

Application for Admission



Application for Admission

ENROLMENT PROCESS:

An *Application for Admission* form is to be completed and signed by <u>both</u> parents or the legal guardians for each student for whom enrolment is sought at the School unless reasons acceptable to the School are provided for the signature of one Parent/Guardian only.

Upon completion the form should be returned to the **Director of Admissions**, together with a non-refundable application fee of \$100.00 (gst inclusive). The application fee is payable for each student for whom enrolment is sought.

Each prospective student's name will be placed on the School's waiting list on lodgement of the *Application for Admission* form. Such placement of a name does not constitute enrolment. Receipt of an Application will be confirmed in writing. Once a prospective student's name is added to a waiting list, the School will use the data it has collected to add to its mailing list for newsletters and from time to time other information.

For further information about Admissions procedures and enrolment at Lowther Hall, the School's *Enrolment Policy* is available on the School's website at **www.lowtherhall.vic.edu.au/our-school/our-values/policies**. The *Enrolment Policy* outlines the School's objectives and values and provides clarity for waiting lists, enrolment priorities and grounds for refusing enrolment.

The School's *Privacy Policy* applies to the information collected before, during and after the enrolment process. This policy can be viewed at www.lowtherhall.vic.edu.au/our-school/our-values/policies.

For clarity, before entering into an Enrolment Contract (at the time of enrolment) with the School, the School's *Business Terms and Conditions* should be viewed, which are outlined as part of the School's *Fee Schedule*, available on the School's website at www.lowtherhall.vic.edu.au/join-us/fee-schedule. Additionally, the School's *Enrolment Terms and Conditions and the Schedule of Educational Services* documents should be viewed. These are available on the School's website at www.lowtherhall.vic.edu.au/join-us/enrol.

PARENTS/GUARDIANS:

Parent/Guardian 1 Parent/Guardian 2 Title (Mr, Ms, Mrs, Dr, Prof, The Revd, etc.) Title (Mr, Ms, Mrs, Dr, Prof, The Revd, etc.) **Family Name Family Name** Given Names Given Names Relationship to prospective student Relationship to prospective student Address Address **Postcode** Postcode **Email Address Email Address Occupation and Industry Occupation and Industry Employer Employer Telephone Home Telephone Business Telephone Home Telephone Business Telephone Mobile Telephone Mobile Country of Birth Nationality Country of Birth** Nationality

ENROLMENT DESIRED:	Year Level	Year			
Student's Family Name					
Given Names in Full					
Student's Preferred Given Name if different to above:					
Preferred names will be used on all official School documents (should the enrolment of the student proceed), such as School Reports or Awards except for Victorian Certificate of Education (VCE) documents, where the student's Given Name as on her birth certificate must be used. If you wish that the Given Names be used on all documentation, then the Preferred Name must appear the same as the Given Name. The School reserves the right to not use nicknames.					
Date of Birth		Place of	f Birth		
Nationality			If born overseas please state date of arrival in Australia		
Does the student identify as Aboriginal and/or Torres Strait Islander? Yes No					
Religion (if any)/ denomination			Name of Parish		
Present School or Pre-School					
Present Year level Victorian School Number (VSN) if known					
Probable Length of Stay at Lowther Hall					
Position in Family (ie 1st, 2nd, etc)					
No. of sisters	Ages	No. of	brothers	Ages	
Name/s of any sister/s on a waiting list to attend the School					
IF A CLOSE RELATIVE IS AN OLD GRAMMARIAN OR CURRENT STUDENT PLEASE STATE:					
Name when at school			Years Attended		
House			Relationship to applicant		
Name when at school			Years Attended		
House			Relationship to applica	nt	
ANY SPECIAL CIRCUMSTANCES:					
Medical					
Any Special needs					
English as a second language					
CITIZENSHIP: Please complete this section if the pro	ospective student is not an Ai			where appropriate.	

DECLARATION

I/We apply to enrol the aforementioned child as a student at Lowther Hall Anglican Grammar School and I/we acknowledge that I/we have read and understand the School's *Enrolment Policy*.

PAYMENT

Amount Payable \$100.00 (non-refundable) Application fee. Please indicate your payment method:					
Debit or Credit Card Please call the School's Business Office on 03 9325 5000. Eftpos If paying in person at the School's Business Office.	For Direct Deposit into the School's bank account the details are as follows: NAB BSB: 083 419 Account Name: Lowther Hall AGS Operating Account Account No: 697427644				
Cheque Please pay at the School's Business Office or attach to this form when returning it. Cheques should be made payable to Lowther Hall AGS.	For the Reference please use your contact phone number AND Student's Family Name:				
Cash Please pay at the School's Business Office. (If possible please email a copy of the transaction receipt to: admissions@lowtherhall.vic.edu.au)					
Both Parents/Guardians' signatures are required (unless reasons acceptable to the School are provided for the signature of one Parent/Guardian only).					
Signed Parent/Guardian	Signed Parent/Guardian 2				
Please print name	Please print name				
FURTHER INFORMATION					
How did you hear of Lowther Hall? (Choose as many as apply)					
Recommendation Live or work locally	School signage Social Media				
Magazine/Newspaper If so, please nominate which publication/s					
Website If so, please nominate which website					
Other					
Reasons for choosing Lowther Hall: (Choose as many as apply)					
Academic reputation Looking for a girls' school	Location Pastoral Care Reputation				
Other					

PLEASE COMPLETE AND RETURN TO:

The Director of Admissions

Lowther Hall Anglican Grammar School
PO Box 2081, Essendon West VICTORIA 3040

or email the entire document to: admissions@lowtherhall.vic.edu.au

