Application for Enrolment
<table>
<thead>
<tr>
<th><strong>OFFICE USE ONLY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Tour:</td>
<td>Date of Interview:</td>
</tr>
<tr>
<td>Student No:</td>
<td>Interviewer:</td>
</tr>
<tr>
<td>Family No:</td>
<td>Alt Family No:</td>
</tr>
<tr>
<td>Enrolment Deposit Amount:</td>
<td>Date Paid:</td>
</tr>
<tr>
<td>Family Deposit Amount:</td>
<td>Date Paid:</td>
</tr>
</tbody>
</table>
Application for Enrolment

Congratulations on your choice of The SCOTS PGC College for your child. We look forward to working with you to provide the very best we can for your child.

Instructions for completing this Application for Enrolment

Before completing this application please ensure you have read through our Conditions of Entry & Privacy Policy on pages 16-21 of this booklet. Next, complete the relevant pages of the Application for Enrolment, initial the bottom of each page as acknowledgment you have read and understood the document and return it to us together with other requested information.

When submitting your application please include:

1. An extract or certified copy of Birth Certificate or a certified copy of a passport;
2. Copies of the student’s two most recent school reports;
3. Copies of any documentation requested in this Application for Enrolment; and
4. A copy of Citizenship (if applicable)

A non-refundable Enrolment Processing Fee of $50 is required for this Application to be processed. A further non-refundable Confirmation Deposit also applies to all new families enrolling at the College and is payable upon the College’s acceptance of your Application. Details of the relevant Confirmation Deposit amount can be found in our Schedule of Fees.

If you return the Application Form to us by fax, we will also require the original Form to be posted to us in due course.

---

60 Oxenham Street
Warwick Qld 4370
Ph: +61 7 4666 9811
Fx: +61 7 4666 9812
Email: enrolments@scotspgc.com.au
www.scotspgc.com.au

Locke Street Campus
Girls Boarding
Ph: +61 7 4666 9882

60 Oxenham Street
Warwick Qld 4370
Ph: +61 7 4666 9811
Fx: +61 7 4666 9812
Email: enrolments@scotspgc.com.au
www.scotspgc.com.au

---

Congratulations on your choice of The SCOTS PGC College for your child. We look forward to working with you to provide the very best we can for your child.

Instructions for completing this Application for Enrolment

Before completing this application please ensure you have read through our Conditions of Entry & Privacy Policy on pages 16-21 of this booklet. Next, complete the relevant pages of the Application for Enrolment, initial the bottom of each page as acknowledgment you have read and understood the document and return it to us together with other requested information.

When submitting your application please include:

1. An extract or certified copy of Birth Certificate or a certified copy of a passport;
2. Copies of the student’s two most recent school reports;
3. Copies of any documentation requested in this Application for Enrolment; and
4. A copy of Citizenship (if applicable)

A non-refundable Enrolment Processing Fee of $50 is required for this Application to be processed. A further non-refundable Confirmation Deposit also applies to all new families enrolling at the College and is payable upon the College’s acceptance of your Application. Details of the relevant Confirmation Deposit amount can be found in our Schedule of Fees.

If you return the Application Form to us by fax, we will also require the original Form to be posted to us in due course.

---

60 Oxenham Street
Warwick Qld 4370
Ph: +61 7 4666 9811
Fx: +61 7 4666 9812
Email: enrolments@scotspgc.com.au
www.scotspgc.com.au

Locke Street Campus
Girls Boarding
Ph: +61 7 4666 9882

60 Oxenham Street
Warwick Qld 4370
Ph: +61 7 4666 9811
Fx: +61 7 4666 9812
Email: enrolments@scotspgc.com.au
www.scotspgc.com.au

---

Applications are welcome at both campuses.

---

Initial
By signing this Application for Enrolment Form you agree that:

1. You have read and understood the Conditions of Entry, including the Business Notices, and agree to be bound by them.

2. When accepted in writing by the College, this Form and the Conditions of Entry will constitute a legally enforceable and binding contract between you and the College and will remain binding for the duration of the student’s enrolment.

3. I/We declare that the information given in this Application for Enrolment Form is complete and correct. I/We understand that the initial and continuing enrolment of the student at The SCOTS PGC College is dependent upon open and honest disclosure of information relating to the health and wellbeing of the student. I/We understand that providing false or misleading information may result in cancellation of the student’s enrolment.

4. In accordance with the Conditions of Entry, you will pay the fees and sundry charges determined by the College from time to time.

5. The College may request such further or additional information as it considers appropriate for enrolment application purposes and may not process this Form until further information has been provided.

6. You have read and understood the Privacy clause in the Conditions of Entry and expressed any concerns in writing to the Business Manager.

7. I/We have completed to the best of our knowledge the information required for Government Reporting.

8. I/We have read and understood both the Refund Policy and Grievance Policy. (NB. This applies only to parents/guardians of International students)

I/We apply for admission of the above mentioned student to The SCOTS PGC College. I/We do hereby agree to abide by the terms of the prospectus, the regulations of the College and the Schedule of Fees as amended by the College at its discretion from time to time and where indicated above, agree to permit photographs of my children to be used for the promotion of the College.

I/We acknowledge that the College’s website (www.scotspgc.com.au) contains policies relevant to the student’s enrolment, and that these policies may be amended from time to time. I/We agree to comply with these policies.

I/We undertake to support the ethos of the College and its existing rules, regulations and work programmes, plus changes which may be introduced in the future.

Signature of Parent/Carer 1

Signature of Parent/Carer 2

PRINT Name:     PRINT Name:

Date:      Date:

Student’s Name:                       Year level of entry:             Year of entry: 20
Student Information

Family Name:

Student’s Given Name(s): Preferred Name:

Date of Birth: Proposed Year of Entry: Term: Year Level: Sex: M F

Day Student Boarder If Boarder: Full Time Weekly

Residential Address: Postcode:

Postal Address: Postcode:

Student’s Mobile Ph No: Religious Denomination (optional):

Are you of Aboriginal descent? Yes No

Are you of Torres Strait Island descent? Yes No

History of School Attendance Where applicable, please supply copies of last two years’ school reports.

<table>
<thead>
<tr>
<th>Years of Attendance</th>
<th>Year Levels</th>
<th>Name of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g: 1998 – 2005</td>
<td>P-6</td>
<td>Warwick East State School</td>
</tr>
</tbody>
</table>

Reason for leaving present School:

Positions of responsibility (eg School Captain):

Initial
English as a second language

Is a language other than English your child’s primary language? □ Yes □ No

If yes, please advise the language

Co-Curricular activities

Please indicate your child’s areas of existing activities. If you require further space please attach a note to the application.

Sport: (please indicate the sports in which your child participates. You may detail your child’s sporting achievements/experience)

Visual Arts: (please detail awards or prizes won by applicant)

Performing Arts: (speech and drama, dance and other)

Music: (please detail examination results, current ensembles, or achievements that may be of interest)

Vocal:

Instrumental: (indicate instrument/s)
Parent / Carer Information

**Parent 1 – Relationship to Student:**

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Maiden Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name(s):</td>
<td></td>
</tr>
<tr>
<td>Preferred Name:</td>
<td>Nationality:</td>
</tr>
<tr>
<td>Residential Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postcode:</td>
</tr>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postcode:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Mobile Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Email:</td>
</tr>
<tr>
<td>Occupation:</td>
<td>Employer:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Work Mobile Phone:</td>
</tr>
</tbody>
</table>

**Highest year of schooling completed:**

- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent or below

**Highest qualification completed:**

- [ ] Bachelor degree or above
- [ ] Advanced Diploma/Diploma
- [ ] Certificate I to IV (including trade)
- [ ] No non-school qualification

---

Initial
## Parent / Carer Information

**Parent 2 – Relationship to Student:**

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Maiden Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given Name(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Name:</th>
<th>Nationality:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential Address:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Mobile Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation:</th>
<th>Employer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Phone:</th>
<th>Work Mobile Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Highest year of schooling completed:**

- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent or below

**Highest qualification completed:**

- [ ] Bachelor degree or above
- [ ] Advanced Diploma/Diploma
- [ ] Certificate I to IV (including trade)
- [ ] No non-school qualification
**Residency**

Complete this section if either or both natural parents are not living with student. This information is important to help clarify how the College communicates with the student’s carers.

Attach copies of Family Court Orders or Protection Orders relating to the student of which the College should be aware.

**Please indicate with whom Student resides:** (Tick where appropriate)

- [ ] Student living with mother
- [ ] Student living with father
- [ ] Student living with legal guardian(s):  
  *(please attach official documentation and please specify relationship with student e.g. Grandparent)*

**Relationship**

- [ ] Student living with other:  
  *(please specify relationship with student e.g. Grandparent)*

**Status of natural parents:** (Tick where appropriate)

- [ ] Mother deceased  
- [ ] Father deceased
- [ ] Parents divorced  
- [ ] Parents separated
- [ ] Other (please specify)

**Name and dates of birth of other dependents:**

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Who should the College communicate with regarding day to day matters? (Tick where appropriate)

- Parent 1 (as detailed in previous section)
- Parent 2 (as detailed in previous section)
- Other Carer (please provide contact details below)

Name:  
Relationship to Student:  
Residential Address:  
Postcode:  
Postal Address:  
Postcode:  
Phone:  Mobile Phone:  
Fax:  Email:  
Occupation:  Employer:  
Work Phone:  Work Mobile Phone:  

Billing

The College has a split billing facility. Who should the College send fee statements to and what percentage of the account should they receive?

- Parent 1 and Parent 2 (as detailed in previous section)  Percent of account responsibility %  
- Parent 1 (as detailed in previous section)  Percent of account responsibility %  
- Parent 2 (as detailed in previous section)  Percent of account responsibility %  
- Other Carer (as detailed in previous section)  Percent of account responsibility %  
- Other financier (as detailed below)  Percent of account responsibility %  

Name:  
Postal Address:  
Postcode:  

Signature of person taking responsibility for fees  
PRINT Name:  
Date:  
Signature of person taking responsibility for fees  
PRINT Name:  
Date:
Please assist us with our marketing strategies by completing the following:

<table>
<thead>
<tr>
<th>Details of parents or other relatives (including siblings currently enrolled) who have attended SCOTS PGC College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Do you give consent for the college to include your child’s photograph in any of its promotional material if the occasion arises?  □ Yes □ No

What convinced you to enrol your child at SCOTS PGC College?

________________________________________________________________________

How did you become aware of SCOTS PGC College?

□ Through the SCOTS PGC official website

□ Through a Google or other online web search. If so, which one:

□ Through an print advertisement. If so, which publication:

□ By attending a Educational Promotion / Show / School Expo. If so, which show:

□ Through an Education Agent. Agent name:

□ Family or friend recommendation. Please Specify name:

□ Other:
Prior to enrolment, it is important that as parents you inform the College if your child has any particular special needs such as medical, physical, learning or social/emotional, which require specialised and professional attention (above and beyond the level of individual attention already afforded to students at The SCOTS PGC College). Please disclose these special needs in the space below and attach further documentation if required. The SCOTS PGC College reserves the right to determine its ability to meet the needs of students with any special needs.

If this section of the form is not completed, the College will assume that the student has no special needs and any offer of enrolment will be made on the basis of this assumption being correct.

Medicare Number: ___________________________ Ref No: (______) Valid until: ___________________________

Healthcare Number (if applicable): ___________________________ Valid Until: ___________________________

Private Health Fund name: ___________________________ Number: ___________________________

Ambulance Subscription (date): ___________________________

If your child has a special need, please tick:

- ADD/ADHD □ Yes □ No
- Autism/Aspergers □ Yes □ No
- Allergic Reaction/Anaphylaxis □ Yes □ No
- Asthma □ Yes □ No
- Action Plan: ___________________________

- Heart □ Yes □ No
- Epilepsy □ Yes □ No
- Hearing □ Yes □ No
- Vision □ Yes □ No
- Learning Difficulty □ Yes □ No
- Social/Emotional □ Yes □ No
- Other ___________________________
- Non-verbal learning disorders □ Yes □ No
- Has your child ever repeated a grade? □ Yes □ No
- Has your child ever received 'Learning Support Assistance'? □ Yes □ No
- If so, which year level? ___________________________
Has your child ever been ascertained in any of the following impairment areas?

- Physical □ Yes □ No
- Autism Spectrum Disorder □ Yes □ No
- Speech Language □ Yes □ No
- Hearing □ Yes □ No
- Intellectual □ Yes □ No
- Special Emotional Disorder □ Yes □ No
- Vision □ Yes □ No

If yes, what is the level of impairment?

Please attach the appropriate specialist report(s).

(Ascertainment is based on an education need arising from a disability. It is a collaborative decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel.)

Has your child been appraised at a previous school? □ Yes □ No

If yes, what learning areas were affected or difficulty detected?

Has your child ever been assessed for a learning difficulty/disability? □ Yes □ No

If yes, please give details:

Has another school or teacher ever suggested that your child may suffer from a learning difficulty/disability? □ Yes □ No

If yes, please give details:

Has your child ever been referred to a speech or occupational therapist or had a development assessment? □ Yes □ No

If yes, please give details:

Does your child exhibit developmental delays in any area? □ Yes □ No

If yes, please give details:

Has your child ever been accelerated i.e. skipped a grade? □ Yes □ No

Has your child participated in a Learning Enrichment Programme? □ Yes □ No

If test results indicate your child could benefit from a Learning Support Assistance, do you give permission for your child to receive such assistance? □ Yes □ No
**Medical History & Special Needs**

**Medication**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your child take medication on a regular basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, what type of medication and how often is it taken?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your child ever been on prolonged periods of medication?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please give details:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your child have any social difficulties with other children?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has behaviour management ever been an issue with your child in the school setting?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, please specify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If your child has one of the above special needs, how does it impact on him as a learner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your child ever been assessed or treated by an educational or child psychologist?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, please give details:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has your child attended more than one school or ever been asked to leave a school?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, please give details:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the student ever suffered any serious trauma, or been diagnosed by, or had consultations with a counsellor?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, please give details:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you give the College authority to approve the administration of an anaesthetic where necessary in the opinion of the Medical Officer and when you cannot be contacted immediately?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Initial
# Immunisation Schedule

<table>
<thead>
<tr>
<th>Age</th>
<th>Vaccination</th>
<th>Please tick</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 months</td>
<td>DTPa – Diptheria, Tetanus, Pertussis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>OPV – Poliomyelitis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>Hib – Haemophilus Influenza</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>4 months</td>
<td>DTPa – Diptheria, Tetanus, Pertussis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>OPV – Poliomyelitis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>Hib – Haemophilus Influenza</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>6 months</td>
<td>DTPa – Diptheria, Tetanus, Pertussis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>OPV – Poliomyelitis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>Hib – Haemophilus Influenza</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>12 months</td>
<td>MMR – Measles, Mumps, Rubella</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>DTPa – Diptheria, Tetanus, Pertussis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>OPV – Poliomyelitis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>Hib – Haemophilus Influenza</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>18 months</td>
<td>DTPa – Diptheria, Tetanus, Pertussis</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>1 – 5 years</td>
<td>Meningococcal – Men C</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Other</td>
<td>Chicken Pox</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td></td>
<td>HPV</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>
1. **ADMISSION**

   Acceptance of the student for admission to, and continuing enrolment in, the College shall be:
   
   1.1 (a) conditional upon payment, as per conditions 8.1 and 8.2 of the College Business Notice, of such fees as the College may determine; and
   
   1.2 (b) at the sole discretion of the College.

2. **EDUCATION**

   2.1 The parent(s) acknowledge that whilst all care is taken by the College, it gives no warranty or representations in relation to the level of education or educational outcomes achieved, obtained or received by the student.
   
   2.2 The parent(s) consent to the student’s participation in College activities, including curricular, sporting, extra-curricular and excursions conducted with the approval of the College.
   
   2.3 If the student is unable to attend scheduled lessons or activities through illness or other reasonable excuse, the parent(s) will notify the College by phone or in person on the morning of the absence to register the student’s absence. The parent(s) will notify the College in writing of any extended absences for whatever reason.

3. **COLLEGE RULES**

   3.1 The parent(s) agrees to support the College in the student’s compliance with the rules, regulations and policies that the College may establish from time to time, including any Business Notices, by promoting adherence to those rules, regulation and policies and Business Notices by the student.
   
   3.2 The parent(s) acknowledge and agree that the proper management and operation of the College may require the College to act from time to time in a manner deemed by the College to be appropriate and without consultation with the parents particularly in circumstances where the College rules, regulations and policies have been breached or the student is considered by the College in its sole discretion to have undertaken conduct which in any other way is not approved by the College.
   
   3.3 The College rules may be varied from time to time by the College and such variations shall continue to apply to the student and, as appropriate, to the parents.

4. **FEES AND SUNDRY EXPENSES**

   4.1 The parent(s) shall, within the times required by the College, pay to the College such fees as the College may determine, and reimburse any expenses incurred by or on behalf of the student.
   
   4.2 The parents agree that they will be jointly and individually liable for the payment of all fees, charges, levies, default charges, legal fees and collection costs as well as all other amounts payable under these conditions of enrolment in respect of the student.
   
   4.3 If fees and expenses are not paid in accordance with the College requirements, the College may terminate this agreement, refuse to allow the student to attend, withhold school reports, or may remove the student from, the College. The rights and the remedies of the College will not be affected at any time by any indulgence granted to the parent(s).
   
   4.4 The parent(s) agree to pay all costs incurred by the College in recovering or attempting to recover unpaid fees including, but not limited to, legal costs and disbursements incurred by the College.
   
   4.5 The parent(s) shall provide at least 10 weeks written notice to the College’s Business Manager of their intention to cease a student’s enrolment at the College. If such notice is not given, the parents agree to pay the College:
   
   a) all fees and expenses due and payable at the time of the removal of the student from the College; and
   
   b) fees for half an additional term, as determined by the College.

5. **OBSERVANCE OF DATES**

   Students returning to the College must rejoin their boarding house or classes as the case may be, on the fixed dates for resuming and must not leave the College until the recognised dates for the end of term as specified by the College unless alternative arrangements have been approved by the College Principal.

6. **DISCIPLINE**

   6.1 The parents agree that the proper and effective operation of the College requires that the College is able, in its sole discretion:
   
   a) to determine the right of the student to attend the College irrespective of whether the parents or the students are in breach of any of these conditions, and
   
   b) to discipline, suspend or expel the student as a result of any act, omission or conduct, judged to be sufficiently serious in the circumstances.
   
   6.2 The parents consent to the College disciplining the student as the College deems fit and necessary from time to time. Whilst there will generally be consultation with the parents in the case of serious measures, this is not a precondition to the imposition of disciplinary measures.
   
   6.3 The parents agree that the College may do any act they consider necessary in its discretion to police or enforce compliance with the College rules, regulations and policies and with the law. This may, for example, include requiring the student to submit to drug or alcohol testing.
   
   6.4 The parent(s) further agree that if the College intends to exercise or exercises the power conferred by clauses 6.1, 6.2 or 6.3, the parent(s) will not bring any proceeding, whether at law or equity, against the College or against any servant or agent of the College, because powers will be or have been exercised.
   
   6.5 The parent(s) further agree that they will indemnify the College and all servants or agents of the College in respect of any claim made or proceeding instituted by the student as a result of the proposed exercise or exercise of the power conferred by clauses 6.1, 6.2 or 6.3, such
Conditions of Entry

6.6 For the avoidance of doubt, the parents hereby expressly forego and abandon any claim that they might have otherwise against the College or any servant or agent of the College as a consequence of the exercise or intended exercise by the College of the powers conferred by clauses 6.1, 6.2 or 6.3.

6.7 If the student is suspended or expelled, the College shall retain or be entitled to receive the fees for the term in which suspension or expulsion occurs and the parents shall forfeit all rights to recovery of fees. The parents acknowledge that such payment of fees will be a proper and genuine estimate of the loss and damage suffered by the College caused by such suspension or expulsion and that such payment shall properly be considered to be by way of liquidated fees.

6.8 Where the student is suspended or expelled and the fees are unpaid at the date of suspension or expulsion, the parent(s) agree that they shall be liable to immediately pay to the College all fees then outstanding in relation to the student up to and including fees payable to the end of the term in which suspension or expulsion occurs. In this event the parents waive and abandon the set-off or counterclaim arising from the student’s inability to continue to attend the College.

6.9 The parents indemnify the College against any loss or damage caused by the student’s non-compliance with any rule, regulation or policy published or authorised by the College from time to time, including any Business Notices.

7. PERSONAL BELONGINGS
The student's personal belongings shall be the sole responsibility of the student and the parents. Neither the College nor any servant or agent of the College shall be responsible for the loss or theft of, or damage to the student's personal belongings, whether caused by negligence or otherwise. The College does not hold insurance policies with respect to student’s personal belongings of any description.

8. BUSINESS NOTICES
8.1 The College will issue Business Notices from time to time, dealing with the operation of the College, fee payments, financial and other matters. A Business Notice shall take effect on the day it is published (or other date stated). Unless clearly stated in a Business Notice, a Business Notice shall be read subject to these conditions.

8.2 The parents and the College agree that the College may in its sole discretion vary these conditions or any current Business Notice from time to time and notification of such variation shall be by issue of a Business Notice to parents which shall be binding on the parents and student in all respects.

8.3 No error in, or non-receipt of, a Business Notice shall bind the College or entitle the parents or the student from any relief from their obligations contained in these conditions or a Business Notice or entitle the parents or student to any compensation arising from any loss or damage allegedly suffered as a consequence of such error, non-receipt of or late receipt.

9. AUTHORITY OF PARENTS
9.1 The parents agree that they enter into these conditions on behalf of the student and that they have authority to do so.

9.2 The parents also acknowledge and agree that if the student is 18 or reaches, or is to reach, the age of 18 whilst still enrolled at the College, the College may require the student to sign any document that you would normally be asked to sign (for example, consents and waivers relating to any of the College's academic, extra-curricular and other programmes or activities in which the student wants to or is intended to participate as well as a consent to the College's Privacy Policy) and any other document required by the College.

9.3 If the student does not do so, the College may (but is not obliged to) restrict the student’s participation in any academic, extra-curricular and other programmes or activities.

9.4 If the College does any of these things, the parents are not relieved of any obligation to make payments required, and nor are the parents entitled to a refund of any money paid under these conditions of enrolment.

10. SPECIAL NEEDS
10.1 The parents acknowledge that they are required to provide the College with full details regarding any pre-existing medical conditions of the student and inform the College promptly in writing of any existing or potential special needs of the student, including but not limited to, physical disability, learning support requirements or dietary or health considerations, it being acknowledged that the College cannot always meet these requirements and the College reserves the right to refuse any enrolment or to cancel any enrolment where the College believes in its absolute discretion that it is unable to provide the requisite level of facilities for the education and care of the student.

11. GUARDIANSHIP
The parents agree that the College may permit or require the student to undertake such activities as the College may in its absolute discretion consider reasonable or appropriate and for the purposes of granting such permission or meeting such requirements appoints the College as their agent.

12. MEDICAL ASSISTANCE
12.1 If the parent(s) are unable to be contacted within a reasonable time in the circumstances, the parents give the College the authority to:
   a) arrange any medical assistance the College considers reasonably necessary for the student; and
   b) consent on your behalf to any medical practitioner treating or operating on the student and prescribing or administering any medication.
Conditions of Entry

12.3 The parent(s) agree that it is the College who shall determine what a reasonable time in the circumstances is and you agree not to dispute that judgment.

12.4 The parents must pay the College all costs and expenses incurred in connection with any medical assistance arranged by the College for the student or that the College consents to on the parent’s behalf for the students.

12.5 It is compulsory under government legislation for full fee-paying international students to take out ‘Overseas Student Health Cover’. Where applicable, this cover will be arranged by the College and the cost recovered from the parents.

13. **INDEMNITY**

13.1 To the extent permitted by law, you must indemnify and keep indemnified the College, all College employees, contractors and agents and any other person for whom their conduct the College is in law responsible from any liability, loss, damage, loss of life, injury, illness, economic loss or other claim, action, demand of any kind suffered or incurred by any person and arising as a result of any negligent act or omission of the College or of any of those other persons or for any other reason whatsoever in connection with:

a) the student’s attendance at the College or anything the student does at the College or that happens to the student at the College (in each case, whether during or outside College hours); or
b) the student’s participation in or attendance at any activity, camp, excursion or any other activity on the College grounds or outside them or anything that the student does or that happens to the student during the course of his or her participation or attendance (in each case, whether during or outside College hours); or
c) the student’s travelling from any place to the College or from the College to any place by any means whatsoever; or
d) any assistance, treatment or operation referred to in Clause 12; or
e) the College, employees, contractors and agents of the College and any other person for whose conduct the College is in law responsible doing anything permitted by these conditions of enrolment, by the College’s rules, regulations and policies from time to time or by law.

13.2 The indemnity in this Clause 13 may be enforced by the College or by anyone else entitled to the benefit of it, whether or not the College or other person has an obligation to pay money to any person.

13.3 The indemnity in this Clause 13 remains fully valid and enforceable by the College and by anyone else entitled to the benefit of it in spite of the fact that the parents may be asked to sign a waiver, release, consent, indemnity or other document relating to matters or potential matters within the scope of the indemnity in this Clause and in addition to any such waiver, release, consent, indemnity or other document.

14. **INFORMATION AND PRIVACY**

14.1 The parents agree that, subject to the College’s Privacy Policy, the College may disclose information about the student or about the parents to any person.

14.2 The parents acknowledge that they have read the College’s Privacy Policy and consent, both on their own behalf as well as on behalf of the student, to the College collecting and dealing with the parent’s personal information and the student’s personal information in the ways provided for in the College’s Privacy Policy.

14.3 The parents agree that they will provide the College with any information that it requires from time to time including information about the student and his or her education and information about the parent’s financial position.

14.4 The parents acknowledge that the College will generally only deny a request by a parent or guardian for access to information about the student where the release of the information would have an unreasonable impact on the privacy of others or where the release may result in a breach of the College’s duty of care to the student.

14.5 The parents also acknowledge that the College may, but is not obliged to, contact the parents to seek clarification from the parents or the student when such a request is made.

14.6 The parents agree that because the College is not obliged to contact the parents or the student before granting access to the information, it is the parent’s responsibility to ensure that the College is advised at all times of any circumstances relevant to the decision whether or not to grant access.

14.7 The information provided by the student to the College may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code if applicable.

14.8 The College takes photographs of students for many purposes within the school’s activities. If you have any objection to your child’s photograph being used in association with school activities, please let us know.

15. **INTERPRETATION**

15.1 These conditions, and subject to Clause 8 of the Business Notices, shall comprise the entire agreement between the College and the parents notwithstanding any prior representation whether written or oral which has been made to the parents, which representations the parents agree shall not be legally enforceable nor form part of these conditions.

15.2 “Parent(s)” means and includes the natural and/or adoptive parents and/or foster parents of the students and/or the guardian/s or carer/s of the student whether appointed guardians by order of any court or otherwise as specified in the Application for Enrolment and, where relevant, includes a person or persons who have agreed to be responsible for payment of fees and sundry charges. If more than one person is identified as the parents that expression refers to them and the obligations of the parents under this agreement bind them, jointly and severally. “College” means The SCOTS PGC College and includes the Principal or any person acting or delegated as Principal, the Council of the College and any employee of the College.
Privacy Policy

Your privacy is important

This statement outlines the College’s policy on how the College uses and manages personal information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to its operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does the College collect and how does the College collect it?

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- students and parents and/or guardians ('parents') before, during and after the course of a student’s enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College

Personal Information you provide: The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people: In some circumstances the College may be provided with personal information about an individual from a third party, for example a report written by a medical professional or a reference from another school.

How will the College use the personal information you provide?

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Students and parents: In relation to personal information of students and parents, the College’s primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the college.

The purposes for which the College uses personal information of students and parents include:

- to keep parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students’ educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- to satisfy the College’s legal obligations and allow the College to discharge its duty of care
- provide name and address information about past students to the Past Students’ Association.

In some cases where the College requests personal information about a student or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.

Marketing and fundraising: The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College’s fundraising, for example, the College’s Foundation or Past Students’ Association.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.
Who might the College disclose personal information to?

The College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- auditors;
- debt collection agent
- bankers;
- insurers;
- The SCOTS PGC College P & F association;
- parents;
- anyone we consider necessary in order to carry out instructions you give us; and
- anyone you authorise the College to disclose information to.

Sending information overseas: The College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

How does the College treat sensitive information?

In referring to ‘sensitive information’ the College means: information relating to a person’s racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The College's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating personal information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Principal of the College at any time.

The National Privacy Principles require the College not to store personal information longer than necessary.

You have the right to check what personal information the College holds about you.
Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the Business Manager in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

The information, if available, will be provided within 28 days.

Consent and rights of access to the personal information of students

The College respects every parent's right to make decisions concerning their child's education.

Generally the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the College about them or their child by contacting the Business Manager. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

If you would like further information about the way the College manages personal information it holds, please contact the Business Manager on +61 7 4666 9811.

To read our full privacy policy please refer to our website www.scotspgc.com.au
International Students only

Please tick where appropriate.

Is the student a Full Fee paying overseas student? □ Yes □ No

Residency Status: □ Visa □ Permanent Residence □ Australian Citizen □ Yes

Copy of Passport attached □ Copy of Visa attached □ New Visa required □ Yes □ No

Visa Application if applicable Date of Application Place of Application

Passport Number Date of Issue Place of Issue

Expiry Date Country of Birth Date of arrival in Australia

Type of Visa Visa Sub-Class Expiry Date

Has Overseas Student Health Cover been organised? □ Yes □ No

Medibank Private Membership No:

Schools attended:

Have you completed an ELICOS course? □ Yes □ No

How many weeks did you spend completing your ELICOS course?

Copy of recent IELTS Levels □ Yes or □ Other test details □ Yes or □ Speaking level □ Listening level □ Reading level □ Writing level

As per enrolment policy, students in Years 6-12 must achieve a level equivalent to a Level 5 IELTS. In addition to this entry requirement students will also be assessed individually to determine their learning needs. A language test will be arranged in conjunction with our International Education Consultant.

Agent Details (if applicable)

Contact Name: Company:

Work Phone Number: Mobile Number:

Company Address: Postcode:

Email:
Where to find us

By road
Warwick is serviced by road primarily by the Cunningham and New England Highways. It is a central hub on the Darling Downs and within one hour of Toowoomba and Stanthorpe and 2 hours to Brisbane.

By air
A small light plane airport located approximately 10 minutes from the town centre services Warwick or Toowoomba Airport is approximately 1 hour 10 minutes drive away.