



**HAILEYBURY**

ABN 34 004 228 906  
 CRICOS No 649C, 2993D  
 www.haileybury.vic.edu.au

For Office Use	
Campus	
Date	
Year Level	
Receipt No	
Status	

## APPLICATION FOR ENROLMENT

<b>Surname</b>	<b>Given Names</b>	<b>Gender</b> M / F
<b>To commence in Term ...</b> , 20..... at ..... (year level)		<b>Campus: Brighton</b> <b>(circle)</b> <b>Berwick</b> <b>Keysborough</b>

Boys are enrolled in **Haileybury College**. Girls are enrolled in **Haileybury Girls College**.  
 Enrolments at Reception and Pre-Prep are into the **Haileybury Early Learning Centre**.

### THE ENROLMENT PROCESS

Enrolments are based on the information contained in the Haileybury Prospectus and 'Business Notice'. You should read these documents before completing this Application.

**Application:** You may apply for enrolment to Haileybury at any time. To do this you should complete this *Application for Enrolment* (which should be signed by both parents or all guardians) and return it together with a photocopy of your child's birth certificate, and payment of the non-refundable Application Fee of \$100. (Non-citizens should also include a copy of their passport and visa.) Your child's name will then be placed on the Waiting List for the entry year sought. The Waiting List is ordered by date of application, with preference given to the siblings of existing students and the children of ex-students.

**Pre-Enrolment Interview:** Approximately 18 months before entry, applicants from the Waiting List (according to order) will be invited to attend an interview with a senior member of the teaching staff. The purpose of this interview is for the School to learn about your child and his/her needs so that Haileybury can ensure an appropriate course of study. Haileybury does, however, reserve the right to refuse any application for enrolment without providing a reason. You will be contacted before the interview and asked to supply up-to-date information about your child, including school reports and NAPLAN results.

**Offer of Enrolment:** After the interview, we will contact you with an *Offer of Enrolment*. In order to accept this offer you should sign the *Acceptance of Enrolment* and return it along with payment of the Entrance Fee, by the nominated date.

**Queries:** The Registrar is available to assist you with any queries. Please ring 9213 2222 during business hours or email at: [registrar@haileybury.vic.edu.au](mailto:registrar@haileybury.vic.edu.au).

<b>DETAILS OF APPLICANT</b>			
<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>Nationality</b>		<b>Arrival in Australia (year)</b>	
<b>Religion</b>		<b>Main Language spoken at home</b>	
<b>Current School</b>			<b>Year Level</b>
<b>Home Address</b>			
Street .....			
Suburb ..... State..... Postcode.....			
Country .....			
<b>DETAILS OF PARENTS</b>			
<b>PARENT or GUARDIAN 1</b>		<b>Relationship</b>	
<b>Title</b>	<b>Surname</b>	<b>Given Name</b>	
<b>Phone</b>		<b>Email</b>	
<b>PARENT or GUARDIAN 2</b>		<b>Relationship</b>	
<b>Title</b>	<b>Surname</b>	<b>Given Name</b>	
<b>Phone</b>		<b>Email</b>	
<b>Contact Address (if different from Child's Home address)</b>			
Street/P O Box .....			
Suburb ..... State..... Postcode.....			
Country .....			
<b>HAILEYBURY CONNECTIONS</b>			
<b>Is either parent an Old Haileyburian? Yes / No</b>			<b>Final Year at Haileybury</b>
<b>Is either parent a teacher at Haileybury? Yes / No</b>			
<b>Siblings at Haileybury?</b> <i>Past:</i> <i>Current:</i> <i>Future:</i> <i>Please provide initials</i>			
<b>Any other connection/s with Haileybury?</b>			

**SIGNATURES**

**I/We hereby apply for admission of our child to Haileybury. I/We have read the terms and conditions of enrolment set out in 'Business Notice' and agree to be bound by them.**

*(Signatures of both parents or guardians are required):*

\_\_\_\_\_  
*(Mother or Guardian)*

\_\_\_\_\_  
*(Father or Guardian)*


Date: \_\_\_\_\_

**The following documents should be attached to this application:**

- Birth Certificate
- For non-citizens only:* a photocopy of the relevant pages of the applicant's passport showing the applicant's details *and* visa details
- For Guardians only:* Legal Authority to Act as Guardian
- Application Fee of \$100

**PAYMENT DETAILS**

**The Application Fee may be paid by cheque, BPAY or Credit Card. Please tick the appropriate form of payment.**

 **Bill Code:** 51508  
**Ref:** as noted on invoice

**Credit Card**      **Cardholder Name:** \_\_\_\_\_      **Amount Paid**      \$100.00

**Card Type**       MasterCard       Visa

**No**                                

**Signature** \_\_\_\_\_      **Expiry Date**        /

**Cheque Attached**

## PRIVACY NOTICE

Haileybury collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable Haileybury to provide schooling for that student, including satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled; and to satisfy Haileybury's legal obligations, particularly to enable it to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected. You may contact the School if you have a question about this.

Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time-to-time. If you do not consent to us obtaining this information you must advise us. Haileybury, at times, also has to disclose certain information and sensitive information to others. This includes other schools, government departments, medical practitioners, publications and people providing services to the School, including specialist visiting teachers, outdoor education professionals, coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

Personal information collected from students is regularly disclosed to their parents and guardians. On occasions, relevant information may be published in School newsletters and magazines. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. However, there will be occasions when access is denied. Such occasions would include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of Haileybury's duty of care to the student.

As you may know, from time-to-time Haileybury engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities and to the Old Haileyburians' Association when the student leaves the School.

If you provide the School with personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the School and why, that they can access the information if they wish, and that Haileybury does not usually disclose the information to third parties.

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***Please return this form together with attachments to:***  
***The Registrar***  
***Haileybury***  
***855 Springvale Road***  
***Keysborough VIC 3173***

**telephone: +61 3 9213 2222    fax: +61 3 9213 2295**  
**email: registrar@haileybury.vic.edu.au**