Enrolment Application Form

Your Enrolment application will only be recorded on the waiting list if the you have correctly submitted to the College, the online enrolment form (part of which includes uploading copies of the applicant's birth certificate, baptismal certificate (if applicable) and a copy of a recent Council rates notes or rental agreement plus a Residential Tenancy Bond Authority receipt), this Enrolment Application Form and made payment of the non-refundable $300.00 application fee (Unless a valid Health Care Card is submitted).

1/We have completed and submitted the online component of the enrolment application through the College website.

I/We, as part of the online enrolment application, have uploaded a copy of my/our son's birth certifcate, baptismal certificate (if applicable) and a copy of a recent Council Rates Notice or Rental Agreement plus Residential Tenancy Bond Authority Receipt.

I/We understand as part of the enrolment process, the College requests applicants provide copies of the student's most recent school reports, NAPLAN (if undertaken), information/assessments for students with diverse learning needs and any additional information that highlights the student's involvement in school, interests and hobbies, notable achievements, and other extracurricular activities.

I/We understand an application is a prerequisite to admission for a place on the College waitlist and that there is no guarantee of a place being offered.

To ensure that College can meet the needs of students we will need to contact schools attended by your son. I/We authorise the College to contact the previous schools to collect information which will assist the College to determine suitability. Information sought will include the level of student/family support, involvement, participation, commitment, and contribution to the life of the school and parish. All information is collected and stored according to the College Privacy Policy.

Please return the completed form via:
- email attachment to registrar@sbc.vic.edu.au,
- hard copy to the College reception, or
- in the mail, addressed to:

> Attention: Registrar
> St Bernard's College
> 41 Rosehill Road
> Essendon VIC 3040

Once received, the enrolment application will be processed and applicants will be notified if further steps are required, or if the student has been added to the College waitlist.

Enrolment Application Form

SECTION 1 – STUDENT DETAILS

Student Given Name: ....

Student Surname: ....

Commencement Year (E.g. 2024)**:** .... **Commencement Level** (E.g. Year 7, Year 8)**:** ....

Current School (if applicable)**:** ....

Year Student Commenced at Current School (if applicable E.g. Prep, Year 7)**:** ....

SECTION 2 – PARENT / GUARDIAN DETAILS

Parent / Guardian (1) Full Name: ....

Relationship to student (E.g. Mother / Guardian): ....

Parent / Guardian (1) Signature: .... **Date:** _ _ / _ _ / _ _ _ _

Residential Address (Line 1): ....

Suburb: .... **State:** .... **Postcode:** ....

Student lives with Parent/Guardian (1):   Yes ☐   No ☐

Parent / Guardian (2) Full Name: ....

Relationship to student (E.g. Mother / Guardian): ....

Parent / Guardian (2) Signature: .... **Date:** _ _ / _ _ / _ _ _ _

Residential Address (Line 1): ....

Suburb: .... **State:** .... **Postcode:** ....

Student lives with Parent/Guardian (2):   Yes ☐   No ☐

SECTION 3 – APPLICATION FEE PAYMENT DETAILS

I/We include credit card details (Visa or Mastercard **ONLY**) for the application fee payment of a non-refundable sum of $300.00. Fee exemption upon presentation of Health Care Card in the parent/guardian's name.

Credit Card Type: ☐ MASTERCARD   ☐ VISA

Card Holder's Name: ....

Card Number: ___ ___ ___ ___ /___ ___ ___ ___ /___ ___ ___ ___ /___ ___ ___ ___

Expiry Date: ___ ___ / ___ ___   CSV: ___ ___ ___

Signature: ....

Email for Receipt: ....

If preferred, payment of the application fee can be made in person by bringing this completed form, including all signatures, to the accounts department located at the College reception during school hours.