

# Application for Enrolment



**JOHN PAUL COLLEGE**  
with Him is the fullness of life

## Student details

First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_  
Surname \_\_\_\_\_  
Preferred Name \_\_\_\_\_  
Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Nationality \_\_\_\_\_ Religion \_\_\_\_\_  
Entry year to JPC \_\_\_\_\_ Entry year level at JPC \_\_\_\_\_

Aboriginal or Torres Strait Islander descent? No  Yes

Country of Birth  Australia Other \_\_\_\_\_

**If not born in Australia**  
Citizenship Country \_\_\_\_\_ Citizenship Status \_\_\_\_\_  
Year of arrival in Australia \_\_\_\_\_  
First enrolled in an Australian School \_\_\_\_\_  
Passport Number \_\_\_\_\_  
Visa Subclass and number \_\_\_\_\_

**Student Current Address**  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_  
State \_\_\_\_\_ Postcode \_\_\_\_\_

Current School \_\_\_\_\_ Student VSN (if known) \_\_\_\_\_

Current Year Level \_\_\_\_\_ Parish Zoned to \_\_\_\_\_

List any current or past siblings at JPC \_\_\_\_\_

Are there any current Court Restrictions? No  Yes   
If Yes, copies must be supplied

**Is a language other than English spoken at home?**  
 No  
 Yes, please specify \_\_\_\_\_

## Parent / Guardian details

	Parent 1 / Guardian 1	Parent 2 / Guardian 2
Title		
Given name		
Surname		
Address		
Suburb		
State		
Postcode		
Contact Phone		
Mobile		
Email		
Country of Birth		
Date of Birth		
Religion		
Relationship to Student		
Occupation		
Occupation Group (See page 6)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> N
Employer Name		
Address		
Suburb		

(Please Tick)

(Please Tick)

Student lives with contact?



Fee paying contact?



Receive Mail communications



Receive Email communications



Receive SMS communications



**In the case that only 1 communication is possible, who should be the primary contact?**

Primary Contact?

## Parent Education

Did you go to John Paul College?

Yes  No

Yes  No

### What is the highest year of secondary school completed?

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

### What is the highest qualification completed?

Advanced Diploma / Diploma

Bachelor Degree or above

Certificate I – IV (Includes trade cert)

Unknown

## Student Additional Needs

Should your child have any learning difficulties, medical/physical conditions or emotional/social conditions, please specify.

(Documentation will be required prior to enrolment)

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## Medical Details

(Documentation may be required prior to enrolment)

Student Doctor Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Does your child suffer from asthma?  No  Yes Severity \_\_\_\_\_

Trigger details \_\_\_\_\_

Preventative medication \_\_\_\_\_

Relief medication \_\_\_\_\_

Does your child suffer from allergies and/or anaphylaxis?  No  Yes, please give details below

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Does your child suffer from any other chronic illness?  No  Yes, please give details below

Medication \_\_\_\_\_

Does your child wear Glasses  Contact lenses  Hearing Aid

Medicare No. \_\_\_\_\_ Ambulance Membership No. \_\_\_\_\_

Private health insurer \_\_\_\_\_ Membership No. \_\_\_\_\_

## Consents

### Medical Consent

I/We give permission for my child to be given, if required

Paracetamol	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Antihistamine	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Anti-inflammatory	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency transport	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Photo Consent

I/We give permission for my child's photograph to be displayed in College Publications, John Paul College website, Social Media and/or Promotional Material  Yes  No

### Student Consent

I \_\_\_\_\_ agree that I will support all school rules as set down by the school.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Parish Priest

I have noted this application

Date \_\_\_\_\_

Signature \_\_\_\_\_

### Parent / Guardian Consent

I / We confirm that the above information is true and correct and that we have provided John Paul College with accurate medical, first aid, accident declaration and photo consent within this document

Signed by Parent 1 / Guardian 1 \_\_\_\_\_

Date \_\_\_\_\_

Signed by Parent 2 / Guardian 2 \_\_\_\_\_

Date \_\_\_\_\_

## Check List

- Completed Application form
- Signed "Enrolment and School Fee Agreement" section (See Page 8)
- Application fee paid online OR  Application fee paid at Finance Office

**Receipt number** \_\_\_\_\_

Attached required documentation

- Birth Certificate
- Baptism Certificate
- Latest school report
- NAPLAN results
- Visa / Citizenship documentation (if applicable)
- Court Restriction documentation (if applicable)
- "Student Additional Needs" section completed with supporting documentation (if applicable)

**On completion of the application, please submit all documentation and application fee to the College Registrar at the following address: -**

**Lisa Meddings  
College Registrar  
John Paul College  
McMahons Road  
Frankston VIC 3199**

### Office Use Only

Application Received by \_\_\_\_\_ Date \_\_\_\_\_

Payment Received  Fee paid online  Fee paid at Finance Office

Date \_\_\_\_\_

## Occupation Group

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the Group box on the previous page.

### OCCUPATION GROUP A

**Senior management** in large business organisation, government administration and defence, and qualified professionals

**Senior Executive / Manager / Department Head** in industry, commerce, media or other organisation

**Public Service Manager** (Section head or above), regional director, health / education / police / fire services administrator

**Other administrator** [school principal, faculty head / dean, library / museum / gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** - generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing professionals
- Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Air/sea transport [aircraft / ship's captain / officer / pilot, flight officer, flying instructor, air traffic controller]

### OCCUPATION GROUP B

**Other business manager, arts/media/sports persons and associate professionals**

**Owner / Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist Manager** [finance / engineering / production / personnel / industrial relations / sales / marketing]

**Financial Services Manager** [bank branch manager, finance / investment / insurance broker, credit / loans officer]

**Retail sales / Services Manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts / Media / Sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate Professionals** - generally have diploma / technical qualifications and support managers and professionals

- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional
- Business / administration [recruitment / employment / industrial relations / training officer / marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
- Defence Forces senior Non-Commissioned Officer

### OCCUPATION GROUP C

**Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff:**

- Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [company sales representative, auctioneer, insurance agent / assessor / loss adjuster, market research]
- Service [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer / supervisor]

### OCCUPATION GROUP D

**Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production / processing machinery and other machinery operators**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

**Office assistants, sales assistants and other assistants:**

- Office [typist, word processing / data entry / business machine operator / receptionist / office assistant]
- Sales [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- Assistant / aide [trades assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

- Defence Forces - ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer / fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## *Enrolment and School Fee Agreement (Page 1 of 2)*

### **Enrolment terms and conditions:**

1. I / We agree to abide by all reasonable requirements as set down in various school policies, including the Uniform, Discipline and College Fee Policies.
2. I / We understand that copies of these policies are available on the College website and for inspection upon request.
3. I / We understand that by signing this agreement I / We are responsible for school fees and charges as published each year.
4. I / We will pay school fees in full in accordance with one of the College payment options unless an alternate arrangement has been negotiated and agreed with the College Business Manager.
5. I / We agree to adhere to the payment terms for all school fees and charges as set out in school fees and charges schedule published each year.
6. I / We understand that where fees are not paid and have not been paid in full by the end of each term an \$100 administration fee per term may be applied to my / our account.
7. I / We agree to provide one term's written notification of student departure from the College. In the absence of such notification a fee equivalent to one term's fees will be payable.
8. I / We agree that on termination of enrolment, outstanding school fees are due and payable immediately unless an arrangement has been entered into with the College Business Manager.
9. I / We understand that school fee payments must be paid up to date (or paid up to date as per an alternative agreed payment plan) for my child to be eligible to attend optional events such as e.g. the Presentation Ball, Italy Trip, or the Central Australia Trip.

**Please sign and complete the agreement on the following page.**

## Enrolment and School Fee Agreement (Page 2 of 2)

John Paul College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This document represents an agreement between the Melbourne Archdiocese Catholic Schools Ltd (MACS) and the person(s) responsible for the enrolment and payment of school fees at John Paul College. This document becomes applicable after a place has been offered and accepted at John Paul College.

I / We acknowledge the information given on this form is true and correct. I / We have read and accept the enrolment terms and conditions and agree to accept responsibility for payment of all school fees and charges as set from year to year in accordance with College payment plans.

### Payment of Fees for student \_\_\_\_\_

Year Level starting at JPC \_\_\_\_\_ Year of entry \_\_\_\_\_

Who will be responsible for payment of school fees?

**Please tick the appropriate box, complete and sign. Required by all fee paying parties.**

- Both (Both parties must complete and sign)
  Single Parent / Guardian
  Split payment (Both parties must complete and sign)  
 Parent 1 % \_\_\_\_\_ Parent 2 % \_\_\_\_\_

Parent 1

\_\_\_\_\_

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

Parent 2

\_\_\_\_\_

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

### Witness (Mandatory to complete)

- Must be over 18 years of age
- Cannot be a party to this agreement or have any financial interest in this agreement
- Must have known you for at least one year or have been able to verify your identity

\_\_\_\_\_

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Contact Number \_\_\_\_\_

**PLEASE NOTE: Your Enrolment Application cannot proceed until this form is completed in full and returned to the College.**