student:

Marital status:

- Mr.     Mrs.     Ms.     Miss     Dr.     Rev.

Other:

Surname:

Given names:

Date of birth (dd/mm/yyyy):

Country of birth:

Nationality:

If born overseas

Arrival date in Australia:

Main language spoken:

Religion:

Mobile:

Email:

Occupation:

Employer:

Workplace address:

Work phone:

# Application for Enrolment at Living Waters Lutheran College

Please print clearly in all sections. If not applicable write N/A.

## Section 1 — Family Information (*continued*)

### Alternative Family (shared custody or non-custodial family)

Student resides with this family  Half of the time  Less than half the time or occasionally  Not at all

If residence is regular, please indicate days:

M  T  W  T  F  S  S  Holidays Other:

Mother  Parent 1  Guardian

Relationship to student:

Marital status:

Mr.  Mrs.  Ms.  Miss  Dr.  Rev.

Other:

Surname:

Given names:

Date of birth (dd/mm/yyyy):

Country of birth:

Nationality:

If born overseas

Arrival date in Australia:

Main language spoken:

Religion:

Mobile:

Email:

Occupation:

Employer:

Workplace address:

Work phone:

Address of family:

Postal address of family (if different):

Home phone number:

Silent

Home email address:

Father  Parent 2  Guardian

Relationship to student:

Marital status:

Mr.  Mrs.  Ms.  Miss  Dr.  Rev.

Other:

Surname:

Given names:

Date of birth (dd/mm/yyyy):

Country of birth:

Nationality:

If born overseas

Arrival date in Australia:

Main language spoken:

Religion:

Mobile:

Email:

Occupation:

Employer:

Workplace address:

Work phone:

## IMPORTANT

### Before completing section 2 please read the following

- **For immediate enrolment or enrolment in the following year**

Please complete **Section 2**, read **Section 3** and read and sign the **agreement**.

- **For enrolment two or more years in advance**

Please leave **Section 2** blank, however please read **Section 3** and read and sign the **agreement**.

(**Section 2** will be completed when your son or daughter attends an enrolment interview)

## Section 2 – Information about the Applicant

### Student Medical Details

Our College offers a broad range of curricular and co-curricular activities. Many of these activities challenge our students. We need to know of any medical conditions that may affect this student's learning or participation in curricular/co-curricular activities or welfare so that we can provide for their specific needs.

Does this child have any significant medical conditions (asthma, diabetes, severe allergy, seizures etc.)?  No  Yes

If yes, the student will need a medical management plan for this illness. (attach any additional information as needed)

Please give full details:

For severe allergies: EpiPen required:  No  Yes

Does your child need any extra routine health support (medication management, psychiatric issues etc.):

No  Yes (Provide details):

### Emergency Contact Details

Doctor: Phone:

Address:

Specialist (if applicable): Phone:

Address:

Dentist: Phone:

Medicare number: Ref: Health Fund:

Ambulance cover:  No  Yes

In the event of parents being unable to be contacted, who can we contact, should an emergency arise?  
(e.g. grandparents/close friends)?

Name: Phone:

Mobile: Relationship to child:

Name: Phone:

Mobile: Relationship to child:

## Section 2 – Information about the Applicant *(continued)*

### Learning Needs

Our College offers a broad range of curricular and co-curricular activities. Many of these activities challenge our students. We need to know of any learning needs that will need to be taken into account to ensure maximum participation in curricular/co-curricular activities.

*Has the applicant:*

Participated in a learning enrichment program e.g. gifted and talented, academically accelerated)?

No  Yes (Provide details):

Ever been accelerated a year (or more)

No  Yes (Provide details):

Ever repeated a year (or more)

No  Yes (Provide details):

Ever received learning support/special aide assistance?

No  Yes (Provide details e.g. how many hours per week/reason?):

Ever attended any specialised agencies, special schools, units or centres?

No  Yes (Provide details):

Please provide copies of any educational plans developed for the applicant.

Have any of following impairments?

Intellectual

Add

Autism/Aspergers

Adhd

Vision

Learning difficulty

Physical

Hearing

Non verbal learning disorder

Other (specify)

Social/emotional

*Please attach any medical or educational assessments or reports that could assist in meeting the needs of the applicant? e.g. speech pathology, visual, paediatric etc.*

Have any social difficulties with other children or in social situations?

No  Yes (Provide details):

Has managing behaviour ever been an issue with the applicant in a school or educational setting?

No  Yes (Provide details):

Has the applicant ever been suspended (internally or externally), excluded or expelled from a school or any other educational setting?

No  Yes (Provide details):

# Application for Enrolment at Living Waters Lutheran College

Please print clearly in all sections. If not applicable write N/A.

## Section 2 – Information about the Applicant *(continued)*

### Other Interests

Please provide some information about successes and interests:

Involvement in any community/outside school activities e.g. guides/scouts/dance/sporting teams/music/volunteer work/church involvement etc.

(Please provide details):

Passionate about

(Please provide details):

Outstanding achievement awards or awards for anything (sporting/academic) over the past five years e.g. Mathematics/English competitions, interschool, state sport, public speaking award etc.

(Please provide details):

Any other information you would like to submit:

### For Office Use Only

Application fee paid:

Receipt No:

or

Application Fee not required

Enrol fee paid:

Receipt No:

House:

Class:



## Section 3—Privacy Information

### Collection of Information and its Use

- Living Waters Lutheran College collects personal information, including sensitive information about students 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 assist the College to provide schooling for your son or daughter.
- 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.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
- The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes and for duty of care. This includes disclosing information to Lutheran Education Australia, the Lutheran Education South Australia, Northern Territory and Western Australia, other schools, government departments, outside organisations which run camps/excursions, medical practitioners, and people providing services to Living Waters Lutheran College, including specialist visiting teachers, sports coaches and volunteers.
- Failure to provide to the College, at this time, the information requested on this form and any other information that we need to be able to provide for your child's educational and pastoral needs, may result in your enrolment being withdrawn at a later date and/or invalidate any complaint against the College for failure to meet the needs of your child.
- 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, on our website, announced in assemblies, in local newspapers etc.
- Parents may seek access to personal information collected about them and their son or daughter by contacting the College in writing. Students may also seek in writing 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.
- The College, from time to time, engages in fundraising activities. Information received from you may be used for these purposes. It may also be disclosed to Living Waters Lutheran College's Parents and Friends, our parent body, who assist in the College's fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- The Rockingham Mandurah Lutheran Parish from time to time offers various opportunities for involvement. Information received from you may be used to promote these activities for your consideration.

# Living Waters Lutheran College Enrolment Agreement

Please read carefully and fully before signing

I/we,

(name of Mother/Parent 1/Guardian)

and

(name of Father/Parent 2/Guardian)

hereby apply for the applicant to be enrolled in Living Waters Lutheran College and have read and retained a copy of the prospectus and fees and charges booklet. I/we:

<b>Enrolment and College Support</b>	<ul style="list-style-type: none"><li>• Am/are the parent/s or legal guardian/s and have the right to enrol the applicant.</li><li>• Have included a non-refundable family application fee of \$50 (applicable when enrolling first child).</li><li>• Agree to pay a non-refundable family enrolment fee of \$500 (applicable when enrolling first child) when a place is offered but before taking up that place.</li><li>• I understand that should my child subsequently not take up that place after payment of the family enrolment fee, it will be retained by the College to cover the administration costs of the enrolment.</li><li>• Agree to support the Christian ethos of the College and comply with College rules and policies.</li><li>• Understand that Christian instruction according to the doctrine of the Lutheran Church of Australia will be given.</li><li>• Have read the aims of the College and will do all that I/we can to support those aims both at home and in other places.</li><li>• Agree to support the teachers and staff of the College in a positive manner and encourage our child in matters pertaining to College life.</li><li>• Agree to support the correct wearing of the College uniform by the applicant in accordance with College uniform and associated policies.</li><li>• The College reserves the right to review or terminate the enrolment if full disclosure of your child's needs is not provided.</li></ul>
<b>Fees</b>	<ul style="list-style-type: none"><li>• Agree to be jointly and severally liable for the payment of all fees and charges. Should any other person wish to take sole responsibility for fees or should one parent not wish to continue their responsibility, a letter must be provided from this person explaining this responsibility and providing full details.</li><li>• Agree to payment terms of 14 days from the date of statement/invoice (unless periodic payments/direct debit arrangements are approved).</li><li>• Agree to the school obtaining a commercial credit report from a credit reporting agency if it considers it necessary.</li><li>• Understand that if I/we fail to make any payment due to the College, or commit any other breach of my/our obligations our account will be deemed to be in default and the full amount outstanding shall become due and payable.</li><li>• Agree to pay any legal and/or other expenses, including expenses to any agency licensed under the Security and Investigation Agents Act, in obtaining or attempting to obtain payment of any amount due by me/us. I/we expressly agree to undertake to be liable for and reimburse to the College the whole amount of such expenses on an indemnity basis.</li><li>• Understand that interest at current bank overdraft rates may be charged on any overdue account and I/we expressly undertake to pay all such interest.</li><li>• Agree to the College undertaking all necessary enquiries and assessments to ensure the accuracy of the information provided in the application for enrolment; and further that such information, as verified, may be used by the College and any authorised agent, employee or subcontractor engaged by the College for the purpose of reviewing, vetting, monitoring and if necessary, the recovery of any outstanding account balance.</li><li>• Understand that I/we may terminate the enrolment at any time. However, one full term's notice is required in writing to the Principal. When less than one full term's notice is given, one quarter of the annual tuition fee will be payable in lieu of notice. Any discounts that may have applied to the enrolment will be rescinded and the full fee will be payable. The Principal has discretion to waive/vary this fee should exceptional circumstances prevent a term's notice being given.</li></ul>

# Living Waters Lutheran College Enrolment Agreement

Please read carefully and fully before signing

<b>Communication</b>	<ul style="list-style-type: none"><li>• Agree to the College (or an agent of the College) contacting us with regard to College matters, including the recovery of outstanding accounts in person or by telephone, mail or email.</li></ul>
<b>Media Use</b> <i>Should you not agree to media use, a letter must accompany this application.</i>	<ul style="list-style-type: none"><li>• Acknowledge and accept that the College and its agents and employees may use photographs and/or audio-visuals of the students and/or their work involved in school-based activities, including special events for use in any publication, on display boards, in any electronic form or media or for any school use whatsoever, and I fully understand the contents, meaning and impact of this release.</li><li>• Waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses are known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio-visual images.</li><li>• Agree to release, defend, and hold harmless the College and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.</li></ul>
<b>Revoking the Agreement</b>	<ul style="list-style-type: none"><li>• Understand that the agreement may be later revoked in writing but the College will be at liberty to continue to use all and any photographs or depictions published prior to the date of revocation.</li></ul>
<b>Privacy</b>	<ul style="list-style-type: none"><li>• Have read the privacy information.</li></ul>

I/we the undersigned have read, understood and agree to all of the above:

**Print name**

**Date**

**Signature of Mother/Parent 1/Guardian**

**Date**

**Print name**

**Date**

**Signature of Father/Parent 2/Guardian**

**Date**



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