

## APPLICATION FOR ENROLMENT

**Calendar Year of Entry:** **20**

**Year Level:**

Office Use: S

### STUDENT DETAILS

Surname of Student:

.....

First and Second Names of Student:

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<b>STUDENT'S RESIDENTIAL ADDRESS:</b> ..... .....	<b>POSTAL ADDRESS:</b> <i>(if different to residential address)</i> ..... .....
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Current School: ..... Country of Birth: .....

Date of Birth: ..... Religion: .....

*(Please attach photocopy of Certificate)*

Date of Baptism: ..... Place: .....

*(Please attach photocopy of Certificate)*

Date of Eucharist: ..... Place: .....

*(Please attach photocopy of Certificate)*

Date of Confirmation: ..... Place: .....

*(Please attach photocopy of Certificate)*

Parish of Residence: .....

#### MOTHER/FEMALE GUARDIAN DETAILS

#### FATHER/MALE GUARDIAN DETAILS

Title: ..... Past Student: Yes/No

Title: ..... Past Student: Yes/No

Name: .....

Name: .....

Relationship to student: .....

Relationship to student: .....

Address: .....

Address: .....

Telephone No: Home (.....) .....

Telephone No: Home (.....) .....

Mobile .....

Mobile .....

Work (.....) .....

Work (.....) .....

Email Address: .....

Email Address: .....

Occupation: .....

Occupation: .....

Employer: .....

Employer: .....

Country of Birth: .....

Country of Birth: .....

Religion: .....

Religion: .....

**Payment of the \$50 Application Fee:**

Attached: cheque / cash for \$50.00

Please charge my Credit Card for the amount of \$50.00:

VISA

Mastercard

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CCV 

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Expiry Date 

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**Signature:** .....

**Name:** .....

**Office Use:** Receipt No: ..... Date: ..... Letter of Acknowledgement: .....

## FAMILY CONNECTION

### Sisters currently attending Loreto College:

Name: ..... Year: ..... House: .....  
Name: ..... Year: ..... House: .....  
Name: ..... Year: ..... House: .....

### Sisters who previously attended Loreto College:

Name: ..... Year: ..... House: .....  
Name: ..... Year: ..... House: .....

### Sisters who may seek enrolment at Loreto College:

Name: ..... Year: .....  
Name: ..... Year: .....

### Other family members who previously attended Loreto College:

1. Name: ..... Maiden Name: ..... DOB:...../...../ .  
Connection: ..... Year Level Completed: ..... Year Completed: .....

2. Name: ..... Maiden Name: ..... DOB:...../...../ .  
Connection: ..... Year Level Completed: ..... Year Completed: .....

**Other connections to Loreto College:** .....  
.....

*I/We have read the information overleaf and consent to the collection of the data on this form for the purposes as outlined.*

**SIGNATURE OF MOTHER/GUARDIAN:** ..... **DATE:** .....

**SIGNATURE OF FATHER/GUARDIAN:** ..... **DATE:** .....

### Parent Checklist

- Birth Certificate
- Baptism Certificate
- Eucharist Certificate
- Confirmation Certificate
- Year 5 Report
- Participation and/or Achievement Certificates

*A photocopy of the student's most recent school report is required prior to the interview.*

**Completed applications, including the \$50 application fee and copies of certificates, should be returned to:**

*The Registrar  
Loreto College  
1600 Sturt Street  
BALLARAT VIC 3350*

## INFORMATION COLLECTION NOTICE

### To be read before returning the Application for Enrolment form.

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the College from time to time engages 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 College'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.
10. We may include your contact details in an internal College directory for use by staff. If you do not agree to this you must advise us now.
11. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

**Please ensure that you have signed this form, indicating your consent for the collection of the data on this form for the purposes as outlined, before returning it to the College.**