



Office Use Only

Date Rec:

Amount: \$65.00

Method:

Parent Code:

STUDENT INFORMATION

Surname	Given Name/s	
Preferred Name	Date of Birth	
Nationality	Country of Birth	
First Language	Other Language(s) spoken	
Language spoken at home	Passport Number	
Passport Expiry Date	Do you hold a current Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Visa Type and Subclass	Visa Expiry Date	
Country of Citizenship (as shown on your Passport)		
Student's Residential Address (Home Country)		
	Country	Post Code
Student's Postal Address (if different from above)		
	Country	Post Code

ENROLMENT INFORMATION

Application Date	Expected Entry Year Level	
Proposed Commencement Date	Year	Term
Current School		
Who will the student live with? <input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Boarding <input type="checkbox"/> Other		
If Other, please provide details including addresses (if applicable)		
Does the student have any special needs? (medical, physical or cultural conditions requiring special attention)		



FAMILY DETAILS

Parent / Guardian 1		Parent / Guardian 2	
Title	Surname	Title	Surname
Given Name/s		Given Name/s	
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> De Facto <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
First Language		First Language	
Language spoken at home		Language spoken at home	
Home Ph	Fax	Home Ph	Fax
Business Ph	Fax	Business Ph	Fax
Mobile		Mobile	
Email		Email	
Postal Address		Postal Address	
Country	Post Code	Country	Post Code
Residential Address		Residential Address	
Employer / Business Name		Employer / Business Name	
Occupation		Occupation	
Business Address		Business Address	
Emergency Contact		Emergency Contact	
Emergency Telephone		Emergency Telephone	
Is there another parent whose details should be recorded? <input type="checkbox"/> Yes (complete below) <input type="checkbox"/> No			
Title	Surname		
Given Name/s		Relationship to Student	
Postal Address			
		Country	Post Code
What School correspondence should this person receive? <input type="checkbox"/> General <input type="checkbox"/> Reports <input type="checkbox"/> Accounts			



SCHOOL FEES

Name of person(s) responsible for payment of School Fees

Account Address

Country

Post Code

ROCKHAMPTON GIRLS GRAMMAR SCHOOL BANK DETAILS

Account Name Rockhampton Girls Grammar School
BSB 084-901
Account Number 17-238-4282
Swift/BIC Code: NATAAU3303M
Bank Name National Australia Bank
Bank Address 39 East Street ROCKHAMPTON QLD 4700
Reference Parent Code (e.g. ABCD001)

HOW DID YOU HEAR ABOUT ROCKHAMPTON GIRLS GRAMMAR SCHOOL?

Internet / Magazine / Newspaper

Friend or Relative

Exhibition / Seminar

Other (please specify)

ADDITIONAL REQUIREMENTS

- International Enrolment Application Fee AU\$65 (non-refundable)
- Copies of Student Report Cards from the last three years of study, including a copy of the latest Student Report Card (all required in English)
- Completed Reference from the student's current or most recent School Principal if Student Report Cards do not record student behaviour or commitment to studies (required in English)
- Written evidence of proficiency in English as a second language
- Completed Subject Choices form if appropriate (Years 9 to 12)
- Certified copy of Passport (name, photo identification, passport number and expiry date)
- Certified copy of Birth Certificate
- Certified copy of Student Visa (if applicable)

3. DECLARATION

I declare to the best of my knowledge the information supplied in this form, as well as supporting documentation provided is correct and complete. I recognise that it is my responsibility to provide all necessary documentary evidence of the student's studies and medical history and hereby authorise Rockhampton Girls Grammar School to obtain further information where necessary. I understand that Rockhampton Girls Grammar School reserves the right to terminate the student's enrolment prior to or after commencement of the course where false or misleading information has been provided.

Parent/Guardian Name

Signature

Parent/Guardian Name

Signature

Student Name

Signature



Rockhampton Girls Grammar School

Privacy Policy

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, Rockhampton Girls Grammar School is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the *Act* - see www.privacy.gov.au

The School considers all personal, sensitive and health related information of parents/guardians, students and prospective employees (considered "consumers" under the *Act*) to be private and only uses information collected and recorded to fulfil the educational mission of the School.

In abiding by the National Privacy Principles the School will:

- Collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- Only use the information for the provision of quality schooling. In addition, information may be collected and recorded to satisfy the School's legal obligation, particularly to enable the School to discharge its duty of care.
- Not disclose or distribute personal, sensitive or health related information collected from its consumers without the consumer's specific consent or unless required to do so by law. The School may distribute aggregated statistical information for reporting purposes, but information that identifies a person will not be disclosed to third parties without consent.
- Disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes medical practitioners and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- Take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.
- Right to Enquire – Contact previous schools in relation to previous enrolments.

Marketing and Fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, Parents and Friends Association. Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications like newsletters and magazines, which include personal information, may be used for marketing purposes.

If a consumer believes that any of the personal, sensitive and health information held by the School is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the *Act*, to make any updates or corrections.

Privacy issues within the School can be discussed on a confidential basis with the [Principal](#).

I/we hereby agree that the School can make any enquiries at any previous schools/colleges attended by my child/children.



STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. 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.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] * laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.**
8. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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 a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. 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.