



**APPLICATION FOR ADMISSION**  
**CAMBERWELL GRAMMAR SCHOOL**  
CRICOS PROVIDER NO.00134G

**OFFICE USE ONLY**

Parent: ..... Student: .....  
Reg: .....  
Ent.Fee: .....

**BOY'S INFORMATION**

Given Name/s .....  
Religious Denomination .....  
Date of Birth .....  
Present School (if applicable) .....  
Intended Year of Entry e.g. 2020 .....

Surname .....  
Nationality .....  
Country of Birth .....  
Current Year Level .....  
Year Level e.g. Year 7 .....

(In Victoria Year 1 is the second year of schooling and Year 7 is the first year of secondary education.)

**AFFILIATION WITH CAMBERWELL GRAMMAR SCHOOL**

Father: Old Boy? Yes  No

Dates ..... House .....

Brother/s: Old Boy? Yes  No

Current? Yes  No

Enrolled? Yes  No

Other affiliations or comments (please specify) .....

**EDUCATIONAL NEEDS**

Does your child have a known disability e.g. intellectual, hearing, vision or emotional? Yes  No

Name of Disability .....

Diagnosed by .....

Date of Diagnosis .....

Report for the School? Yes  No

**PARENT OR GUARDIAN DETAILS**

- International Students should provide local contact details as well as their home address.
- If the addresses below differ please indicate the preferred postal address.

Father or Guardian  
(Title/Given Names/Surname)

Mother or Guardian  
(Title/Given Names/Surname)

Name .....

Name .....

Private Address .....

Private Address .....

Postcode .....

Postcode .....

Private Phone .....

Private Phone .....

Business Phone .....

Business Phone .....

Mobile Phone .....

Mobile Phone .....

Email .....

Email .....

*Before a boy can commence at the school, parents or guardians are required to pay a non-refundable entrance fee.*

**DECLARATION BY PARENTS/GUARDIANS**

We have read the Privacy Notice and Terms of Enrolment, as printed on the reverse side of this application, and have noted the contents, and we jointly and severally agree to abide by these and any regulations from time to time in force at the school and to pay all fees and other monies falling due to the school in respect of the boy enrolled. We acknowledge that we have retained a copy of this form for our records.

**Both parents are required to sign this application.**

Father/Guardian .....

Date .....

Mother/Guardian .....

Date .....

Please return this application together with a copy of a recent school report and the non-refundable application fee of \$130 (inclusive of GST). A payment form is available overleaf.

The completed documentation should be sent to:  
The Registrar – Camberwell Grammar School  
PO Box 151, Balwyn, Victoria 3103

# CREDIT CARD PAYMENTS

## PAYMENT DETAILS

MasterCard  Visa

Card Number

Cardholder's Name (as printed on card) .....

Expiry Date .....

Amount \$ .....

Cardholder's Signature .....

Date .....

Comments .....

## PAYMENT OF ACCOUNTS

Payments may also be made by Cash, Cheque, MasterCard or Visa Cards.

Payments can be delivered to the School or mailed to the School at:  
**Camberwell Grammar School**  
PO Box 151, Balwyn, Victoria 3103

Please return this statement with your payment.

Credit Card payments can be made using this form.

Cash payments should be handed in personally at the Accounts Office so that an interim receipt can be issued.

## PRIVACY NOTICE

1. The School has a Privacy Policy that complies with the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and the Australian Privacy Principles.
2. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son and enhance personal safety.
3. 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.
4. Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include Education Acts, Public Health [and Child Protection] laws.
5. Health information about pupils is sensitive information with the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
6. The School from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, [sports] coaches and volunteers, assessment and educational authorities and authorities under law.
7. The School may use online or 'cloud' service providers to store Personal Information and to provide services to the School that involve the use of Personal Information, such as services relating to email, instant messaging and education and assessment applications. Some limited Personal Information may also be provided to these service providers to enable them to authenticate users that access their services. This Personal Information may reside on cloud service provider's servers which may be situated in or outside Australia.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son.
9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
10. The School will obtain permission annually from the pupil's parents or guardians to be able to include photographs or videos of pupils in School promotional material or material available to the public either printed or digital media, such as on the School website, Facebook, and Twitter.
11. Parents may seek access to personal information collected about them and their son by contacting the School. They can also request that corrections be made to that information. Pupils 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 pupil, or where pupils have provided information in confidence.
12. 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.
13. The School's Privacy Policy is available upon request.

## TERMS OF ENROLMENT

1. Before final acceptance all applicants for places are required to attend an interview and/or take a series of standardised tests at the School. This is done to ensure that, so far as possible, boys attending the School are likely to benefit from the courses provided. Test results do not on their own determine whether an applicant is accepted: original date of application is a major factor, and family connections with the School may also be taken into account. Parents will be advised when their son is required for interview or testing.
2. Boys are required to attend school on all school days unless there are medical reasons for absence. They are not permitted to leave school before the recognised closing date. Permission to leave early to obtain temporary jobs will not be given.
3. It is the policy of the School that as many boys as possible should be involved in sports and games, including a programme of inter-school sporting fixtures played on many Saturday mornings during term time. The boy's continued attendance at the School is dependent upon the fulfilling of this obligation and upon observance of the rules set out in the School Diary.
4. A condition of entry to the School is that parents or guardians agree to abide by these Terms of Enrolment and any further rules or regulations of the School which may be notified in writing to parents from time to time. The Headmaster reserves the right to dismiss, or to suspend, any boy from the School on the grounds of wilful misconduct or unacceptable behaviour, or failure to obey the rules of the School set out in the School Diary, or any lawful instruction by a member of staff.
5. A condition of enrolment is that each family on accepting a place for their first son to enter the School, must pay a non-refundable Entrance Fee of an amount determined by the School Council and advertised from time to time.
6. School fees are due approximately one term in advance and payable on receipt of the account by the due date. A late payment fee at the current rate specified under section 2 of the Penalty Interest Rate Act 1983 may be charged on amounts outstanding after 30 days.
7. No boy will be permitted to enter into a new term while any part of the fees for the previous term is unpaid unless the Headmaster, or the Business Manager acting on behalf of the School Council, expressly waives this condition. In cases of financial difficulty, parents are asked to write to the Headmaster or the Business Manager at the School.
8. Parents who wish to remove or cancel the enrolment of a boy who has been accepted by the School and enrolled as a pupil must give not less than a term's notice in writing to the Headmaster to that effect. If such notice is not given, a term's fee may be charged.
9. Parents who wish to withdraw their son for a term or more in order to go overseas, or for any other reason, and wish to retain a place at Camberwell Grammar School on their return, are charged one term's tuition fee payable before they leave: this is credited to the first account after the boy's return.
10. A pro rata charge is made for new boys entering school for the first time after a term has commenced. If a boy leaves during a term, no refund will be made for the remaining portion of the term.
11. The School has limited personal accident insurance coverage for students enrolled at Camberwell Grammar School. This insurance does not cover Medicare related expenses or the "Medicare gap". The School strongly recommends students have their own Ambulance and Private Health Insurance.  
(updated May 2018)