

APPLICATION FOR ENROLMENT

STUDENT INFORMATION

Name of Student

(first name) (middle name/s) (surname)

Preferred Name

Gender

Male / Female / Other

Residential Address

Date of Birth

Country of Birth

Postcode

Home Telephone No.

Student Mobile No.

Student Email

Siblings (name & age)

Religion (optional)

Student Health Care Card No.

Is the student of Indigenous origin? NO / YES Aboriginal / Torres Strait Islander / Both

Language spoken at home - indicate language that is spoken most often

English

Other (please specify)

ENROLMENT INFORMATION

Commence at Campus :

Box Hill

Chadstone

Year Level for Entry

Year of Entry

School Prior to Entry

VSN

USI

Main method of transport to/from School CAR / BUS / TRAIN / TRAM / BIKE / WALK

Permission to use images of students in School publications under circumstances controlled by the School eg. newsletter, year book

YES / NO

Who has legal guardianship of the student

Is there a court order or parenting plan in relation to this student?

YES / NO

PARENT or GUARDIAN / CARER INFORMATION

- Parent 1 or Guardian / Carer

Name	_____	_____	_____	_____
	(Title)	(first name)	(middle name/s)	(surname)
Preferred Name	_____	Relationship to Student		
Residential Address	_____			
Postal Address	_____			Postcode
Date of Birth	_____	Country of Birth	_____	Postcode
Home Telephone	_____	Business Number	_____	
Mobile	_____			
Email Address	_____			
Occupation	_____	Industry	_____	
Employer Name	_____	Position	_____	
Employer Address	_____			
Pension/Health Care Card	YES	/	NO	CRN Number

- Parent 2 or Guardian / Carer

Name	_____	_____	_____	_____
	(Title)	(first name)	(middle name/s)	(surname)
Preferred Name	_____	Relationship to Student		
Residential Address	_____			
Postal Address	_____			Postcode
Date of Birth	_____	Country of Birth	_____	Postcode
Home Telephone	_____	Business Number	_____	
Mobile	_____			
Email Address	_____			
Occupation	_____	Industry	_____	
Employer Name	_____	Position	_____	
Employer Address	_____			
Pension/Health Care Card	YES	/	NO	CRN Number

Parent 1 and 2 or Carer/ Guardian Marital Status: **Married / Defacto Separated / Divorced Single**

EMERGENCY CONTACT - Other than Parent/Carer/Guardian over 18 years old

Name

Relationship to Student

Address

Home Telephone

Business Number

Mobile

FAMILY INFORMATION (Mark with X)

- **Language spoken at home** (indicate language that is spoken most often)

Language	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
English only	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Please Specify

- **What is the highest year level at school the parents/carers/guardians have completed?**

Primary / Secondary School	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

- **What is the level of the highest qualification the parents/carers/guardians have completed?**

Mark one box only	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV / Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

- **What is the occupation group of the parents/carers/guardians?**

Occupation Group	Parent 1 / Carer / Guardian	Parent 2 / Carer / Guardian
Selected Number from Attached List	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL INFORMATION

- **Fees account to be sent to** _____
Parent / Carer / Guardian / s

- **Copy of fees account to be sent to another party** (in addition to the above) :

Name	_____	Relationship to Student	_____
Postal Address	_____		
Home Telephone	_____	Mobile	Postcode
Email Address	_____		

- **Please Note**

I/We request that the above Student be admitted to Berengarra School. I/We acknowledge that the Student may move between campuses and programs at Berengarra School during their attendance at the School. I/We declare that I/We have received and read a copy of the Terms of Business as set out by the Board and agree to be bound by those terms as well as all rules, regulations, procedures, codes of conduct and business practices of Berengarra School (**School Governance Instruments**) (as amended from time to time), all of which can be found on the School's website – <https://berengarra.vic.edu.au/>. I/We acknowledge that, where I/We or the Student breaches the Terms of Business or other School Governance Instrument, Berengarra School reserves the right, without recourse, to exclude the Student – either on a permanent or a temporary basis – at the absolute discretion of the Principal (acting reasonably) and as specified in the terms of the School's policies.

Berengarra School is required to collect personal information, including sensitive information about students and parents or carers before and during the course of a Student's enrolment at the School, within the guidelines of the National Privacy Principles under the Privacy Act. The primary purpose of collecting this information is to enable the School to provide schooling for the Student. The School's Privacy Policy covers information collection and distribution and also can be found on the School's website – [Privacy of Information Policy](#)

On acceptance, the Student will be placed on a 20-day trial period. For avoidance of doubt, the trial period will continue until such time that the Student has attended Berengarra School on 20 separate school days, which need not occur consecutively and may occur over one or more school terms.

During the trial period, the following criteria will be used to assess whether Berengarra School is an appropriate educational setting for the Student:

- The Student has been diagnosed with, or demonstrates the characteristics of, a social/emotional disability.
- The Student has a history of significant difficulty engaging in, and responding to, mainstream education.
- The Student has an IQ of 80 or above.
- The Student is unlikely to cause significant or persistent harm to others.
- The Student has the potential to attend a full-time school program.
- The Student displays motivation to attend.
- Parents/Guardians/Carers are willing to support the School's policies and procedures.

At the end of the trial period, if the School is not considered an appropriate setting, no fees will be charged (or will be refunded where the School has already received payment). If the School is considered an appropriate setting, I/We acknowledge and agree that I/We will be liable to pay the applicable term fees (pro rata where the trial period commences during, rather than at the beginning, of a school term), calculated by reference to the date on which the trial period commenced.

Working example: Student A completes the first day of the trial period on day 1 of Term 2 and completes the 20th day of the trial period on day 10 of Term 3. The School is deemed a suitable setting for Student A and

Student A is accepted for enrolment. The fees payable for Student A will be calculated from day 1 of Term 2, with fees payable for Term 2 and 3.

I/We agree that the fees payable to Berengarra School after successful completion of a trial period, as described above, are fair and reasonable in the circumstances and is paid:

- a) in consideration for the time and resources Berengarra School dedicated to supporting a prospective Student during the trial period; and
- b) in recognition of the fact Berengarra School has limited places available and may be unable to accept other enrolments whilst the Student is completing the trial period.

I/We accept that the agreed Berengarra School student management practices put in place for the above student will be given our full support to ensure satisfactory ongoing progress each term.

Name of Parent/Guardian 1: _____

Signature: _____

Date: _____

Relationship to Student: _____

**Name of Parent/Guardian 2
(if applicable):** _____

Signature: _____

Date: _____

Relationship to Student: _____

Please attach the following :

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate or Passport | <input type="checkbox"/> Photograph (passport quality) |
| <input type="checkbox"/> Court order or parenting plan (if applicable) | <input type="checkbox"/> Medicare card |
| <input type="checkbox"/> Pension / Health Care Cards (if applicable) | <input type="checkbox"/> Immunisation Record |
| <input type="checkbox"/> Enrolment Fee | |

Attach Photo Here

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP 8: Unemployed for more than 12 months

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 '8' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP 1

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

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

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

Qualified 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, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP 2

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts /media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance

officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]

- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP 3

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.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP 4

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

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

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]