



The Scots College
Sydney Australia

Enrolments at Scots

Thank you for considering The Scots College for the educational future of your son.

The Scots College enrolls boys who may gain benefit from the broad and balanced education offered by the College and who may contribute to the life of the College by participating as fully as possible in the range of activities available.

The designated entry points are Transition Cubs, Transition Lions, Kindergarten, Year 3, Year 5 and Year 7. Casual vacancies occasionally arise in other Years. For entry to Transition Cubs, boys must be three years old by 30 April in the year of entry. For entry to Transition Lions, boys must be four years old by 30 April in the year of entry. For Kindergarten entry, boys must be five years old by 30 April in the year of entry.

Subject to availability, offers of place will be made according to a number of criteria at the discretion of the College.

The Principal and the College Council determine the number of available places in each year level at which enrolments are accepted.

Preference is given to a student requiring admission at the commencement of an academic year.

The complete College Enrolment Policy is available on request.



Enrolment Process

Parents enquire about enrolment

Enrolment Information is sent

Parents return Enrolment Application and other required information

College undertakes pre-enrolment testing and interviews

Application is processed and enrolment decision is made

College makes offer or advises that application was unsuccessful

Parents accept or decline offer

Application for Enrolment

Please attach one current passport sized photo of the student (except for infants)

Parent Details

Father

Surname: Title:
Given name(s):
Residential Address:
 Post Code:
Mailing Address: (if same as residential, write SAME)

 Post Code:
Occupation:
Industry:
Name of Company/Employer:

Position:
Telephone: (H)
(W)
(M)
Fax: (H)
(W)
Email:

Mother

Surname: Title:
Given name(s):
Residential Address:
 Post Code:
Mailing Address: (if same as residential, write SAME)

 Post Code:
Occupation:
Industry:
Name of Company/Employer:

Position:
Telephone: (H)
(W)
(M)
Fax: (H)
(W)
Email:

Student Details

Student's Surname: Given Names:
(Please underline preferred name to be used)
To Commence Year Level: In Term: In Calendar Year: as a Day Student Boarder (tick one)
Transition Cubs: 2 Days 3 Days 5 Days Transition Lions: 5 Days only
Date of Birth: / / Nationality: Country of Birth:
Day Month Year
Australian Citizen YES NO BOS Student No.
Permanent Resident of Australia YES NO (for current NSW students)
but not an Australian Citizen
Aboriginal YES NO
Torres Strait Islander YES NO
Is the student a son of a Minister of Religion? YES NO
Religious Denomination
Name(s) of brother(s) on future Enrolment Register(s): Future Year Group: Future Calendar Year:
Name(s) of brothers presently enrolled at the College: Year Group: House:
Name(s) of brothers presently enrolled at the College: Year Group: House:
Student's current school: Year Level: Date Commenced:

Siblings Not Currently Attending The Scots College

Student's Siblings Name: Age: Year: School:
Student's Siblings Name: Age: Year: School:
Student's Siblings Name: Age: Year: School:

Further Information

The student resides with: Both parents Mother Father Guardian/Carer

If natural parents are not living together, please complete section below.

Please complete if natural parents are not living together: *(This information is important to help avoid confusion and embarrassment)*

Please tick whichever applies: Parents separated Father deceased Father remarried
 Parents divorced Mother deceased Mother remarried

Where relevant, please attach copies of any Family Court or other court orders.

Who does the College communicate with for day-to-day matters? (More than one box can be ticked)

Father Mother Guardian Other

Who receives copies of correspondence from the College? (More than one box can be ticked)

Father Mother Guardian Other

Father

Is the student a son of an Old Boy? Yes No

If YES: House:
Alumni Year:

Is the grandfather an Old Boy? Yes No

If YES: House:
Alumni Year:

Other family members who are Old Boys:

Relative:
House: Alumni Year:
Relative:
House: Alumni Year:

Mother

Is the student a grandson of an Old Boy? Yes No

If YES: House:
Alumni Year:

Is the grandfather an Old Boy? Yes No

If YES: House:
Alumni Year:

Other family members who are Old Boys:

Relative:
House: Alumni Year:
Relative:
House: Alumni Year:

Does the student have any specific needs or disabilities that may impact on his ability to fully participate in the curricular or co-curricular programs provided by the College or any special talents which the College may need to accommodate? **These must be disclosed to ensure the college is able to meet your son's educational needs.** If you answered YES, please detail in a separate statement. YES NO

In the past 3 years, has your child, or, is he receiving any of the following professional services:

Speech Therapist Psychologist Occupational Therapist
 Paediatrician Physiotherapist Others (please state)

Failure to disclose an educational need may lead to the cancellation of the application and/or enrolment.

I/We:

1. Apply to have the boy named in this application enrolled at The Scots College;
2. Understand that submitting an application form is not a guarantee that a place at the College will be offered in due course;
3. Acknowledge that, if an offer of a place is made, I/we will have to agree to the Conditions of Enrolment then in force and pay a non-refundable Entrance Fee;
4. Acknowledge that I/we have fully completed all relevant information and have supplied all necessary supporting material with this application.

Name of person(s) responsible for payment of fees:

Father's signature: Mother's signature:

Guardian's signature: (if applicable) Date: / /
Day Month Year

Signatures of both parents (or all guardians) are normally required. If this is not possible, please contact the Admissions Office.

Please ensure the following items (where applicable) are included with your application to ensure prompt processing.

- Registration fee \$500* (payable by cheque, money order or credit card).
 - ONE passport sized photo (infants excluded).
 - A copy of Birth Certificate.
 - Copies of most recent school or pre-school reports - up to two years where possible.
 - Any information relevant to the child's education including medical or diagnostic reports; details of medication etc.
 - If a Full Fee paying International applicant or a citizen of a country other than Australia, a copy of appropriate passport and visa details.
 - International students please include both International enrolment form and general enrolment form.
- * Old Boys' sons and grandsons are entitled to a discount of 50 percent of the Entrance Fee, noting there is no discount offered on the Enrolment Registration Fee.

**To: Admissions Office
The Scots College
Victoria Road
Bellevue Hill NSW 2023
Australia**

Additional Information for International Enrolment

CRICOS Provider Code 02287G

Student Details

Student's Surname: Given Names:
(Please underline preferred name to be used)

Date of Birth: / / Nationality: Country of Birth:
Day Month Year

Passport Number: Expiry Date / / Visa Class:
Day Month Year (If available)

Has the boy had previous ESL testing? YES NO If YES, date tested: / /
Day Month Year

Along with the completed Application Form, please attach:

- The last **three** first language school reports (from his current school) translated with validation.
- Any ESL reports from an Intensive Language College.
- Copy of current passport and visa.
- AEAS Test results.
- ONE passport sized photograph.

Guardianship Requirements

Guardians act on behalf of parents for their children while they are away from home. The Scots College requires that parents who do not live in Australia appoint a suitable adult resident in Sydney as a guardian (to act in place of the parents). Every student with parents living out of Australia, especially those students who are residents of a Boarding House, must have a guardian who can be contacted by the College to give written, or in an emergency, telephone, permission for leave, outings or medical assistance. This adult must be appointed in writing by the parents and must sign the Guardianship Form overleaf accepting responsibility for the student.

Who Makes an Ideal Guardian?

All new students will be homesick. They are in a strange environment, experiencing a very different culture, making new friends and starting a new school, sometimes in a foreign language. Good guardianship can be a tremendous help in coming to terms with this new situation.

A Good Guardian is One Who:

- Takes an interest in children.
- Can provide the student with accommodation for boarders' free weekends and holidays.
- Has a compatible home environment, preferably with other children of a similar age group.
- Is willing to act as a parent by attending the College to support the student at Parent/Teacher evenings, concerts, plays, Speech Day and sports events, to name a few.
- Has the ability to deal with events as they arise, perhaps organising travel, advising on personal matters etc, visits the Boarding House and works collaboratively with Boarding Housemaster and staff.
- Takes the student out for a meal or excursion from time to time.
- Is willing and able to work with the College Clinic in looking after the student during a period of ill health.

Expectations

The College expects guardians to act in place of the parents. Among other things, guardians are expected to:

- Collect junior students from the Boarding House for any leave.
- Be the first point of contact when problems arise.
- Communicate information to the student's parents.
- Exercise proper care when the student is with them; e.g. by limiting the times he travels by himself on public transport, by restricting excessive socialising during the weekends so he returns ready and able to cope with his school work on Mondays.
- Sign all leave forms and take responsibility for the leave requested.
- Ensure that all extra tuition undertaken by the student out of school hours is valid and beneficial.

Additional Information for International Enrolment (continued)

Guardian Name:

Relationship to family of student:

Contact address:

Post Code:

Telephone: (H)

(W)

(M)

Email:

Occupation:

Proficiency in spoken English: Very good / Good / Average / Basic / Translator required (Circle one)

Percentage of time spent in Sydney: %

Is guardian available for enrolment and Parent/Teacher interviews as they occur? Yes No

I have read, understood and agreed to The Scots College Expectations of Guardians as outlined in the Enrolment Application.

Guardian's signature:

Parent's signature:

Date: / /
Day Month Year

- I/We:**
1. Apply to have the boy named in this application enrolled at The Scots College;
 2. Understand that submitting an application form is not a guarantee that a place at the College will be offered in due course;
 3. Acknowledge that, if an offer of a place is made, I/we will have to agree to the Conditions of Enrolment then in force and pay a non-refundable Entrance Fee;
 4. Acknowledge that I/we have fully completed all relevant information and have supplied all necessary supporting material with this application.

Father's signature: Mother's signature:

Guardian's signature: (if applicable) Date: / /
Day Month Year

Signatures of both parents (or all guardians) are normally required. If this is not possible, please contact the Admissions Office.

Note to all applicants:

Thank you for taking the time to complete the following two questions.

What prompted you to enrol your son at The Scots College?

(Please tick appropriate boxes)

- excellent reputation of the School
- tailored boys education
- continuing the family tradition
- wide range of choices and opportunities
- academic excellence
- other – please specify:

How did you learn about The Scots College?

(Please tick appropriate boxes)

- family/friends
- advertisements or promotion materials
- news/media items
- open days / information sessions
- other – please specify:

Conditions of Enrolment

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a boy at the College.

Fees

1. We agree to pay to the College all fees for tuition, boarding, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Council and as published in the Particulars of Fees from time to time.
2. The College may refuse entry to, or terminate the enrolment of, a student whose fees are in arrears.
3. All fees are payable in advance and ONE full term's notice in writing must be given to the Principal before any student is removed or his status changed from boarder to day boy. 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.
4. 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.
5. 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 College considers necessary.
8. We understand that if the student is enrolled as a boarder that there is an expectation that he will remain a boarder throughout his schooling and that his status may only be changed with the Principal's approval at the Principal's discretion. Not less than one term's notice must be given to request the change of status of a boarder.
9. All students are to support the ethos and to abide by the rules of the College as set out in the appropriate publications such as the Parent Handbook and Student Yearbook and as published from time to time at the Principal's discretion. The attention of students and parents is particularly drawn to the College's requirements for discipline, home study, attendance and leave.
10. Boarders are to abide by those rules governing the Boarding Houses, including leave provisions, as set out in the Boarder's Handbook and as published by the Dean of Boarding and Housemasters.
11. We accept that the College 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 Principal:
 - (a) College Chapel and Divinity classes.
 - (b) Co-Curricular activities (in the Senior School) including all camps and parades scheduled by the College.
 - (c) The College sports program (for Years 3 to 12) including, as a minimum, participation in summer and winter team sports (usually on a Saturday).
 - (d) Important College events such as Remembrance Parade, Speech Night (Preparatory School) and Speech Day (Senior School), AAGPS Athletics Carnival, Head of the River Regatta and other events as required by the Principal, from time to time.
 - (e) For Year 9 students, Glengarry for TWO terms, in either First Semester (Terms 1 and 2) or Second Semester (Terms 3 and 4), as determined by the College.
 - (f) Various camps and excursions that occur from time to time as an integral part of the College curriculum.
13. Requests for leave from College activities, including academic and co-curricular programs, and for early departure from the school day and 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 writing to the relevant Head of Campus.
14. We understand that students must follow conventional standards of dress and appearance in accordance with what the College believes is the expectation of the College community.
15. We accept the College's discipline policy contained in the Senior School Year Book and Preparatory School Handbook for Parents. We agree to support the administration of the College's discipline policy. In particular, we accept that the Principal may in his absolute discretion suspend or dismiss the student for breaches of rules or discipline.
16. We acknowledge that the College 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 Principal or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
17. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity from time to time.
18. We understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College reception.
19. We acknowledge that the student's personal property is not insured by the College, which does not accept any responsibility for loss.
20. We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development.
21. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and the student. We note that the College has a Privacy Policy dealing with the confidentiality of such information.

International Students

6. Where the student is a Full Fee Paying International Student, we agree to pay:
 - (a) Tuition and boarding fees six months in advance, except on enrolment when a full year's tuition and boarding is payable in advance.
 - (b) A government surcharge which applies to all International students each term.
 - (c) The cost of private health cover for the duration of the enrolment, in advance, in compliance with government Visa requirements.

General Conditions

7. 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 Principal or, in his absence, a responsible member of the College staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
12. We acknowledge that the Principal may exclude a student if they consider that a mutually beneficial relationship of trust and cooperation between a parent/ guardian and the College has broken down to the extent that it adversely impacts on that relationship.

22. We understand that Academic reports, accessible through Pipeline, will be sent to the address notified by the parents or guardians. When parents are separated or divorced, reports will be sent to each parent (separate logins to be provided) unless there is an order of a court or an agreement which provides that reports are to be sent to one parent.
23. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We understand that if we have failed to disclose or not fully disclosed any material matter, either in the application form or subsequently, the College may, if the student is not enrolled, withdraw the offer or, if enrolled, terminate the enrolment without notice.
24. We also agree to complete the student's medical form accurately and provide annual updates for the College Clinic.
25. Where we do not reside in Australia, we agree to appoint a suitable adult resident in Sydney to act as a guardian for the student. The Guardian must:
- (a) Be at least 21 years old.
 - (b) Speak English.
 - (c) Be contactable by the College.
 - (d) Be able to give support to the College in meeting the needs of the student.
 - (e) Attend enrolment interviews, parent-teacher interviews and other contacts at the College's request.
- (f) Exercise a duty of care to the student when he is on leave with them.
 - (g) Liaise with both parents and the Boarding Housemaster to ensure the student's welfare.
 - (h) Sign the Expectations of a Guardian form before the student enters the College.
26. These conditions may be changed by the College by giving not less than two terms notice.

Each of us agrees that our obligations to the College, as set out above, may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our desire to be released from such obligations.

Scots boys grow into fine men



The Scots College
Sydney Australia

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