Enrolment Form

APPLYING FOR YEAR ________ IN 20__________

STUDENT SURNAME __________________________

STUDENT FIRST NAME __________________________

Please print and complete this form, marking NA for information that is Not Applicable. Return form to the Academy with attached documents if appropriate* to your application. To ensure a valid application check our website for enrolment closing dates.

CHECK LIST

☐ Copy of Birth Certificate
☐ Copy of Baptism Certificate*
☐ School Report
☐ Supporting Material*
☐ Copy of Passport/Document to Travel*
☐ Application Fee

ACADEMY of MARY IMMACULATE

Academy of Mary Immaculate 88 Nicholson Street Fitzroy 3065 Tel: 03 9419 3044 Fax: 03 9419 3885 Email: enrolments@academy.vic.edu.au www.academy.vic.edu.au
STUDENT DETAILS

Surname

Given Names

Address (residential)

Suburb Postcode

Telephone Date of birth Country of Birth

Language spoken at home

If NOT born in Australia please specify the following:

<table>
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<tr>
<th>Year of Arrival</th>
<th>Visa Status: Please attach copy of “Document to Travel”or“Passport”</th>
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<tbody>
<tr>
<td>Commenced School in Australia</td>
<td>Temporary</td>
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<tr>
<td>Day</td>
<td>Month</td>
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Religion Parish

Baptism: Yes / No  Reconciliation: Yes / No  Eucharist: Yes / No  Confirmation: Yes / No

Is your child of Indigenous or Torres Strait Island Descent? Yes / No

Present School Present Year Level

Has your daughter any special educational needs? Yes / No. If Yes, what support has been received at primary school:

Student lives with: Both Parents  Mother Only  Father Only  Other

PARENT INFORMATION

Surname

First name

Religion

Country of Birth

Address (if different from daughter’s address)

Postcode

Telephone Mobile

Email

Occupation

Employer Name & Address

Second contact:  Mother  Father  Other *

ACCOUNTS ADDRESS

Name

Address
Many parents enrol their daughters in more than one school. The Academy works together with the following Catholic Schools as part of the enrolment process. The enrolment process is thus made more efficient if parents are consistent with their preferences across the schools.

Please note that the College collects information from families for various purposes including publication, student enrolment and duty of care. The College’s Privacy Policy is included in the College Prospectus.

I/We, the undersigned, agree to be responsible for:

• the payment of all accounts rendered by the College in respect of our daughter(s) tuition and other expenses in accordance with the College’s terms of payment;
• provision of a full term’s notice in writing to the Principal, in accordance with the Refund Policy included in the College Prospectus.

Signature of Mother/Guardian

Signature of Father/Guardian

Date: / / 

Date: / / 

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EMERGENCY CONTACT  Person to be contacted in an emergency if Parent/Guardian is unavailable

Name

Relationship to Student

Address

Mobile

Telephone (W) (H)

ADDITIONAL INFORMATION

Please list family members who attend or have attended the Academy. Please list current year level or years attended and their ‘House’

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Years attended</th>
<th>House</th>
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In support of my application, I wish the College to consider:  *(Please feel free to add an extra sheet if you wish to do so)*

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ENROLMENT PREFERENCE  Please indicate your preference.

Many parents enrol their daughters in more than one school. The Academy works together with the following Catholic Schools as part of the enrolment process. The enrolment process is thus made more efficient if parents are consistent with their preferences across the schools.

- Academy of Mary Immaculate
- Mercy College, Coburg
- Presentation, Windsor
- St Aloysius, North Melbourne
- Star of the Sea, Gardenvale
- Ave Maria, Aberfeldie
- Our Lady of Mercy, Heidelberg
- Santa Maria, Northcote
- St Columba’s, Essendon

Other: _____________________________________________

__________________________________________________

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STATEMENT OF COMMITMENT

I/We undertake to assist my/our daughter in upholding the ideals of the Academy of Mary Immaculate and agree to co-operate with College authorities in supporting the regulations and policies initiated to ensure both the smooth administration of the College and the welfare of its students.

I/We, the undersigned, agree to be responsible for:

• the payment of all accounts rendered by the College in respect of our daughter(s) tuition and other expenses in accordance with the College’s terms of payment;
• provision of a full term’s notice in writing to the Principal, in accordance with the Refund Policy included in the College Prospectus.
APPLICATION PROCEDURES

YEARS 7 APPLICANTS

- We strongly recommend that all application forms are returned to the College prior to the close of the student’s Grade 5 year.
- Applications are accepted in the student’s Grade 6 year up until the closing date of applications, as set by the Archdiocese of Melbourne, “approximately” the end of February.
- All applications are processed after this set closing date.
- Offers of places to prospective Year 7 students are posted at the end of April of the applicant’s Grade 6 year.

YEARS 8-12 APPLICANTS

Applications for enrolment are usually taken in the year prior to enrolment. Offers of places are usually made, after an interview, during Term 4 of that year.

ALL APPLICATIONS must be accompanied by a non-refundable administration fee of $44, a recent school report, a Birth Certificate and where possible a copy of the student’s Baptism Certificate.

CRITERIA FOR ENROLMENT

At Year 7 level, consideration is given to applicants in the following order:

1. Students who already have or have had sisters attending the Academy or who are daughters/granddaughters of past pupils of the College.
2. Catholic students who attend a Catholic Primary School.
3. Catholic students who do not attend a Catholic Primary School.
4. Other students who are genuinely seeking a Catholic Education.

At Years 8 to 12 consideration is given to applications in the following order:

1. Catholic students who provide a satisfactory academic and conduct report from their previous school.
2. Other students who provide a satisfactory academic and conduct report from their previous school and who are genuinely seeking a Catholic Education.

The Principal reserves the right to make the final decision concerning enrolments and may use her discretion for individual students due to pastoral and other reasons.

APPLICATION FEE

Thank you for your application. For all enquiries regarding applications please call 9419 3044

PLEASE TICK [✓] METHOD OF PAYMENT: Amount $44.00 (inc GST) Cheque [ ] Cash [ ] Visa [ ] Mastercard [ ]

Card No.

Expiry date: /  Date: / /

Signature on Card:

FOR OFFICE USE ONLY

Date Application Received: / / $44.00 (inc GST) Received by:

Interview Date: / / Time: 

Attended Talk and Tour: Yes / No

Referee of Current School: Name: Phone:

Other Comments:

Place Offered: Yes / No

STUDENT ID: FAMILY ID:

YEAR LEVEL OF ENTRY: HOME ROOM:

Date Commenced / / HOUSE: