



KNOX GRAMMAR SCHOOL



PASSPORT
PHOTO FORMAT
(Minimum 35x45mm)

WAHROONGA PREPARATORY SCHOOL - APPLICATION FOR ENROLMENT

CHECKLIST

- \$300.00 (AUD) Administration fee (non-refundable).
Cheque to Knox Grammar School or Credit Card details (see back of form).
- A copy of applicant's birth certificate / extract.
- If applicant is already at school, a copy of his two most recent school reports and NAPLAN results (if available).
- If applicant was born or educated overseas, a copy of his current passport, visa details or extract of Australian citizenship and AEAS English assessment.
- Attach two **written** family references.
- Signatures for both parents/guardians along with acceptance of the Privacy Policy.

Thank you for your interest in enrolling your son or daughter as a student at Wahroonga Prep School. This application form along with the Enrolment Application Fee is to allow the School to consider offering a place to you for your son or daughter to attend the School. Completion of this form does not guarantee a place at the School. Please note, a separate application form is required for enrolment for Knox Grammar Prep and Senior School.

NAME OF CHILD

Given names

Surname

Gender

Male

Female

Date of birth

Country of birth

Nationality

Religion

Place of worship

Admission in year group (child must be four years of age by 31 March in the year commencing Pre-Kindergarten, or five years of age by 31 March in the year commencing Kindergarten).

Year of entry

Present school and year level (if applicable)

CHILD'S BACKGROUND INFORMATION

Student's status

Australian citizen

Permanent resident*

Indigenous student

Temporary resident*

** Please include a copy of visa*

Are you aware of any social, emotional or intellectual difficulties or special medical or learning needs which may impact on the student's ability to take full advantage of the programs offered by the School? Failure to disclose any relevant information may jeopardise your child's enrolment, or continuation of enrolment.

Please indicate below, and provide documentation if applicable:

Gifted

Support program in numeracy

English as second language

Integration*

Support program in literacy

Medical conditions

Other
(please specify below)

**Integration is program support for a disability or impairment*

(CHILD'S BACKGROUND INFORMATION CONTINUED)

Does the child have a sibling who attended WPS or Knox?
(Give name, last year attended and House)

Is the child the son/daughter of a former WPS or Knox student?
(Give name of OKG, final year and House)

Does the child have a brother at WPS or Knox at present?
(Give name, year group and House)

Is the child the grandson/daughter of a former WPS or Knox student?
(Give name of OKG, final year and House)

Does the child have a sibling with a place at WPS?
(Give name, year of entry)

Is there any other connection with WPS/Knox Grammar School?



PARENTS' PARTICULARS

The student resides with:

Both Parents

Guardian

Mother

Father

If natural parents are not living together please complete the section below. *(This is important information to help avoid confusion and embarrassment).*

Parents Separated

Parents Divorced

Mother Deceased

Father Deceased

Mother Remarried

Father Remarried

Please attach copies of any Family Court or other court orders.

PARENT/GUARDIAN A

Relationship to child:

Mother

Father

Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone *(home)*

Telephone *(work)*

Mobile

Email address

PARENT/GUARDIAN B

Relationship to child:

Mother

Father

Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone *(home)*

Telephone *(work)*

Mobile

Email address

REFERENCES

The **written** Family References must focus on the parents themselves, and include the length of time (a minimum of five years) that each referee has known and interacted with the family of the student.

They must not be close relatives. Church references are welcome. Please also provide the names, full addresses and contact details for the two referees below.

FAMILY REFERENCE 1

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone (*home*)

Mobile

FAMILY REFERENCE 2

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone (*home*)

Mobile

PAYMENT - ADMINISTRATION FEE

CHEQUE

Please make cheque payable to Knox Grammar School.

CREDIT CARD

Please charge my credit card \$300.00 (AUD)

Mastercard

Visa

American Express

Name of cardholder

Card number

- - -

Expiry date

Signature

SIGNATURES

Both Parents or Guardians (Responsible For Fees) must sign below in order for this application to be processed.

We:

- Apply to have our child considered for enrolment at Wahroonga Preparatory School;
- Have read the information contained within this Application for Enrolment;
- Understand that we will need to agree to the then current Conditions of Enrolment to accept an offer for a place at the School;
- Confirm that the information contained in the Application for Enrolment is accurate and complete and that the supporting documentation has not been altered in any way and we agree to keep the School informed of any changes;
- Understand that the Application Fee and Enrolment Fee are all non-refundable.

PARENT/GUARDIAN A

Date

PARENT/GUARDIAN B

Date

WHAT NEXT?

Once we receive your Application for Enrolment and Administration Fee, we will send you an Acknowledgement Letter and Receipt of Payment.

If a place for your child is available, we will invite you and your child in for an interview.

If the Enrolment progresses, we will send you a Letter of Offer. If you wish to accept a place at Wahroonga Preparatory School, you will be asked to complete Acceptance of Enrolment Form and pay the Enrolment Fee to secure the position.

Please note, that at any stage of the enrolment process the School may require an additional interview with the child and/or additional information from the family.

CONDITIONS OF ENROLMENT

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at Wahroonga Preparatory School.

FEES AND OTHER CHARGES

01. We agree to pay the School all fees for tuition, extra subjects, excursions, camps, facilities and the supply of goods and services to the student as determined by the School Council and as published in the Schedule of Fees from time to time.
02. All fees are payable within 14 days of the date of the account. We understand that accounts for fees will normally be sent to us in January, April and July each year.
03. The School may suspend or terminate the enrolment of a student whose fees are in arrears. We understand that the student will not be permitted to return to School for another term if the fees for the previous billing are unpaid. In addition, the School may charge an additional fee where fees are paid after the due date to compensate the School for the loss that it has suffered because the fees were not paid by the due date.
04. A full term's notice in writing must be given to the Headmaster or his delegate before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay ONE term's fees in lieu of notice.
05. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
06. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
07. Application and enrolment fees are non-refundable whether or not a student takes up a position at the School.

EXPECTATIONS AND BEHAVIOUR

08. We understand that our acceptance of the School's offer of a place for the student implies that he or she will complete his or her schooling at the School unless unforeseen circumstances arise.
09. We acknowledge that the School is built on the foundations of Faith, Wisdom, Integrity, Compassion and Courage, and on the behaviours and attitudes that these qualities engender. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner and where, between us and the School, using appropriate channels. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
10. We agree to support the ethos and to abide by the policies and rules of the School as set out in the appropriate publications such as the Parents' and Students' Handbooks and the Volunteer Code of Conduct and as published from time to time at the Headmaster or his delegate's discretion. We note that the student must do the same and we agree to encourage him or her in this. We have particularly noted the School's requirements for discipline, home study, attendance and leave.

11. We accept the School's discipline policy contained in the students' School Diary, the Student Handbook and other relevant documents. We agree to support the administration of the School's discipline policy. In particular, we accept that the Headmaster (or his delegate) may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
 - (a) for breaches of rules or discipline; or
 - (b) for behaviour prejudicial to the welfare of the School, its staff or students.
12. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster or his delegate:
 - (a) religious education classes and Chapel;
 - (b) co-curricular activities including all school camps;
 - (c) the School sports program;
 - (d) important School functions such as Presentation Day, Anzac Day and other events as required by the Headmaster or his delegate from time to time;
 - (e) various excursions that occur from time to time as an integral part of the School curriculum.
13. We acknowledge that the Headmaster or his delegate may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster or his delegate's opinion, failed to meet the requirements of NSW Education Standards (NESA).
14. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
15. We agree that the Headmaster or his delegate may exclude a student if the Headmaster or his delegate considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.

HEALTH AND SAFETY

16. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School.
17. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

(CONDITIONS OF ENROLMENT CONTINUED)

18. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's possessions including bag, locker, mobile devices, computers and storage devices where there are reasonable grounds to do so.
19. We understand that the School requires parents and visitors to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
20. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss or damage.

LEAVE

21. We understand that requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for in advance in writing to the Headmaster or his delegate.

PRIVACY

22. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Headmaster or his delegate may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice, available on the Knox website at www.knox.nsw.edu.au/policies.
23. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website, in the media, online in various forms including on social media and blogs and in other marketing and promotional material.
24. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

CHANGES TO THESE CONDITIONS

25. We agree that the School may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.

PRIVACY POLICY AND STANDARD COLLECTION NOTICE

For information regarding Knox Grammar School's compliance with the *Privacy Act*, please refer to our Privacy Policy and Standard Collection Notice which may be downloaded via the website.

The policies referred to in these Conditions of Enrolment may be downloaded via the website: www.knox.nsw.edu.au/policies

WAHROONGA PREP FEES FOR 2022

TUITION FEES

	PER TERM (x4)	PER ANNUM
5-day Pre-Kindergarten	\$4,275	\$17,100
Years K-6	\$3,785	\$15,140

EDUCATION ACTIVITY LEVY

	PER TERM (x4)	PER ANNUM
5-day Pre-Kindergarten	\$250	\$1,000
Kindergarten	\$375	\$1,500
Years 1-2	\$455	\$1,820
Years 3-6	\$375	\$1,500

TECHNOLOGY LEVY

	PER TERM (x4)	PER ANNUM
Years K-6	\$75	\$300

VOLUNTARY BUILDING FUND DONATION (TAX DEDUCTIBLE)

	PER TERM (x2)	PER ANNUM
Terms 1 and 2 only	\$150	\$300

PARENTS' ASSOCIATION

YEAR LEVEL	PER TERM (x4)	PER ANNUM
Per term, per family	\$30	\$120

PAYMENT POLICY

All School fees and other charges are due and payable at the time specified on the account being rendered. Fees statements will normally be sent in January, April, June and October each year.

ADMINISTRATION AND ENROLMENT FEES

FEE DESCRIPTION	FEE
Administration fee	\$300*
Enrolment Fee	\$800

*Includes GST of \$27.27

Administration and Enrolment Fees are non-refundable.

TAX DEDUCTIBLE VOLUNTARY BUILDING FUND

Please consider your contribution as an opportunity to support the current generation of Wahroonga Prep students whilst 'giving back' to future Wahroonga Prep generations.



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Published January 2022