



THE KOORALBYN INTERNATIONAL SCHOOL

Ogilvie Place, Kooralbyn, QLD 4285, Australia
Telephone :: (07) **5544 5500** Fax :: (07) 5544 6108
Kooralbyn Campus Incorporated ABN :: 22 449 947 887
Email :: principal@tkis.qld.edu.au



APPLICATION FOR ENROLMENT OF A NEW STUDENT

V 9.3

FORM A1

OFFICE USE ONLY

STUDENT ID ::

CLIENT ID ::

See also
MEDICAL INFORMATION ADVICE (FORM A2)
APPLICATION FOR BOARDING (FORM B1)
DIETARY & OTHER NEEDS FORM (FORM B2)
APPLICATION FOR MASTERY PROGRAMS (FORM M1)

STUDENT DETAILS

(Please complete all details in block letters)

Family Name: _____ Given Names: _____

Preferred Name: _____ Previous Surname: _____

Date of Birth: ___/___/___ Gender: M/F Religion (Optional): _____

Cultural Background (Optional): _____ Country of Birth: _____

International Student: YES NO Permanent Australian Resident: YES NO

(If YES, please fill out details below) If International, Date of Arrival in Australia: ___/___/___

Passport No: _____
Country of Passport : _____
P/Port Expiry Date: ___/___/___
Visa Type: _____ Expiry Date: ___/___/___
(Enter 'Applying' if a Visa has not yet been approved.)

Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin mark both "yes" boxes)

No
 Yes – Australian Aboriginal
 Yes – Torres Strait Islander

STUDENT HOME DETAILS

Home Address: _____

Postal Address: _____

Travel details: Bus Car Other: _____

STUDENT ENROLMENT DETAILS

Proposed Commencement Date: ___/___/___

Proposed Grade of Entry: _____ Day Student or Boarder? _____

International Students should enter 'Boarder'

STUDENT'S ORIGIN DETAILS:

Origin: Qld Interstate Overseas Previous School: _____

From which Sector: Preschool Primary Secondary Home School / Other _____

PARENT/GUARDIAN 1 DETAILS:

Family Name: _____ Given Names: _____

Actual Address: _____ Post code: _____

Postal Address: _____ Post code: _____

Occupation: _____ Work Location: _____

Work Phone: _____ Work Mobile Phone: _____

Home Phone: _____ Home Mobile Phone: _____

Country of Birth: _____ Interpreter Required: YES NO

Home Language (if other than English): _____ Percentage used at home: _____%

Relationship to student: Mother Father Guardian Other (please specify below):

Email Address: _____

PARENT/GUARDIAN 2 DETAILS: (Optional)

Family Name: _____ Given Names: _____

Actual Address: _____ Post code: _____

Postal Address: _____ Post code: _____

Occupation: _____ Work Location: _____

Work Phone: _____ Work Mobile Phone: _____

Home Phone: _____ Home Mobile Phone: _____

Country of Birth: _____ Interpreter Required: YES NO

Home Language (if other than English): _____ Percentage used at home: _____%

Relationship to student: Mother Father Guardian Other (please specify below):

Email Address: _____

ACCOUNT DETAILS:Who is responsible for payment of school fees: _____
(REQUIRED)**CUSTODY DETAILS:**Is a Court Order in place? No Yes - please provide copy of Court Order with application.**AGENT DETAILS (International Students Only):**

If using an Education Agent, please indicate their Full Name, Company Name and contact details.

Agent's Name: _____ Agent's Company Name : _____

Agent's Phone : _____ Agents Email Address : _____

Does your Education Agent have authority to act on your behalf? YES NO

EMERGENCY CONTACT DETAILS:**CONTACT 1 (other than Parent/Carer):**

Family Name: _____ Given Names: _____

Work Phone: _____ Work Mobile Phone: _____

Home Phone: _____ Home Mobile Phone: _____

Relationship to student: _____

CONTACT 2 (Optional : other than Parent/Carer):

Family Name: _____ Given Names: _____

Work Phone: _____ Work Mobile Phone: _____

Home Phone: _____ Home Mobile Phone: _____

Relationship to student: _____

MEDICAL DETAILS:

Please list any illnesses, disabilities or any medication student may be on:

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Doctor's Name :	
Doctor's Phone Number :	
Health Insurance Provider/Number :	
Medicare Number (Local Students) :	

OFFICE USE ONLY

Date Admitted: ___/___/___

Year Level : _____

Roll/Class : _____

 ESL REPEATING LEARNING DIFFICULTY GIFTED STUDENT SPECIAL ED SUPPORT MEDICAL CONDITION COURT ORDER SIGHTED BIRTH CERT. SIGHTED BOARDING STUDENT O/S STUDENT FULL FEE FOUNDATION SCHLRSHIP BURSARY SCHLRSHIP OTHER SCHLRSHIP LOCAL STUDENT MASTERY STUDENT ATSI

ENROLMENT ::

- An application enrolment fee of \$ should accompany this application. This fee is not refundable. The application does not guarantee entry into the school but places your child on an interview list.
- Entrance to the school is at the discretion of the Principal. An interview, previous school reports and date of receipt of application are all factors which may be taken into account in offering places at the school. Preference is given where possible to siblings of children already attending the school or children of alumni (former students) of the school.
- Entry (Local Students): Unless otherwise advised, the school will contact you prior to commencement date for an interview. Successful applicants will be advised at time of interview.
- Entry (International Students): Unless otherwise requested to do so, the school will contact you (or your Education Agent) approximately 6 weeks before the time of proposed entry for an interview. It is following this telephone interview that the Principal will offer successful applicants LETTER OF OFFER at the school. Upon receipt of your Letter of Offer, all fees (as outlined in the letter) must be paid in full for the first year. Once the school receives your payment, an official ELECTRONIC CONFIRMATION OF ENROLMENT (eCoE) will be provided to you. International Students should use this eCoE to apply for their Student Visa from the Australian Immigration Dept.

CONDITIONS OF ENTRY AND RETENTION OF A PLACE ::

- Students are to attend school throughout the year.
- Students are to abide by all school rules including the proper wearing of the prescribed school uniform.
- The school operates under a strict code of Merits (for good behaviour) and Demerits (for bad, inappropriate, dangerous behaviour). If a student's 'net result' at any time reaches ten (10) Demerits, the student will be expelled from the school. A full explanation of this 'Honours System' is provided during induction of every student and parents/carers can obtain copies of the explanation from the school at any time.
- The school is to be advised of any medical condition or special medication required by the student. The Principal is authorised to act on the behalf of the parent/carer in a medical or other emergency if the parent/carer can not be contacted.
- In the case of Boarders, the Principal has the authority to give permission on behalf of parents/carers for students to participate in authorised school excursions and activities.
- The school reserves the right to use any negative, transparency, photographs, films or digital recordings depicting the student for authorised marketing or public relations activities.
- Parents are expected to cooperate with the school concerning matters of discipline, attendance, completion of prescribed homework and the proper wearing of the school uniform. The Rules & Regulations of the school may be altered or added to at any time by announcement at school assembly.
- The Principal (or the Principal's nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not conducive to the school's welfare.
- All school fees are payable in advance of each year (or part thereof). An account will be rendered in advance, with the due date for payment being the first day of term/year. A student's enrolment may be cancelled if the fees have not been paid by the due date, unless arrangements have been made with the Principal regarding late payment. This condition is also applicable to Mastery and Excellence Programs.
- ONE FULL TERM's notice is required in writing by the first day of the term prior to which a student intends to leave the school, otherwise a full term's fee is payable in lieu. If the student is forced to leave in an emergency situation, it is at the Principal's discretion as to whether this full term's notice will be required or not.
- Information about the residential addresses of all students of federally funded schools in Australia is required under Federal Government funding requirements and parents herein provide their permission for the school to provide such information to the appropriate government agency.
- The school's Privacy Policy can be viewed in full, online at www.tkis.qld.edu.au

I/We have read and agreed to the above conditions and attached is cheque/Money Order/cash for \$95 Application Fee. (Please make cheques/Money Orders payable to : **Kooralbyn Campus Incorporated**)

Signature of parents/carers/guardians : Date ;/...../.....

..... Date ;/...../.....

Please return this form with payment to : The Kooralbyn International School (TKIS)
Ogilvie Place, Kooralbyn QLD 4285
Phone : +61 7 5544 5500 or Fax : +61 7 5544 6108
Email : principal@tkis.qld.edu.au

Office Use Only ::

Payment of Enrolment Fee : Amount \$ Date: Receipt No: