

A young girl with blonde hair tied in a ponytail with a blue and green plaid bow, wearing a white school polo shirt with a crest, is smiling at a desk. The background is blurred with colorful shapes. The text 'application for enrolment' is overlaid in white, bold, sans-serif font.

# application for enrolment

SEYMOUR



COLLEGE

## GENERAL CONDITIONS OF ENROLMENT

### 1. Conduct

Upon acceptance of a place at Seymour College, parents undertake to support the College 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

- Tuition fees are billed on a semester basis, each account being payable by the due date on the invoice. The College Board reserves the right to amend the fee scale at any time.
- 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.
- 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 (including on a full indemnity basis), location administrative costs and any fees payable to debt recovery consultants, and any default debt may be reported to a credit reporting agency.
- 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.
- The responsibility for payment of accounts rests jointly and severally with the person(s) who signed the enrolment form. If both parents have signed the enrolment form one parent cannot remove themselves from the enrolment contract without consent from the College and the other parent.  
Unless agreed otherwise with the College, the legal liability for fees remains in accordance with the enrolment form.
- Credit card payments will be charged a 1% surcharge fee (AMEX will be charged at 2%).

### 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. 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.

### 6. 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.

### 7. 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 College term. The Principal reserves the right in absolute discretion to suspend a student for disciplinary purposes, whether temporarily or permanently, without a refund of fees.

### 8. Withdrawal of Students

A term's notice must be given in writing before any changes are made to the enrolment details of a student, including students withdrawing from the Boarding House. In default of such notice, a term's fee (tuition fee and boarding fee where applicable) will be payable to the College.

### 9. 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.

### 10. Old Collegians' Association

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

## 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 which the information was collected. Seymour College may use or disclose personal information for a secondary purpose for which 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 received 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.

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.

## CREDIT INFORMATION

Credit information and credit eligibility information is information which according to the Act, is personal information about individuals or organisations/businesses that is:

- identification information;
- consumer credit liability information;
- repayment history information;
- a statement that an information request has been made about you by a credit provider, mortgage insurer or trade insurer;
- the type of consumer credit or commercial credit, and the amount of credit, sought in an application;
- that has been made by you to a credit provider; and
- in connection with which the provider has made an information request in relation to you;
- default information;
- payment information;
- new arrangement information;
- court proceedings information;
- personal insolvency information;
- publicly available information:
- that relates to your activities in Australia or the external Territories and the individual's credit worthiness; and
- that is not court proceedings information about you or information about the individual that is entered or recorded on the National Personal Insolvency Index; or
- the opinion of a credit provider that you have committed, in circumstances specified by the provider, a serious credit infringement in relation to consumer credit provided by the provider to you.

The College will collect credit information through a number of methods including:

- directly from the parent/guardian
- from credit reports obtained from credit reporting bodies;
- internally through the College's own records;
- credit references from another credit provider with which the parent/guardian has or had a credit account; and
- from publicly available information including personal insolvency information about the parent/guardian entered or recorded in the National Personal Insolvency Index.

Seymour College collects this information for the purpose of:

- internal management in assessing the credit eligibility of parents/guardians;
- assessing whether it will consent to provide education services to parents/guardians for their daughters on deferred payment (credit) terms;
- to manage the payment and recovery of amounts payable to us by parents/guardians for education services; and
- to ensure the College keeps adequate records of amounts outstanding and payable to it from time to time.

If a parent/guardian fails to make payments to the College when they are due or commits a credit infringement it may disclose details of such events to a CRB, which may use such information provided by the College in reports given to other credit providers.

For further information please read our Privacy Policy on our website at [www.seymour.sa.edu.au](http://www.seymour.sa.edu.au)

We will provide a hard copy of our Privacy Policy on request.

# APPLICATION FOR ENROLMENT - CONFIDENTIAL INFORMATION

Please use block letters and complete all details when filling out this form. Please return this form, together with the Application Fee, to: The Director of Enrolments and Community Relations  
Seymour College, 546 Portrush Road, Glen Osmond, South Australia 5064

## STUDENT DETAILS

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Given Names: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Present School: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Nationality: \_\_\_\_\_ Nationality 2: \_\_\_\_\_

Is the child of Aboriginal or Torres Strait Islander origin? No  Yes Aboriginal  Yes Torres Strait Islander

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

Year of Entry: \_\_\_\_\_ Term: \_\_\_\_\_

Year Level: \_\_\_\_\_ Day or Boarding Student: \_\_\_\_\_

Has your daughter ever attended Seymour College previously? Yes  No

If yes, which year(s) did she attend? \_\_\_\_\_

## PARENT/GUARDIAN DETAILS

### FATHER/GUARDIAN

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Facsimile: \_\_\_\_\_

Home Email: \_\_\_\_\_

Please provide a billing email: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Which is the primary contact number ie. in case of absenteeism: Mother/Guardian:  Father/Guardian:

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Facsimile: \_\_\_\_\_

Business Email: \_\_\_\_\_

### MOTHER/GUARDIAN

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Facsimile: \_\_\_\_\_

Home Email: \_\_\_\_\_

\_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Which is the primary contact number ie. in case of absenteeism: Mother/Guardian:  Father/Guardian:

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Facsimile: \_\_\_\_\_

Business Email: \_\_\_\_\_

## CUSTODY INFORMATION

Are there any custody orders, parenting orders or parenting plans in relation to the aforementioned child? No  Yes  Please provide details: \_\_\_\_\_

\_\_\_\_\_

## ENROLMENT DETAILS – PREP STUDENTS ONLY *Minimum of three days per week*

Enrolment requested from: \_\_\_\_\_

Preferred days: Monday  Tuesday  Wednesday  Thursday  Friday

Will your daughter continue on to Reception at Seymour? Yes  No

## 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.*

Name	Relationship	Year of Commencement	Year of Completion	Clan	Maiden Name (If applicable)

## PARENT/GUARDIAN SIGNATURE

I/We enclose the application fee of \$150.00 which I/we understand is non-refundable.  
(Families moving from the Early Years are not required to pay the application fee.)

Should you wish to pay by credit card, please enter your details below:

Visa  Mastercard  American Express  China Union Pay

Cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ CV: \_\_\_\_\_

**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

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

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