



FORM OF APPLICATION AND ENTRY

17 Leslie Road
Essendon
Australia 3040

Postal Address
PO Box 178
Essendon Australia 3040

Telephone
(03) 9325 5000

Email
admissions@lowtherhall.vic.edu.au

www.lowtherhall.vic.edu.au

ABN 35 006 660 984

**Please return this
SIGNED AND INITIALLED
(where indicated)
application form and
conditions of entry
together with a \$100.00
(GST inclusive)
Application Fee to:**

The Director of Admissions,
Lowther Hall Anglican
Grammar School,
PO Box 178
Essendon Australia 3040

ENROLMENT DESIRED: Year Level _____ Year _____

(to be completed, signed and initialled (where indicated) by both parents or the legal guardians of the child and forwarded to the Director of Admissions unless the child lives with one parent or guardian only)

Girl's Family Name _____

Given Names in Full _____

Date and Place of birth _____

If born overseas please state date of arrival in Australia _____

Nationality _____ Does your daughter identify as Aboriginal and/or Torres Strait Islander Yes No

Religious Denomination _____ Name of Parish _____

Present School or Pre-school _____

Present Year Level _____ Victorian Student Number (VSN) if known _____

Probable Length of Stay at Lowther Hall _____

Position in Family (i.e. 1st, 2nd, etc.) _____

No. of sisters _____ Ages _____ No. of brothers _____ Ages _____

Name/s of any sister/s currently attending the School _____

Name/s of any sister/s who has/have previously attend the School and years attended _____

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 _____ House _____

Years Attended _____ Relationship to applicant _____

Name when at school _____ House _____

Years Attended _____ Relationship to applicant _____

ANY SPECIAL CIRCUMSTANCES:

Medical _____

Any Special needs _____

English as a second language _____

PARENTS/GUARDIANS:	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
Title	(Mr, Ms, Mrs, Miss, Dr, Prof, The Revd, etc.)	(Mr, Ms, Mrs, Miss, Dr, Prof, The Revd, etc.)
Family Name		
Given Names		
Address		
	Postcode	Postcode
Occupation and Industry		
Employer		
Telephone Home		
Telephone Business		
Telephone Mobile		
Country of Birth		
Nationality		
Email address		

FORM OF APPLICATION AND ENTRY

Please complete this section if this application relates to an Overseas Student. "Overseas students" are students who are not: Australian Citizens, New Zealand Citizens, Australian permanent residents.

FOR OFFICE USE ONLY

Date Application Form sent

Received

Tick where appropriate:

Permanent Residency Status

Temporary Residency Status

Exchange Student

I/We enclose herewith the application fee and agree henceforth to pay such fees and other charges as herein after from time to time may be fixed by the school authorities in respect of enrolled students accepted into the school.

I/We desire to enrol the aforementioned child as a student at Lowther Hall Anglican Grammar School on the basis of the endorsed conditions of entry attachment and I/we acknowledge that I/we have read and understood the *Conditions of Entry as a student* 1 to 5 and *Payment of Fees and Charges* 1 to 8 of the said attachment.

I/We further acknowledge that we understand that two (2) full terms' notice in writing or the payment of two (2) terms' fees in lieu, are required to be paid if a student is removed from or ceases to attend the School.

Date

If there are two parents/guardians of the proposed student then **both** must sign this application.

Signature of Parent/Guardian 1

Signature of Parent/Guardian 2

Credit Card Payment

Visa MasterCard (please note that all credit card payments attract a 1% surcharge)

Card Number | | |

Expiry Date |

Amount \$

Cardholder's Name

Signature

We would appreciate it if you would take the time to give us the following information.

Did you hear of Lowther Hall through: (Choose as many as apply)	(Please tick)
	<input type="radio"/> (a) Recommendation
	<input type="radio"/> (b) Live or work locally
	(c) Magazine/Newspaper. If so please nominate which publication/s
	1.
	2.
	<input type="radio"/> (d) School signage
	<input type="radio"/> (e) Website
	<input type="radio"/> (f) 1. Search Engine - Google
	<input type="radio"/> 2. Search Engine - Other
<input type="radio"/> (g) Social Media	
(h) Other	
1.	
2.	
Reasons for choosing Lowther Hall: (Choose as many as apply)	<input type="radio"/> (a) Academic reputation
	<input type="radio"/> (b) Looking for a girls' school
	<input type="radio"/> (c) Closest school to home
	<input type="radio"/> (d) Closest school to work
	(e) Other
1.	
2.	

CONDITIONS OF ENTRY AS A STUDENT

1. Each prospective student's name will be placed on the School's waiting list on lodgement of a *Form of Application and Entry*. Such placement of name does not constitute enrolment. Receipt of an Application will be confirmed in writing.
 2. Each prospective student will be interviewed by the Principal, or her representative, prior to enrolment.
The School also reserves the right to require the student to undertake any pre-enrolment academic testing that it considers necessary.
A place at Lowther Hall is not assured until it is offered in writing by the Principal or her representative.
 3. Applicants may elect to defer the point of entry to a later year. Deferred applications will be transferred to the nominated waiting list and will be considered according to the original date of lodgement of the Form of Application and Entry. Deferral made after a formal offer of enrolment has been made does not guarantee a place in a later year.
 4. It is a condition of enrolment that: a) a copy of a student's birth certificate is provided at the time of enrolment, b) proof of Australian residency is provided (if the student is born overseas) at the time of enrolment and c) evidence of Immunisation Status is provided for any student who is attending the School from Kindergarten to Year 6.
 5. Subject to the right of the Principal to decline an application for enrolment of any prospective student, an offer for enrolment may be made after the interview abovementioned (and any academic testing if required); whereupon an enrolment fee of \$2,000.00 shall be payable within 21 days of an offer of enrolment being made. Such fee will not be refundable notwithstanding that the child subsequently may not attend the School.
- The School reserves the right to suspend the enrolment of a student from the commencement of the following school term if the School account in relation to that student or any sister of that student is in arrears.
 - A student may not commence a new school year while the School account in relation to that student or any sister of that student is in arrears.
2. **Two (2) full terms' notice in writing or the payment of two (2) terms' fees in lieu, are required if a student is removed or ceases to attend the school.**
 3. Students are required to participate in the School's whole program of lessons, of outdoor activities and of camps and in the religious life of the School.
Students are required to attend the School at the dates and hours nominated by the Principal as well as attend any other School event that the Principal may deem compulsory. Parents'/guardians' co-operation in the matter of punctuality is expected.
 4. Parents are expected to co-operate with the School management in all matters of discipline and observance of school rules. The School reserves the right to suspend or expel any student. School fees shall not be waived during a period of suspension.
 5. It is essential that the School be kept informed of any changes to the information supplied on this form. The School cannot take responsibility for non-delivery of its communications and will not maintain places on the waiting lists if correspondence is unanswered. Parents or Guardians should keep the Director of Admissions informed of any changes of address or the like.
 6. In accordance with the requirements of the Federal Government's Privacy Legislation, the School has in place policies and procedures intended to guarantee the integrity of enrolment and other details provided.
 7. The School may at any time prior to or after acceptance of an offer of enrolment, in its sole discretion and without the requirement to give notice, add to or vary any of the aforementioned conditions.
 8. Signatories to this application (where more than one) shall be jointly and severally bound by the conditions herein set out.

PAYMENT OF FEES AND CHARGES

1. Fees are strictly payable in advance. The School has EFTPOS facility including credit card payments: Mastercard and Visa. Other payment options include BPay facility or direct debit via one nominated bank account or credit card. Fees may also be paid by crossed cheque in favour of Lowther Hall Anglican Grammar School. The following conditions apply in relation to the payment of any School account or default in payment by the due date:
 - The Responsible Persons who require financial assistance for the payment of School accounts should contact their own bank or credit provider.
 - The amount outstanding on any School account after the due date for payment will accrue interest from the due date until it is paid at the rate for the time being fixed under Section 2 of the Penalty Interest Rates Act 1983 (Vic).
 - Students will not be permitted to undertake any optional co-curricular school activities or be able to attend trips, study tours or student exchanges whilst the School account in relation to that student or any sister of that student is in arrears.

Initials Parent/Guardian 1:

Initials Parent/Guardian 2:

I acknowledge receipt of the Form of Application and Entry dated / /

Director of Admissions, Lowther Hall Anglican Grammar School

Date:

**NOTE a copy of this contract will be sent to the applicants together with a receipt and acknowledgement letter.



*Educating the whole person
for the whole of life*

Kindergarten
to Year 12

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