

MELBOURNE RUDOLF STEINER SCHOOL



(R. Steiner School Co. Ltd.) A.B.N. 69 004 959 764
 213 WONGA ROAD, WARRANWOOD, VIC., AUSTRALIA, 3134
 TEL: (03) 9876 2633 FAX: (03) 9879 0820 EMAIL: enrolments@mrss.vic.edu.au

Office Use Only

Date:.....
 Rec No.:.....
 Amount \$.....
 Existing or Future
 Family key:.....

APPLICATION FOR ENROLMENT

TAX INVOICE

(Please use BLOCK LETTERS - One form per student)

Student Details:

Surname:		Date of Birth:	
Given Name(s):		Gender:	
Present School:		Present Class:	
Please supply a copy of the Birth Certificate for the child:		Received / Not Received	
Application for Admission for Term:		in the year: 20	in Year Level:
Immunisation Status: <i>Circle One</i>	Fully Immunised Y	Partially Immunised - in catch-up program Y	Unimmunised Y

Parent 1 / Guardian's Details:

Surname:			
Given Name(s):			
Occupation:			
Residential Address:		Postcode:	
Postal Address:		Postcode:	
Phone No's. - Home:	Business:	Mobile:	
Email Address:			
If you are a former student of the school, please provide years attended:			

Parent 2 / Guardian's Details:

Surname:			
Given Name(s):			
Occupation:			
Residential Address:		Postcode:	
Postal Address:		Postcode:	
Phone No's. - Home:	Business:	Mobile:	
Email Address:			
If you are a former student of the school, please provide years attended:			

Please notify us of any change of address or phone number immediately.

Additional Information:

Brothers & Sisters - Given Names:	Date of Birth:	School:	Class:

An application fee must accompany this application. This is an administration fee (GST inclusive) and is not refundable. The fee is \$150 per child and one form is required per child.

This is an application to enrol your child at the school, should a position be offered in the future it will be necessary to complete a separate **Acceptance of Enrolment Form**. When accepting enrolment at our School the following enrolment fees are payable:

- A non-refundable Acceptance Fee of \$500 (GST inclusive) per child is payable on acceptance of a place.
- A refundable security bond of \$1,500 (GST inclusive) per child is also payable on acceptance of a place. This will be refunded (net of any outstanding fees/charges) upon the pupil exiting the School.

If the number of applications in any one year level exceeds the number of places available, it may be necessary for the College of Teachers to take some of the undermentioned factors into consideration.

- Children who have siblings at the school.
- Application date.
- Transfer from another Steiner School e.g. interstate / overseas.
- Should the College of Teachers feel that the Schools programme would make a marked contribution to the child's growth and development.
- Special circumstances.

Are you an Australian Citizen or Australian Resident? Yes No
(If you are an Australian Resident please provide supporting documentation)

We the parents/guardians of the aforementioned child, hereby apply to have this Application for Enrolment registered.

Signatures: (both parents / guardians required):

Parent 1 / Guardian:		Date:	
Parent 2 / Guardian:		Date:	

Credit Card Details:

Name on Card:		Expiry Date:	
Card Number:		Card Holder Signature:	
Card Type:			

By signing the above credit card detail, you authorise Melbourne Rudolf Steiner School to deduct the above mentioned fee from your nominated credit card.

Privacy Notice

- 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 education for your child.
- 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.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- 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.
- 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.
- If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines.
- Parents may seek access to personal information collected about them and their child 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 pupils have provided information in confidence.
- As you may know the School from time to time engages in fundraising activities. Information from you may be used to make an appeal to you. 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. Please advise the School office if you do not wish to be included.
- 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 the information to third parties.