



# St Columban's College

## International Student Application for Enrolment

100 MCKEAN STREET | PO BOX 1254  
CABOOLTURE, QUEENSLAND 4510  
AUSTRALIA

TELEPHONE: +61 7 5495 3111

FACSIMILE: +61 7 5495 3211

E-MAIL: [scaboolture@bne.catholic.edu.au](mailto:scaboolture@bne.catholic.edu.au)

WEBSITE: [www.stc.qld.edu.au](http://www.stc.qld.edu.au)



<b>STUDENT NAME:</b> _____
<b>YEAR OF ENROLMENT:</b> _____

ENTRY LEVEL	ENTRY POINT	DURATION
<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 12	Expected Start Date: _____	Expected Duration of Study: _____ (eg 6mths; 2 years)

**COLLECTION NOTICE**

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the National Privacy Principles under the *Privacy Act* (1988).

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. Information is also collected in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Fund Manager. In other instances information collected on the form during your enrolment can be disclosed without your consent where authorised or required by law.

**Disclosure of information:** This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities, and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

Students 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 student, or where students have provided information in confidence.

The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)*, and has adopted the ten (10) National Privacy Principles. A privacy statement detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on our website [www.stc.qld.edu.au](http://www.stc.qld.edu.au) or the Brisbane Catholic Education website, [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). Alternatively a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your student. By completing and submitting this application for enrolment form you have confirmed your understanding of, and agreement with, the above.

APPLICATION INFORMATION		INTERVIEW INFORMATION		
Lodgement Date		Date		Time
Application Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interviewer Signature		
Receipt No.		Outcome		

**STUDENT INFORMATION**



**PERSONAL DETAILS**

Legal Surname			
First Given Name			
Other Given Name/s			
Date of Birth	/ /	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth			

*Attach a copy of the birth certificate*

**PASSPORT DETAILS**

Country of Passport Issue			
Passport Number		Expiry Date	
First Language Spoken			
Main Language Spoken at Home			
Other Language Spoken			

*Attach a copy of passport page with name, photo identification, passport number and expiry date*

**VISA DETAILS** *Students are required to obtain a valid Australian student visa for the duration of their enrolment at St Columban's College.*

Do you have a current Australian Student Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Sub-Class Type	
Visa Number		Visa Expiry Date	

**PREVIOUS SCHOOL**

School Name	Address	Year Level	Date From – Date To

*Attach a copy of Report Cards from the previous 2 years of study*  
*If Student Report Cards do not record student behaviour or commitment to studies, a completed reference from the student's current or most recent school Principal is required.*

**ENGLISH LEVELS**

Have you completed an English Language Proficiency Test  Yes  No

Date test completed: \_\_\_\_\_

Accepted test is NLLIA  
 (Please refer to International Student Program Entry Requirements and Enrolment Policy for English proficiency scores required to be considered for enrolment)

*Attach a copy of results of English Language Proficiency Test*



RELIGIOUS BACKGROUND	
<b>Sacraments</b>	<i>If Catholic, please indicate Sacraments received below</i>
	<input type="checkbox"/> Baptism                      Date Received ___ / ___ / ___ Parish _____
	<input type="checkbox"/> Reconciliation              Date Received ___ / ___ / ___ Parish _____
	<input type="checkbox"/> Eucharist                      Date Received ___ / ___ / ___ Parish _____
	<input type="checkbox"/> Confirmation              Date Received ___ / ___ / ___ Parish _____
<i>Attach a copy of Baptismal Certificate</i>	

## FAMILY INFORMATION

PERSONAL DETAILS	Parent/Caregiver	Parent/Caregiver	Parent/Caregiver
<b>Surname</b>			
<b>Given Name/s</b>			
<b>Preferred First Name</b>			
<b>Title</b> (e.g. Mr, Mrs)			
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
CULTURAL BACKGROUND			
<b>Interpreter Required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Country of Birth</b>			
<b>Country of Citizenship</b>			
<b>Main Language Spoken At Home</b>			
<b>Other Language Spoken</b>			
RELIGIOUS BACKGROUND			
<b>Religion</b>			
OCCUPATION			
GENERAL DETAILS <i>As required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs</i>			
<b>Occupation Type</b> <i>What is the occupation group of the parent/caregiver? (see Appendix 1)</i>	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months
<b>Highest School Level</b> <i>What is the highest year of primary or secondary school the parent/caregiver has completed?</i>	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below - which includes never attended
<b>Highest Qualification Completed</b> <i>What is the level of the highest qualification the parent/caregiver has completed?</i>	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Certificate I to IV - including trade certificate <input type="checkbox"/> No non-school qualification



RESIDENTIAL ADDRESS			
Street Address			
Suburb/Town			
State & Postcode			
Country			
Does the student reside at this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No to all, please give details in 'Additional Information'		

MAILING ADDRESS <span style="color: red;">If not different from Residential write 'as above'</span>			
Post Box/Street			
Suburb/Town			
State & Postcode			
Country			

CONTACT DETAILS <span style="color: red;">Indicate best contact order (1 -3) for phone numbers for each person (e.g. call work first 1, then mobile 2 etc)</span>			
Home Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Priority Contact Order <span style="color: red;">Who to contact first (write 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)</span>			
Home Email Address			
Workplace Email Address			

OTHER INFORMATION			
Relationship to Student			
Receive Communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## STUDENT OTHER DETAILS

MEDICAL CONDITIONS	Details
Have you been diagnosed with any medical condition that a medical practitioner should be aware of if medical treatment is required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	



**SPECIAL NEEDS**

Please describe any physical, social/emotional, and/or learning needs which may impact on duty of care and/or participation in school activities.

**LEGAL INFORMATION**

Name the Legal Guardian/s of this student

Please indicate any legal issues of which the school should be aware (e.g. family court orders, parental agreements, guardianship orders, child protection orders, etc.).

*A copy of the relevant documentation will be required to be held by the school should enrolment be accepted.*

**ADDITIONAL INFORMATION**

Please indicate any additional information which may assist with this enrolment application.



Please list immunisations as well as date dose was given, i.e. Measles, Rubella, Hepatitis B, Mumps, Hib, Tetanus, Polio, DTP

Vaccination	Date	Vaccination	Date	Vaccination	Date

Are you currently taking any medication on a regular basis?  Yes  No

**If yes, please provide details:**

**SPECIALIST ASSESSMENTS**

Does this student have any recent allied health or medical specialist assessments?  Yes  No

*If Yes, please attach relevant reports*

**DOCUMENT CHECKLIST**

- Copy of Birth Certificate
- Copy of Passport Page
- Copy of Student Report Cards from previous 2 years
- Reference from Student's current or most recent school Principal
- Copy of results of English Language Proficiency Test
- Copy of Baptismal Certificate
- Other Reports (medical / legal)
- Enrolment Application Fee



**Please Note:**

- This application will only be processed when all of the above documents have been submitted.
- Where the above documents are not in English, certified translations in English are required.
- Failure to disclose all relevant and correct information could result in cancellation of enrolment.
- This form is to be submitted accompanied by an Application Fee of \$100.
- Application Fee is not refundable in the event of non-acceptance or voluntary cancellation of placement.

I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child.

**SIGNATURE/S:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## APPENDIX 1 – List of Parental Occupation Groups

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** EG. school principal, faculty head/dean, library/museum/gallery director, or research facility director

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** EG. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer

**Air/sea transport** EG. aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** EG. finance/engineering/production/personnel/industrial relations/sales/marketing

**Financial services manager** EG. bank branch manager, finance/investment/insurance broker, credit/loans officer

**Retail sales/services manager** EG. shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency

**Arts/media/sports** EG. musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** EG. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager

**Defence Forces** Senior Non-Commissioned Officer

### **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.

**Clerks** EG. bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk

**Skilled office, sales and service staff.**

**Office** EG. secretary, personal assistant, desktop publishing operator, switchboard operator

**Sales** EG. company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher

**Service** EG. aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor

