

# APPLICATION FOR ADMISSION

This form is to be accompanied by a non-refundable fee of \$50

THE  
FRIENDS'  
SCHOOL



## STUDENT INFORMATION

Student's Family Name:

Given Name(s): *(please underline usual name used)*

Date of Birth: Day:      Month:      Year:      Place of Birth:      Male       Female

Citizenship:      Usual language spoken at home:

Address:      P/Code:

Telephone:

Proposed year group and calendar year of entry *(please tick as appropriate box)*

### JUNIOR SCHOOL

Kindergarten 20\_\_     Transition 20\_\_     Year 1 20\_\_     Year 2 20\_\_

Year 3 20\_\_     Year 4 20\_\_     Year 5 20\_\_     Year 6 20\_\_

### HIGH SCHOOL

Year 7 20\_\_     Year 8 20\_\_     Year 9 20\_\_     Year 10 20\_\_

### SENIOR SECONDARY (CLEMES)

Year 11 20\_\_     Year 12 20\_\_

*Please give dates of schools attended including present school and class.*

## PREVIOUS SCHOOLING

*List hobbies, interests, sport played etc. This part can be written by student. A separate sheet may be used if desired.*

## SPECIAL INTERESTS OF STUDENT

*Please list any medical condition which the School should be aware of. For example: an allergy, epilepsy, deafness, ADDI, behavioural or psychological conditions.*

## STUDENT'S HEALTH

We require parents to provide updated health and family contact details as changes occur.

## FAMILY INFORMATION

THE  
FRIENDS'  
SCHOOL



	FATHER/GUARDIAN	MOTHER/GUARDIAN
Family name:	<hr/>	<hr/>
Given name:	<hr/>	<hr/>
Address:	<hr/>	<hr/>
<i>(home)</i>	P/Code: <hr/>	P/Code: <hr/>
Postal Address:	<hr/>	<hr/>
<i>(if applicable)</i>	P/Code: <hr/>	P/Code: <hr/>
Telephone:	H: <hr/> W: <hr/>	H: <hr/> W: <hr/>
Mobile:	<hr/>	<hr/>
Facsimile:	<hr/>	<hr/>
Email:	<hr/>	<hr/>
Occupation:	<hr/>	<hr/>
Employer:	<hr/>	<hr/>
Industry:	<hr/>	<hr/>
Religion (if any):	<hr/>	<hr/>
Names and date of birth other children:	<hr/>	<hr/>
Home Details: <i>(any special circumstances eg. custodial details)</i>	<hr/>	<hr/>
Emergency Contact:	<hr/>	<hr/>
Relationship:	<hr/>	<hr/>

### FAMILY'S CONNECTIONS WITH SCHOOL

Are parents/guardians Old Scholars?  Yes  No

Present Name: 

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Previous family name: 

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Other family members who are Old Scholars:

Present Name: 

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Previous family name: 

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Address: 

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Present Name: 

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Previous family name: 

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Address: 

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### SPECIAL INTERESTS OF PARENTS

Do you have any skills or interests which would be of value to the School (eg coaching sport, music, fundraising, outdoor education, vocational)?

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May we include your name on a list of those prepared to help in these areas?

Yes  No

Do you require residential accommodation?

Yes  No

## C O N D I T I O N S   O F   E N R O L M E N T

*Please read carefully*

- 1 Tuition and boarding fees for each term shall be fixed by the Board from time to time and are due on the first day of term and are payable within six weeks thereafter. A discount, in a sum to be determined from time to time by the Board, may be allowed on tuition fees paid within two weeks of the first day of term. An accounting fee may be applied to any fees remaining unpaid six weeks after the first day of term. Accounts which are unpaid at the end of term are liable to be referred for collection. Any collection fees incurred may be charged to the fee payer.
- 2 One term's notice in writing, addressed to the Principal, is required before the removal of a student from the School or from Walker House or repudiation of responsibility or joint and several responsibilities for payment of fees.
- 3 Where the required notice has not been given, one term's fees shall be payable in addition to the fees payable up to the date of notice, removal or repudiation of responsibility for payment, whichever first occurs.
- 4 Notwithstanding the provisions of clauses 2 and 3 of these conditions, notice shall not be required for a student who completes Year 12 at the School.
- 5 To confirm each individual student's enrolment, the parent or parents will be required to pay an Enrolment Deposit for that child. The amount of the deposit will be published in the School's fee schedule from time to time.  
A family which, by payment of an Enrolment Deposit, accepts a confirmed place at the School shall be liable to forfeit that Deposit if, through the choice of the family, the student does not take up, or continue to occupy the confirmed place. Upon receiving a written request, the School will consider the circumstances of the family at the time and may choose, solely at the discretion of the School, to make a full or partial refund.  
Upon completion of schooling of each child at Friends', the School will write to the family seeking advice on disbursement of any Enrolment Deposit funds held by the School for that child.  
All correspondence will be sent to the family's most recent mailing address. If after reasonable effort the School is unable to contact the family, the amount of the Enrolment Deposit will be treated as a donation to the School.  
Where an Enrolment Deposit is to be refunded at the end of a child's schooling, families will be given the choice of a full refund, part refund/part donation or full donation. Donations will be paid to the fund of the family's choice and will be applied in accordance with the guidelines of the Australian Tax Office as promulgated from time to time.  
The School, upon receiving a request in writing from the family, will consider applying an Enrolment Deposit to confirm a place in a future year group, deferring the original enrolment. Deferment will only take place where the School has a vacancy in the appropriate year group.  
In all cases, no refund or disbursement of an Enrolment Deposit will be made until all outstanding fees and charges have been paid.
- 6 In relation to absences of students, the following rules shall apply:
  - a) Should a student be temporarily absent in excess of four successive weeks, as a result of sickness or injury, the Board will consider an application supported by a medical certificate for remission of fees.
  - b) Should a student be temporarily absent for any reasons other than sickness or injury, and those reasons are not covered elsewhere by the conditions of enrolment, the Board, upon application made prior to the commencement of such absence, will consider an application for remission of fees in respect of the period following the first four weeks of absence.
  - c) Should the continuous absence of a student exceed twelve months, the Board will not guarantee to retain a place for that student.
  - d) When a student is absent without prior notice the School should be advised either: by telephone or email to the appropriate School office or by letter addressed to the Head of the appropriate School.
- 7 Should a student's attendance in any term be suspended by the School, or a student be expelled, the fees payable shall be calculated to cover the period up to the end of the term in which such suspension or expulsion occurs.
- 8 A student may be expelled or suspended for any adequate cause as determined by the Principal.
- 9 Students shall at all times comply with any requirements the School may make in respect of dress, general appearance and behaviour.
- 10 The School may refuse to retain a place for a student if the previous term's fees have not been paid, or the above written conditions have not been observed or complied with.
- 11 If a student falls sick, or is involved in an accident resulting in injury which requires treatment, the School will take appropriate action and will contact the parent as soon as possible.
- 12 At all times during any excursion the staff in charge shall have the same powers of control and guardianship as the parent/guardian would have if present, including the power to consent to medical, surgical or hospital treatment considered necessary, and the parent/guardian is responsible for any expenses necessarily incurred on behalf of the student.
- 13 These conditions may be altered or added to at any time by the Board. Upon written notice to the person or persons below any such alteration or addition will have effect from the commencement of the term next occurring after giving such notice.

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### T O B E C O M P L E T E D   A N D   S I G N E D

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Should the Board of Governors of the Friends' School agree to enrol:

\_\_\_\_\_ as a student of the School.

\_\_\_\_\_  
I/We (Block letters)

\_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ having read the above conditions accept and agree to them and the responsibility for paying fees as they fall due (which responsibility shall be joint and several):

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# COMMONWEALTH GOVERNMENT DATA COLLECTION

Information collected on this document will be dealt with in accordance with the Privacy Policy and associated Management Practices of The Friends' School. A copy of the School's Privacy Policy can be obtained from our website at [www.friends.tas.edu.au](http://www.friends.tas.edu.au) or by contacting the School's Privacy Officer on (03) 6210 2200.

## NAME OF STUDENT

First Name:

Last Name:

## HOME ADDRESS OF STUDENT

No and Street Name:

Suburb:

P/Code:

**1 Sex**  Male  Female

**2 Is the student of Aboriginal or Torres Strait Islander origin?**

*(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)*

No  Yes, Aboriginal  Yes, Torres Strait Islander

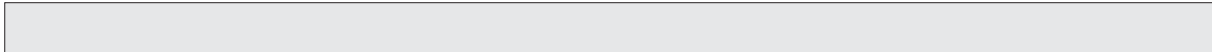
**3 In which country was the student born?**

Australia  New Zealand  England  China  
 Philippines  South Africa  Hong Kong  India  
 United States of America  South Korea  Other - please specify

**4 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

*(If more than one language, indicate the one that is spoken most often.)*

	Student	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog - (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**5(a) What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9' or equivalent or below.)*

	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

**5(b) What is the level of the highest qualification the parents/guardians have completed?**

	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

**6(a) What is the occupation group of the mother/parent 1/guardian 1**

**6(b) What is the occupation group of the father/parent 2/guardian 2?**

Please select the appropriate parental occupation group from the below list.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

**LIST OF PARENTAL OCCUPATION GROUPS (FOR QUESTION 6)**

**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

Senior executive/manager/department head in industry, commerce, media or other large organisation.  
 Public service manager (Section head or above), regional director, health/education/police/fire services administrator  
 Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
 Defence Forces Commissioned Officer  
 Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.  
 Health, Education, Law, Social Welfare, Engineering, Science, Computing professional  
 Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
 Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

**Group 2: Other business managers, arts/media/sportspersons and associate professionals**

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
 Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]  
 Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
 Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
 Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]  
 Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional  
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist,  
market research analyst, technical sales representative, retail buyer, office/project manager]  
Defence Forces senior Non-Commissioned Officer

**Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

# PRIVACY POLICY

T H E  
F R I E N D S '  
S C H O O L



## YOUR PRIVACY IS IMPORTANT

Federal Privacy Legislation became effective on 21 December 2001. The legislation regulates the way organisations can collect, use, store and disclose personal information. Schools are required to have information management processes and policies in place in accordance with the National Privacy Principles outlined in the legislation.

The Friends' School is committed to upholding the right to privacy of all individuals who have interactions with the School. The School will take the necessary steps to ensure that the personal information shared with us remains confidential. The School endeavours to ensure that the personal information held by the School is accurate, complete and up-to-date. Individuals may seek to update their personal information held by the School, at any time, by contacting the School.

The School collects personal information pertaining to students, parents and past students, for many different reasons. In most cases, the primary purpose of collection is to enable The Friends' School to manage the School, to provide education for students and to satisfy the School's legal obligations especially with regard to its duty of care. The primary and secondary purpose of collection will be stated on the information collection forms.

The purposes for which The Friends' School uses personal information include:

- to keep parents informed about matters related to their child's education, schooling and welfare through reports, correspondence, newsletters and magazines;
- day to day administration;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care especially with regard to students' educational, social and medical well-being;
- development and fundraising for the School, and
- other purposes as outlined on individual forms, for example School camps, excursions and Old Scholar reunions.

Individuals have the right to obtain access to any of their personal information held by the School. To make a request to access any information that the School holds about you or your child, please contact the Principal in writing. The School's Privacy Policy is published on our website ([www.friends.tas.edu.au](http://www.friends.tas.edu.au)). or is available by contacting the School's Privacy Officer on 03) 62102200.

FOR OFFICE USE

Application and Fee Received:

Acknowledged:

Waiting List:

Provisional Place:

Considered by Board:

Parent Advised:

Deposit Paid:

Interview (Principal/Head of School):

Confirmed:

Registration Number:

A.B.N. 34 682 819 626

PO Box 42, North Hobart, Tasmania 7002 Australia  
Telephone: 03) 6210 2200 International: 613 6210 2200

Facsimile: 03) 6234 8209 International: 613 6234 8209

Email: [Enrol.Office@postoffice.friends.tas.edu.au](mailto:Enrol.Office@postoffice.friends.tas.edu.au)

<http://www.friends.tas.edu.au>

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