Please return your completed Application for Enrolment, together with the Individual Needs Questionnaire, to:
The Director of Enrolments and Community Relations
Seymour College, 546 Portrush Road, Glen Osmond, South Australia 5064
GENERAL CONDITIONS OF ENROLMENT

1. Conduct
Upon acceptance of a place at Seymour College, parents undertake to support the College’s philosophy and to observe the College’s Code of Conduct. They further undertake to support the decisions of the Principal in relation to the required conduct.

2. Emergency
In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the parent or guardian of the student, the Principal (or delegated staff member) is authorised to act as is thought necessary or expedient, the expenses for which will be met by the parent.

3. Fees
(a) Tuition fees are billed on a semester basis, each account being payable within 14 days of the rendering of the account. The College Board reserves the right to amend the fee scale at any time.
Payment of fees other than on a semester basis — annually in advance, by term or monthly — can be made by arrangement with the Business Manager and subject to laws and conditions set by the College Board.
(b) Where payment of fees is not made by the due date the College will charge, and persons signing the acceptance of Offer of Place form agree to pay a late payment fee of $100.00.
(c) The person(s) signing an acceptance of Offer of Place form agree to pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, location administrative costs and any fees payable to debt recovery consultants, and any default debt may be reported to a credit reporting agency.
(d) No remission of fees, either in whole or part, will be made should a student be absent, except by arrangement with the Principal when due notice has been given.
(e) The person(s) signing an acceptance of Offer of Place form will be liable for the payment of all fees. Where more than one person signs the said form the liability of such persons shall be joint and several.
(f) Credit card payments over $500.00 will be charged a 1.5% surcharge fee. (Amex will be charged at 2.5%)

4. Offer and Acceptance
A formal Offer of Place will be made before the year that the student is enrolled to commence. Places of enrolment are offered in the order in which applications are received, however, preference will be given to:
• siblings of current students at Seymour,
• children of Old Collegians.
Acceptance of each offer must be made by the return of the signed Acceptance of Offer of Place form, together with the payment of the Enrolment Confirmation Fee.

5. Old Collegians’ Association
The College is pleased to support its ongoing relationship with past students by including automatic membership of the Old Collegians’ Association.

6. Overseas Students
 Overseas students will require a Confirmation of Enrolment form before applying for a visa to study in Australia. The Confirmation of Enrolment form is issued upon the payment, or guarantee of payment, of at least one semester’s tuition and boarding fees. Overseas students are required to complete the Enrolment Contract for Overseas Students. Seymour College may disclose personal information, including sensitive information for administrative and educational purposes. Seymour College will not send personal information overseas about an individual outside of Australia without obtaining the consent of the individual or otherwise complying with privacy laws.

7. School Rules
Parents agree to be bound by the present and future rules and policies of the College and undertake to ensure their daughter(s) will be bound by those rules.

8. Students with Special Needs
Seymour College has an open enrolment policy. In accordance with this policy and to ensure that all students have access to the most appropriate education and support for their individual needs, we ask that you complete an Individual Needs Questionnaire. This is to ensure that we are fully informed of your daughter’s individual requirements and can provide the necessary support.

9. Termination or Suspension of Schooling
The College Board reserves the right to terminate the schooling of a student whose account remains unpaid by the end of the current school semester. The Principal reserves the right in absolute discretion to suspend a student for disciplinary purposes, whether temporarily or permanently, without a refund of fees.

10. Uniform
All students are expected to wear the correct school uniform to the College’s standard and to maintain it in a neat and tidy manner at all times.

11. Withdrawal of Students
A term’s notice must be given in writing before any changes are made to the enrolment details of a student. In default of such notice, a term’s fee (tuition fee and boarding fee where applicable) will be payable to the College.

CONFIDENTIAL INFORMATION

COLLECTION NOTICE

Seymour College collects personal information, including sensitive information, about students and parents/guardians and others.

The information collected by Seymour College about students and parents may be collected before, during or after the student is enrolled at the College.

The primary purpose of collecting this information is to enable Seymour College to provide schooling and educational services for the student or prospective student. If Seymour College is unable to obtain the required information in relation to prospective students, an enrolment may not be able to proceed.

Information may be collected in various forms and may be provided to Seymour College by third parties such as medical practitioners or other health professionals or other schools or government authorities.

Seymour College only uses personal information for the purposes of:
• the collection of the information;
• the information was collected if the secondary purpose is related to the primary purpose, and where the individual to whom the information relates could reasonably expect Seymour College to use the information for that purpose.

Seymour College may also use or disclose personal information for any other purposes for which the College has consent from the person to whom the personal information relates or otherwise as permitted by legislation.

In relation to personal information which is “sensitive information”, Seymour College will not use or disclose that information for a purpose other than a primary purpose for which it has been collected unless:
• Seymour College has the consent of the individual to whom the information relates to disclose or use the information for some other purpose;
• the secondary purpose is directly related to the primary purpose of collection and the individual would reasonably expect Seymour College to use or disclose that information for the secondary purpose; or otherwise as permitted by legislation.

NOTE: Please detach and retain this page for your future reference.
APPLICATION FOR ENROLMENT - CONFIDENTIAL INFORMATION

Please use block letters when completing this form

STUDENT DETAILS

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Names:</td>
<td>Religious Affiliation:</td>
</tr>
<tr>
<td>Preferred Name:</td>
<td>Present School:</td>
</tr>
<tr>
<td>Country of Birth:</td>
<td>Current Year Level:</td>
</tr>
</tbody>
</table>

Nationality:
Australian: ❑
Other __________________________
Nationality 2 __________________________

Visa status:
Australian Citizen: ❑
Permanent / Temporary Resident of Australia: ❑
Overseas Student: ❑

If you have ticked either Permanent / Temporary Resident or overseas student, please provide a photocopy of your passport and visa.

ADMISSION DETAILS

<table>
<thead>
<tr>
<th>Year of Entry:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year level:</td>
<td>Day or Boarding Student:</td>
</tr>
</tbody>
</table>

PARENT/GUARDIAN DETAILS

<table>
<thead>
<tr>
<th>FATHER/GUARDIAN</th>
<th>MOTHER/GUARDIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Surname:</td>
<td>Surname:</td>
</tr>
<tr>
<td>Given Names:</td>
<td>Given Names:</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Home Address:</td>
</tr>
</tbody>
</table>

Postcode: |

Home Telephone: |
Home Facsimile: |
Home Email: |

Please provide a billing email: |

Mobile Telephone: |

Which is the primary contact number i.e. in case of absenteeism: Mother/Guardian: ❑
Father/Guardian: ❑ |

Occupation: |
Employer: |
Business Address: |
Postcode: |

Business Telephone: |
Business Facsimile: |
Business Email: |

CORRESPONDENCE DETAILS

Future correspondence regarding this enrolment application should be sent to:

Name: |
Postal Address: |
Postcode: |

FAMILY LINK
If a family member is a present student or an Old Collegian, please give name (and maiden name if married), relationship, clan and years of attendance at the College.

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>YEAR OF COMMENCEMENT</th>
<th>YEAR OF COMPLETION</th>
<th>CLAN</th>
<th>MAIDEN NAME (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
PARENT/GUARDIAN SIGNATURE

I/We enclose the application fee of $100.00 which I/we understand is non-refundable.

Should you wish to pay by Credit Card*, please enter your details below:

<table>
<thead>
<tr>
<th>Type of Card:</th>
<th>☐ Visa</th>
<th>☐ Mastercard</th>
<th>☐ American Express</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder’s Name:</td>
<td>.................................................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder’s Signature:</td>
<td>.................................................................</td>
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<td></td>
</tr>
<tr>
<td>Card Number:</td>
<td>.................................................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiry Date:</td>
<td>.................................................................</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If this application is accepted I/we jointly and severally agree to the General Conditions of Enrolment as set out on this Application for Enrolment form.

FATHER/GUARDIAN | MOTHER/GUARDIAN
--- | ---
Signature: | Signature:  
Date: | Date:  

PAYMENT OF FEES Details of person undertaking to pay fees, if not Parents/Guardians as above.

| Name: |  
| Address: |  
| Postcode: |  
| Signature: |  
| Date: |  

PARENT/GUARDIAN FEEDBACK

1. What factors prompted you to enrol your daughter at Seymour College?

☐ Reputation of the College          ☐ Single sex education
☐ Continuing family tradition        ☐ Wide range of choices and opportunities
☐ Academic achievement               ☐ Entry open to all, regardless of ability
☐ Boarding facilities                ☐ Other (please specify) .................................................................

2. How did you learn about Seymour College?

☐ Word of mouth                      ☐ Advertisements
☐ Relocation Agent                   ☐ Country Field Days/Shows
☐ Yellow Pages                       ☐ Internet Search
☐ Referral from: (please circle): Teacher Current parent Family friend Old Collegian
☐ Publicity (please give details) ............................................................................................................
☐ Social Media (please give details) ............................................................................................................
☐ Other (please specify) .............................................................................................................................