



# Application for Enrolment

Please return this form to:

The **Enrolments Team**

**EMAIL**

[enrolments@trac.nsw.edu.au](mailto:enrolments@trac.nsw.edu.au)

**POST**

Enrolments Team  
The Riverina Anglican College  
PO Box 5467  
WAGGA WAGGA NSW 2650

T (02) 6933 1811  
W [www.trac.nsw.edu.au](http://www.trac.nsw.edu.au)

## **CONDITIONS OF ENROLMENT**

### **GENERAL**

1. The completion and signing of this application form signifies your acceptance and agreement with the conditions of enrolment including conditions relating to the payment of fees and charges and to any other conditions or rule which may be implemented by the College Board or its' appointed representatives to ensure the orderly conduct of the College.

### **RELIGIOUS OBSERVANCE**

2. The Riverina Anglican College is a Christian College, based in the Anglican tradition. Worship and the expression of Christian faith will be a normal and integral part of the life of the college community. Acceptance of the offer of a place at the college signifies your acceptance and agreement to your child's participation in the school's worship and religious education programs.
3. Opportunities will exist for cooperation with other Christian denominations, particularly with regard to baptism and confirmation for individual students.

### **ACCEPTANCE**

4. Acceptance into the College is subject to a satisfactory interview with at least one parent/guardian and the intending student, with the Principal prior to the desired date of commencement. Where the student is currently attending a school, a copy of the most recent school report and latest NAPLAN report from the school should be supplied. In order to best meet the needs of the student, full disclosure is required of the students' special needs including but not limited to medical, physical, learning or psychological needs which the student has. Where any disclosed special needs change or where any special needs arise, the College must be notified immediately.

### **ENROLMENT**

5. Enrolment is for the normal expected remaining period of education offered by the College. Enrolment may be terminated by;
  - a) The parent/guardian in accordance with condition 16, or;
  - b) The Principal in accordance with condition 7.

### **ATTENDANCE AND ABSENCE**

6. The College may determine which courses and activities are offered and/or provided at any time and which courses and activities are compulsory. All students must participate in and/or attend activities as determined by the Principal, these include Chapel Services and Assemblies, Co-curricular activities including Activities Week, the College Sport Programme, Sport Carnivals, Presentation Day, camps, excursions and other events as required by the Principal, from time to time. The student is expected to attend throughout the school year. A request by the parent/guardian for leave of absence for the student must be made in writing to the Principal well in advance. In the case of absence because of illness or accident, the parent/guardian should notify the College in writing upon the students' return.

### **DISCIPLINE**

7. Enrolment signifies agreement with the rules and regulations of the College including the College's discipline policy contained in the Students' Code of Conduct. The Principal may at his/her discretion but subject to procedural fairness, suspend or require withdrawal of a student for breaches of rules or discipline. The financial obligation of the parent/guardian will not be affected by the exercise of such discretion. The College seeks to maintain an environment that is safe for all students in which the values and the ethos of the College is upheld and that learning can take place. The Principal or his nominee may therefore, where there are reasonable grounds to do so, search the student's bag or locker.

### **UNIFORM**

8. All students are required to wear the College uniform neatly and properly at College, when travelling to and from College and at all College occasions unless otherwise instructed.

### **FEES**

9. All fees and charges are published from time to time. The tuition Fees and Charges payable are those which are current at the time the particular school term commences. The Application Fee is that current at the time of lodging the Application at the College Office.
10. All fees and charges are payable in advance and are not refundable.
11. Where fees are not received promptly, action will be implemented as set out in the College Fees Policy, details of which are on the College website [www.trac.nsw.edu.au](http://www.trac.nsw.edu.au)
12. Where the fees and charges for a student are not paid within the term to which they relate and an acceptable arrangement for payment of the fees has not been made, the student will not be allowed to continue at the College without the special approval of the College Board until all outstanding fees have been paid.
13. Absence from College for the whole or part of any term does not remove the obligation to make payment of the term's fees and charges.

### **BONDS**

14. An Enrolment Fee (one per student) and a Refundable Bond (one per family) is payable within 30 days of the offer of a place. The amount of the Refundable Bond is published in the Fee Schedule and is the amount which is current at the time of the offer.
15. The Bond is refunded after the student's (or students') completion of education at the College, provided that all monies owing to the College have been paid, books returned and appropriate notice of withdrawal of the student has been given.

### **WITHDRAWAL OF STUDENT**

16. A full term's notice is to be given in writing to the Principal if a student is to be withdrawn from the College prior to completion of the normal expected education period offered by the College. In the event of failure to provide adequate notice of withdrawal, an equivalent of one-half of the next term fee will become payable and the Bond will not be refunded.

# Application for Enrolment

Thank you for your interest in enrolling your child as a student at The Riverina Anglican College.

Please read the Conditions of Enrolment and the Fee information (**Page 2**). If an offer of a place at the College is made to you, by signing the Application for Enrolment form, you agree to the Conditions of Enrolment.

Please return the completed form, along with supporting documentation, and the \$50 Application Fee to the Enrolments Team. *(Completion of this form does not guarantee a place at the College.)*

## STUDENT INFORMATION

Surname: .....

Given Names: .....

Preferred Name: .....

Home Address: *(Home Address must include House Number, Street Name, Suburb and Postcode. Including rural properties)*

.....  
.....

Postal Address: .....

*(If different to Home Address)*

Gender: Male  Female

Date of Birth: ...../...../..... *(Evidence of Date of Birth to be attached)*

Religious Affiliation: .....

Year of entry desired: 20\_\_ \_\_ Desired start date: ...../...../.....

Year group at commencement: (Please tick) 7 8 9 10 11 12

Name of Current School: ..... Current Grade / Year: .....

### Siblings *(Current or Past Students of the College)*

Please list name and include their current Year Level/or Peer Group for past students

(i) ..... (ii) ..... (iii) ..... (iv).....

How did you hear about the College?

Past or Present Family  Current School  Word of Mouth  Advertising  Other:.....

Country of Birth - Australia  Other – please specify .....

*(If Other please supply applicable supporting documentation – Citizenship papers, Visa and Passport papers)*

**If Other** - Australian Citizen  or Permanent Resident

**If Neither** - Australian Citizen or Permanent Resident, please provide:

VISA CATEGORY:.....

Language spoken at Home: English  Other

**If Other** (please list language here) .....

Please list any other relevant details regarding your child (e.g. medical, special learning requests, etc).

Please attach an extra page if necessary.

.....  
.....  
.....

**FATHER / GUARDIAN A**

Relationship to Student: Father  Guardian

Full Name and Title: .....

Home Address: .....

*(Home Address must include House Number, Street Name, Suburb and Postcode. Including rural properties)*

Mobile: ..... Home Phone: .....

Email address: .....

Occupation: .....

Business Name and Address:  
.....

Business Phone: .....

**MOTHER / GUARDIAN B**

Relationship to Student: Mother  Guardian

Full Name and Title: .....

Home Address: .....

*(Home Address must include House Number, Street Name, Suburb and Postcode. Including rural properties)*

Mobile: ..... Home Phone: .....

Email address: .....

Occupation: .....

Business Name and Address:  
.....

Business Phone: .....

PARENTS'/GUARDIANS' RELATIONSHIP STATUS *(e.g. married, partners, separated, divorced, widowed, sole parent.)*

.....

Signed ..... Signed .....  
*(Father or Guardian) (Mother or Guardian)*

Date ..... Date .....

**Please advise the College if you have any change of contact details.**

Please return the completed form, along with all supporting documentation, and the \$50 Application to the Enrolments Team, The Riverina Anglican College, PO Box 5467, Wagga Wagga NSW 2650 or via email [enrolments@trac.nsw.edu.au](mailto:enrolments@trac.nsw.edu.au)

**Office Use Only**

Application Received	Application Fee Paid	Recorded
/ /	/ /	/ /