



Director of Admissions

1 Morrison Street

Hawthorn

Victoria 3122 Australia

Tel: +61-3-9810 4203

Fax: +61-3-9810 4333

Email: admissions@scotch.vic.edu.au

Web: www.scotch.vic.edu.au

ABN 86 852 826 445

CRICOS No: 00624A

Dear Parent

Thank you for your enquiry about a place for your son at Scotch College. I enclose a brochure about the School, together with two application forms and a current fee scale.

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. Details of the School's *Admission Policy and Procedures* can be obtained from our website www.scotch.vic.edu.au.

Please complete one of the application forms for your son and return it with the application fee of \$100. A photocopy of official evidence of your son's date of birth (birth certificate or extract of birth entry) is also required. If your son has just been born, we advise that you submit the application form and then forward a copy of the birth certificate when it becomes available.

For Prep, Year 4 and Year 7 entry, the position of a boy on our enrolment list is mainly determined by the number of days elapsed from birth to the date of receipt of the application. Therefore, a prompt return of the application form is important. 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 December 2015 would commence school in 2021 whereas a boy born in January 2016 would normally commence in 2021.

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.

Most offers of places for Prep and Year 4 are made between eighteen months and three years prior to the entry year. Offers of places for Year 7 are made about eighteen 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. 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

Stephen Ritchie
Director of Admissions



APPLICATION FORM

BOY'S INFORMATION

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

SCOTCH
COLLEGE
MELBOURNE

ENTRY DETAILS

| | | | | | |
|-------------------------|------------|---------------------|-------------------------|------------|---------------------|
| Preferred Year of Entry | Year Level | Day Boy or Boarder? | Alternate Year of Entry | Year Level | Day Boy or Boarder? |
|-------------------------|------------|---------------------|-------------------------|------------|---------------------|

Details of brothers who attend/attended Scotch College or applied for a place: _____
Please give full names, year level and year of entry.

Details of other relatives who attend/attended Scotch College: _____
Please give full names, relationship to your son and leaving year.
(using an attachment if necessary)

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.)

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

Father is past student Leaving Year _____ Current Staff

We have read the notes and regulations printed overleaf and the enclosed Scotch College Privacy Collection Notice, have noted the comments, 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 (Tel +61 3 9810 4203)

For Office Use

| | | | |
|-----------|-------------------|--------------------|--------------------------|
| Person ID | Date Received / / | Appl. Fee Paid / / | Birth Cert. Received / / |
|-----------|-------------------|--------------------|--------------------------|

BUSINESS NOTICE

This Business Notice sets out the terms and conditions under which students are enrolled at Scotch College ("the College") and is current as at 29 January 2016. The College may vary these terms and conditions from time to time upon giving parents and guardians a school term's prior notice of such variation. The continued enrolment of their boy at Scotch will signify acceptance by parents or guardians of the variation.

1. FEES

An Application Fee, which is not refundable, must be paid with each application for enrolment. Enrolment is 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/guardians 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'/ guardians' intention that the boy will commence tuition at the College, is returned to parents as a credit against the second fee instalment account (the January 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.

The College will publish its Tuition Fees on an annual basis. It may vary and increase its Tuition Fees and other fees and charges from time to time and in its sole discretion. Parents/guardians will be notified in advance either electronically or in writing of any such variation. The Tuition Fees are set as an annual amount, payable in advance by three instalments. Instalment notices are sent out electronically by email and will also be accessible electronically.

Accounts for Tuition Fees are sent out in August of the year prior to entry, then January, April and August each year thereafter. Accounts for any additional fees and charges will be rendered from time to time during the course of the year. When a student is in his final year at school, no account for a tuition instalment will be rendered in August of that year. However any miscellaneous charges that are incurred will still be rendered on a final statement.

Boarding Fees are charged in three instalments as incurred, in January, April and August each year.

Boys entering for the first time after the beginning of a year will be charged pro rata Tuition Fees and/or Boarding Fees.

2. PAYMENT AND COLLECTION OF FEES

All accounts rendered by the College for Tuition Fees and other fees and charges are payable within 14 days of the rendering of an account. The College's Finance Department is authorised by the College to take such steps deemed necessary, by civil process on behalf of the College, or otherwise, to recover unpaid amounts owing to the College.

Where any amount payable to the College is not paid in full within 14 days of the rendering of an account, and no agreement for late payment is made in writing with the College's Finance Department, the amount outstanding will accrue interest from the due date until it is paid at the rate for the time being fixed under section 2 of the *Penalty Interest Rates Act 1983* (Vic). In the event that any outstanding account is referred to an external debt collection agency it is agreed by the parents/guardians that they will reimburse the College for any costs or expenses incurred by it, including legal costs on an indemnity basis.

The College reserves the right to refuse a boy permission to register and/or participate in any school organized activities that require an additional payment to the College or a third party, while any amount remains due and owing to the College in respect of that boy or any of his siblings.

Any agreement or failure by the College not to strictly enforce its terms of payment in relation to amounts owing to the College, or any agreement to defer payment of an amount owing to the College, will not operate as a waiver of the College's rights in relation to such amount.

3. NOTICE

Parents/guardians are required to provide to the College a full term's notice in writing to the Principal before the removal of a boy from the College, or pay a full term's Tuition Fees in lieu of giving such notice.

4. STUDENT DEFERRAL AND CANCELLATION OF ENROLMENT

The College reserves the right to refuse permission for a boy to commence the next school term or to cancel his enrolment at the College if any amount remains due and owing to the College in respect of that boy or any of his siblings, unless the College's Finance Department has agreed in writing to the late payment of that amount.

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/guardians or either of them to that effect and remove the boy's name from the School Roll and exclude him from further attendance. The parents/ guardians shall be liable for all Tuition Fees and other fees and charges up to the day the boy's enrolment is cancelled.

Tuition Fees will continue to be charged for any type of prolonged absence by a boy from the College that is authorized by the Principal and where the parents/guardians request that the boy's enrolment not be cancelled. For any absence less than 10 weeks the full Tuition Fee is charged. For absence in excess of 10 weeks the full Tuition Fees will be charged for the first 10 weeks and then half Tuition Fees thereafter. Places are not likely to be held for longer than one year. All of these arrangements are subject to the approval of the Principal.

5. INSURANCE

Parents/guardians agree that, to the full extent permitted by law, the College will not be liable for any illness, accident or injury that may occur to a student while either attending the College or taking part in College activities, whether such illness, accident or injury is caused by the negligence or otherwise of the College, its employees or agents.

The College and its employees will not be liable for any loss or damage to, or theft of any property or personal effects of a student or which the student has in his possession, while attending school or any school event or activity.

6. MEDICAL

The College is authorized to obtain any urgent or emergency medical treatment for a student as the College in its sole discretion may determine and the parents/guardians agree to indemnify the College for any associated costs or expenses. Parents/guardians should maintain their own insurance policies that provide cover for such medical treatment. However, the College maintains insurance relating to student accident and travel insurance cover which *may* provide *some* assistance to students injured, notwithstanding that no liability is accepted by the College.

7. OTHER

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. Evidence of citizenship and/ or visa status may also be required.

The College must be kept informed of all of the boy's medical needs from time to time including any significant illness or disability suffered or developed by him during his enrolment. The College must be notified immediately of any infectious or contagious disease contracted by the boy, who will not be permitted to attend school without a written medical clearance.

Boys are required to attend at the College at all times when the College is open for instruction, unless they have a reasonable excuse that is acceptable to the Principal.

The parents or guardians of each boy will be provided from time to time with College handbooks and other documents containing the College's regulations, rules and policies. **The boy's continued attendance at the College is dependent upon observance and compliance by the parents/guardians and their boy with these regulations, rules and policies as they may be in force from time to time.**

The parents/guardians must keep the College informed of any changes to their address or addresses and contact details (including telephone and email addresses). If there is any change of postal or e-mail addresses after the lodging of an application for enrolment, the school must be informed. Failure to do this could result in cancellation of the application.

The parents/guardians who are signatories to the application for enrolment agree that, if more than one, they are jointly and severally bound by the terms and conditions of this Business Notice and other school regulations, rules and policies that might be in force at the College from time to time and that they will continue to be jointly and severally bound notwithstanding any changes that may subsequently occur to the relationship between them.



SCOTCH
COLLEGE
MELBOURNE
FOUNDED 1851

Application Fee Credit Card Payment Form

ABN 86 852 826 445
CRICOS No: 00624A

Please complete the details below:

Boy's Name: _____ Date of Birth: _____

Please circle type of credit card:

Visa

Mastercard

Card No: I I I

Expiry Date: I

Name on Credit card: _____

Contact Tel No: _____

Amount: \$ _____

Signature: _____

Note: an additional fee of 0.9% is charged for credit card transactions

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

For office use only:

| |
|--|
| Date received: _____ Application Fee: \$ _____ GST NO GST |
|--|



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1 Morrison Street

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ABN 86 852 826 445

Scotch College Privacy Collection Notice

Scotch College collects personal information, including sensitive information, about its students and their parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to assess an application for enrolment and, if enrolment is offered and accepted, to provide schooling for the student.

What information we collect

We will collect personal information about a student or his parent/s or guardian/s where the information is reasonably necessary for one or more of our functions or activities of providing education to the student.

The kinds of personal information that we collect and hold depends on the circumstances. Examples of information that we collect in relation to our students and their parent or guardians include:

- name and address
- contact details and addresses
- date of birth of the student
- identity documents
- health information of the student
- medical reports of the student
- student academic results and performance
- photographic identification

The main consequences for the student and the parents or guardians if all or some of the personal information is not collected by Scotch College is that:

- we may not be able to evaluate an application for enrolment or offer enrolment or continue the enrolment of a student
- we may not be able to properly administer our relationship with the student and his parents or guardian or comply with our legal and contractual obligations as a school providing education in Victoria.

The collection of personal information about a student and their parents or guardians may also be required or authorised by or under an Australia law including:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Ministerial Order No 706 – Anaphylaxis Management in Victorian schools
- Ministerial Order No. 870 dated 22 December 2016 for managing the risk of child abuse
- Occupational Health and Safety Act 2004
- the law relating to duty of care.

How we collect your personal information

We will collect personal information directly from a student's parents or guardians, unless:

- this information can (and has been) provided to us by a third party with the consent of the parents or guardians; or
- it is unreasonable or impracticable for us to do so.



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Why we collect personal information

We collect personal information about prospective students and enrolled students and their parents or guardians where the information is reasonably necessary for one or more of our functions or activities of providing education to students.

Disclosure of your personal information

Other entities, bodies or persons to which Scotch College usually discloses personal information of the kind collected by it includes the following:

- other schools
- State and Federal Government departments
- medical practitioners
- persons providing services to the School including specialist visiting teachers, sports coaches and volunteers
- organisations assisting the School with fundraising activities, including the Scotch College Foundation and the Old Scotch Collegians Association
- other parents of the School through a class list or school directory (subject to you advising otherwise at the time of enrolment)
- disclosure of student academic or sporting achievements, student activities and other news and photographs may be published in School newsletters, magazines, brochures, local and/or national newspapers, school promotional material, or the school website or on the Associated Public Schools (APS) website

Scotch College is likely only to disclose personal information to overseas recipients if it is directly relevant to an overseas trip proposed to be taken by the students and then only with the consent of the individual concerned (which consent may be implied). It is not practicable to specify in this Collection Notice the countries in which the recipients of such information are likely to be located. The Scotch College Privacy Policy contains information about how an individual may access the personal information about them that is held by the School and to seek the correction of such information. The Privacy Policy also contains information about how an individual may complain about a breach of the Australian Privacy Principles and how the School will deal with such a complaint.

Contact

If you have any questions about this Privacy Collection Notice the contact details for Scotch College are:

The Administration Manager

Scotch College

1 Morrison Street

Hawthorn

Email: privacy@scotch.vic.edu.au