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ABN 86 852 826 445
CRICOS 00624A

Dear Parent

Thank you for your interest in a place for your son at Scotch College.

Please complete the admission form for your son and return it with the application fee of \$100 and photocopy of official evidence of your son's date of birth (birth certificate or extract of birth entry). A letter acknowledging receipt of your application will be mailed to you. Please keep the extra admission form for your personal records.

To calculate the year in which a boy would enter Preparatory Grade, add six to his birth year if he was born in the months May to December. For boys born in January to April, add five. Thus, a boy born in May 2008 would commence school in 2014 whereas a boy born in January 2008 would normally commence in 2013.

In the year before a boy enters the Preparatory Grade at Scotch College, an assessment is made of his readiness to commence primary education. For some boys, particularly younger students (such as those born in March and April) who are not ready for school, it may be advisable to delay their commencement by one year.

The entry levels at Scotch College are at the Preparatory Grade and Grade 4 in the Junior School and at Years 7 and 9 in the Senior School. Year 9 entry is primarily for country boys entering as boarders though some day boys may be taken if vacancies exist.

For Prep, Year 4 and Year 7 entry, the position of a boy on our enrolment list is mainly determined by his age at the time of booking for a particular level; thus a prompt return of the application form is important. In the case of a newly born infant, it is better not to wait for the issue of the birth certificate to make an application; this can be sent to us later.

Most offers of places for Prep, Year 4 and Year 7 are made about 18 months prior to the entry year. The demand for places varies from one year to the next and it is not possible to predict the chance of a place becoming available before offers of places are made. More detailed information about the admissions policy and procedures can be obtained from the College's website (www.scotch.vic.edu.au). Parents are advised to apply for places at several schools in case a place cannot be offered to their son at Scotch College.

Please contact me if we can be of further assistance in the planning of your son's education, if you would like to be shown over the school or hear more about the program we offer. Our prime concern is that a boy's experiences at Scotch College are happy, stimulating and rewarding and that he takes advantage of the outstanding opportunities the school provides. We hope we can look forward to welcoming your son to Scotch in due course.

Yours sincerely

(Dr) CHRIS COMMONS
Director of Admissions

BOY'S INFORMATION

Surname	Initials	Given Names <i>Please list all names in correct order</i>
Preferred Name		Date of Birth Day Month Year



For Office Use

ENTRY DETAILS

Preferred Year of Entry	Year Level	Day Boy or Boarder?	Alternate Year of Entry	Year Level	Day Boy or Boarder?
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Custodial Parent (if applicable, please tick box) Father Mother

Is either grandfather an Old Boy? *Please give full names and leaving year*

Details of brothers: *Please give full names, year level and year of entry*
who have attended Scotch or applied for a place

Does your son have:

- a) any identified or specific disability or learning difficulties or requirements? YES / NO
- b) any special needs or considerations? YES / NO
 (disabilities, impediments, allergies, restrictions on physical activity)
- c) any infectious diseases? YES / NO

(If you answered yes to any of the above questions (a) to (c), please give details, using attachments if necessary.)

Registration No.

Date Received / /

Appl. Fee Paid / /

Birth Cert. Rec'd / /

FATHER'S INFORMATION

Surname	Initials	Title	Given Names <i>Please list all names in correct order</i>	Preferred Name
Address			Home	Business
Postcode			Telephone	
			Fax	
			Mobile	
			Email	

MOTHER'S INFORMATION

Surname	Initials	Title	Given Names <i>Please list all names in correct order</i>	Preferred Name
Address			Home	Business
Postcode			Telephone	
			Fax	
			Mobile	
			Email	

Indicate if any of the following apply to either parent

Old Boy Leaving Year _____ Past Parent Current Parent Current Staff

We have read the notes and regulations printed overleaf and the enclosed Scotch College Collection Notice, have noted the contents, and we jointly and severally agree to be bound by these or any other regulations that may be in force at the School at any particular time.

Father's Signature _____ Mother's Signature _____

Date _____ Date _____

*Please forward this form with the application fee to
 The Director of Admissions, Scotch College, 1 Morrison Street, Hawthorn, Victoria 3122, Australia*

SCOTCH COLLEGE, MELBOURNE

BUSINESS NOTICE

An Application Fee, which is not refundable, must be paid with each application. Enrolment is, however, at the discretion of the Principal, as is the level of entry to the school.

An Enrolment Fee and a Holding Fee are to be paid by parents on behalf of every new boy at the time that enrolment is offered. The Enrolment Fee confirms the enrolment for entry at a particular level and date and is not refundable. The Holding Fee, which provides evidence of the parents' intention that the boy will commence tuition at the school, is returned to parents as a credit on the second fee instalment account (the February instalment) rendered to parents in their son's first year at the College. The Holding Fee will not be refunded if the boy does not commence at the College.

Fees are subject to alteration at any time by the College Council and parents will be notified in writing of any such alteration. The fee scale is set as an annual amount, payable in three instalments and charged an instalment in advance. Accounts are sent in September of the year prior to entry, then February, May and September each year. When a student is in his final year at school, no account for a tuition instalment will be rendered in September of that year.

Every boy admitted to Scotch College is accepted on the condition that all instalments of fees are payable in advance, to the Bursar, within 14 days of the rendering of an account, and that the Bursar is authorised by the Scotch College Council to take steps he may deem necessary, by civil process in his own name, or otherwise, to recover unpaid fees or accounts from the parents or either of them or guardian. Where any instalment is not paid in full within 14 days of the rendering of an account, the parents or guardian are liable to pay the College liquidated damages calculated at the rate of 12% per annum on the amount outstanding, from the first date on which the instalment became overdue, for breach of contract. No boy will be permitted to enter on a new term at the College while any part of the fees for a previous instalment period are unpaid, unless the College Council, or an appointed committee of the Council, or a delegated person, expressly relaxes this condition in his particular case.

If in the opinion of the Principal it is desirable, in the interest of the College, that a boy should not continue any longer as a pupil he may notify the parents or either of them or guardian to that effect and remove the boy's name from the School Roll and debar him from further attendance. The parents or guardian shall be liable for all school fees, etc., up to the day of notification.

Boys entering for the first time after the beginning of a year will be charged pro rata tuition fees.

A term's notice in writing to the Principal is required before the removal of a boy, from either the day school or boarding school, failing which the fees for half an instalment period, both for tuition and boarding are payable. Fees will be charged for prolonged absence for reasons other than illness if the place is to be held for a boy. For less than 10 weeks the full fee is charged, for absence in excess of 10 weeks but less than one year full fees will be charged for the first 10 weeks and half fees thereafter and for absence for one year half fees for the whole year will be charged. Places are not likely to be held for longer than one year. All of these arrangements are subject to the approval of the Principal.

For the award of certain scholarships and prizes, for travel concessions, for athletic contests and for other purposes, the Principal has to certify the age of pupils. Therefore every application for admission must be accompanied by, or followed by, a birth certificate or some official evidence of the boy's date of birth.

No pupil is allowed to enter or to return to College from a house in which there has been any infectious disease, without giving previous notice, and producing a note from his medical attendance that there is no danger of infection.

Boys returning to school must join their classes on the date fixed for resuming work. They are not permitted to leave school at the end of term before the recognised closing date, except by the direction of the Medical Officer. Permission to leave early to get temporary jobs will not be given.

The parents of each boy will be presented with College handbooks and other regulatory documents. **The boy's continued attendance at the College is dependent upon observance of the rules of the College and adherence by the boy and parents to the various College regulations.**

If there is any change of address after the lodging of application, the school must be informed. Failure to do this could result in cancellation of the application.

Parents are asked to sign on the reverse side of this sheet that they have read the notice above and that they agree to be bound by these or other school regulations that might be in force at the school at any particular time.

Scotch College Privacy Collection Notice

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health laws.
4. Health information about pupils is sensitive information within the terms of the national Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment process of your son.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic or sporting achievements, pupil activities and other news and photographs are published in School newsletters, magazines, brochures, local and/or national newspapers, school promotional material, on our website, and on the website published by the Associated Public Schools.
8. Parents may seek access to personal information collected about them and their son by contacting the School. Pupils 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 pupil, or where the pupils have provided information in confidence.
9. As you may know 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, for example the Scotch College Foundation and the Old Scotch Collegians Association. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us at the time of enrolment.
11. 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 the School and why, that they can access that information if they wish and that the School does not usually disclose information to third parties.



Scotch College Melbourne

Application Fee

Credit Card Payment Form

Boy's Name: Date of birth:
(please print)

Payment by Credit Card Please complete details below

Please circle type of credit card:

Visa *Mastercard*

Card No.: ___/___/___/___ Expiry Date: __/__

Amount: \$ _____

Name on card:
(please print)

Contact telephone number:

Signature:

For office use only:

Notes	App fee	GS Yes	GS No
	\$		
Date received:			

This document will be destroyed when the transaction has been completed.