

ENROLMENT APPLICATION

Thank you for considering Monivae as a secondary school choice for your child. Applications should be addressed and returned to: **The Registrar, Monivae College PO Box 423 Hamilton 3300**

Please attach a recent photograph of the applicant.

This form is an Application for Enrolment only and does not constitute an offer of a place. After the advertised closing date, applications will be processed according to the Monivae College Enrolment Policy. If a student is offered a place, further information will be sought regarding the enrolling the student and his/her family.

PLEASE PRINT CLEARLY

The information sought on this form is required by the school both for its own purpose and to answer questions from various Government and Education bodies. It will be treated as confidential.

To start at Monivae in: Year Level: _____ 20 _____

Day student Weekly Boarder Full Boarder

Student Details

Surname

First Name

Middle Name

Gender

Home Phone

Email

Mobile Phone Number

Religion

Catholic Parish in which the student resides

Date of Birth

Country of Birth

Nationality

Student's VSN (if known)

Does the Student speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

Yes

No

Is the student Aboriginal or Torres Strait Islander?

Yes

No

Home Address

Street _____

Town/Suburb _____

State _____

Postcode _____

Postal Address (If same as home address please write "As above")

Street _____

Town/Suburb _____

State _____

Postcode _____

Please outline your reasons for wishing to enrol your son/daughter at Monivae (please attach further information if necessary)

Educational Profile

On what date and Year level did the student first commence school in Australia? _____

Current School _____

Please list all schools attended

Name of School _____

Years of attendance (eg. YR 1 & 2) _____

How would you describe your son/daughter's current academic progress? Please refer to any specific talents or difficulties.

Student's interests, activities, sports and any particular achievements.

Has the student any specific disabilities for which the school would need to make special provision?

Yes No

If so please give details

Has the student had specific medical, psychological or educational assessment prior to this application?
Please enclose a copy of any reports and findings with this application. Eg:

Medical Psychologist Optometry (standard or behavioural) Audiological
Speech Pathology Educational Psychologist CAMHS Other Please indicate below:

Has the student received funding under the students with disabilities programme during their schooling?

Yes No If so please give details

Has the student been involved in any specific education program or had extra help in any of the following areas?

Academic Yes No

- Reading
- Writing
- Mathematics
- Language (ESL)

Health Yes No

- Hearing
- Speech
- Sight (Physical Dysfunction or Discrimination)
- Behavioural/Emotional Problems
- Gross/Fine Motor Skills
- Neurological Disorders
- Developmental Disorders (eg. Autism, Aspergers Syndrome)
- Physical Problems or Disability (Coordination, mixed hand preference for writing etc. laterality)
- Poor Health History

Please provide further comment on any of the above if necessary.

Family Profile

Details of Student's Father

Title

Surname

Given Name/s

Address

State

Postcode

Religion

Country of Birth

Nationality

Occupation

Employer

Home Phone

Mobile Phone

Work Phone

Email

Does the Father/Guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

English Other _____

The following two questions provide information required for CENSUS purposes. Statistical and other data is collected from all schools for the purposes of accountability to governments and the community. These same entities also liaise with other agencies which have statutory responsibility for the collection of data, including the Department of Education and Early Childhood Development (DEECD), the Victorian Registration and Qualifications Authority (VRQA), the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Government through the Department of Education, Employment and Workplace Relations (DEEWR).

What is the highest year of primary or secondary school the Father/Guardian has completed?

(for those persons who have never attended school, mark 'Year 9 or equivalent or below')

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification the Father/Guardian has completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

Details of Student's Mother

Title _____

Surname _____

Given Name/s _____

Address _____

State _____

Postcode _____

Religion _____

Country of Birth _____

Nationality _____

Occupation _____

Employer _____

Home Phone _____

Mobile Phone _____

Work Phone _____

Email _____

Does the Mother/Guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

English Other _____

The following two questions provide information required for CENSUS purposes. Statistical and other data is collected from all schools for the purposes of accountability to governments and the community. These same entities also liaise with other agencies which have statutory responsibility for the collection of data, including the Department of Education and Early Childhood Development (DEECD), the Victorian Registration and Qualifications Authority (VRQA), the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Government through the Department of Education, Employment and Workplace Relations (DEEWR).

What is the highest year of primary or secondary school the Mother/Guardian has completed?

(for those persons who have never attended school, mark 'Year 9 or equivalent or below')

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification the Mother/Guardian has completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

Details of Step-Parent/Legal Guardian (if applicable)

Title

Surname

Given Name/s

Address

State

Postcode

Religion

Country of Birth

Nationality

Occupation

Employer

Home Phone

Mobile Phone

Work Phone

Email

Does the Step-Parent/Guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)

- English Other _____

The following two questions provide information required for CENSUS purposes. Statistical and other data is collected from all schools for the purposes of accountability to governments and the community. These same entities also liaise with other agencies which have statutory responsibility for the collection of data, including the Department of Education and Early Childhood Development (DEECD), the Victorian Registration and Qualifications Authority (VRQA), the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Government through the Department of Education, Employment and Workplace Relations (DEEWR).

What is the highest year of primary or secondary school the Step-Parent/Guardian has completed?

(for those persons who have never attended school, mark 'Year 9 or equivalent or below')

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

What is the level of the highest qualification the Step-Parent/Guardian has completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualification

Local Emergency Contact 1 (other than parents/guardian)

Title: _____

Surname: _____

Given Name: _____

Relationship (eg Friend, Aunty) _____

Mobile Phone _____

Home Phone _____

Work Phone _____

Local Emergency Contact 2 (other than parents/guardian)

Title: _____

Surname: _____

Given Name: _____

Relationship (eg Friend, Aunty) _____

Mobile Phone _____

Home Phone _____

Work Phone _____

Number of children in family _____

Position of child in family (eg 1st, 2nd, 3rd, 4th) _____

Other children presently at Monivae? (Name and current Year level, eg Yr9) Yes No

Please indicate which House your child/ren are in:

- Ffrench**
- Glenelg**
- Mitchell**
- Lonsdale**

Other children previously enrolled at Monivae? (Name and years enrolled eg 1999-06)

Other children possibly to enrol at Monivae in the future?

Is Father a past student of Monivae? Yes No

Is Mother a past student of Monivae? Yes No If Yes Maiden Name _____

Are there any other family connections with MSC schools?

◆ Monivae College ◆ Daramalan College ◆ Chevalier College ◆ Downlands College ◆ Other

Relationship _____

Name _____

School _____

Years Enrolled _____

Are there any orders of a court made under the Family Law Act which affect the residence of the child and or govern the contact between the child and non custodial parent? Yes No

If yes, copies of relevant court documents will be required prior to acceptance of enrolment.

Correspondence to:

- Parents jointly Father only Mother only Mother & Father separately

Student Mode Of Transport:

To School

From School

FEES AND CHARGES

Application Fee: A fee of \$100 (non refundable) is required to accompany this Application For Enrolment.

Once an application is accepted, note that the following charges apply:

Enrolment Acceptance Fee: A fee of \$300 is required to confirm the acceptance of an enrolment offer from the college. \$200 of this amount will be credited against the first instalment of fees.

Tuition Fees and Levies: Fees are invoiced once a year. Payments are to be received within 30 days or alternative arrangements made with the Business Manager prior to students starting at the College. Direct debit payments are strongly encouraged.

Capital Levy: All families are charged an Annual Levy of \$300.

Enrolment during the Year: New enrolments starting at the College at times other than the start of the Academic year will be expected to make arrangements for immediate payment of fees for the current term.

Financial Assistance

Does the family require financial assistance to enable the student to be enrolled at Monivae College

- Yes No

We/I hereby apply to enrol _____ at Monivae College.

We/I consent to Monivae College obtaining any relevant information from our child's current school

Signature Father/Male Guardian

Date:

Signature Mother/Female Guardian

Date:

Information to include with this Application

Please use this checklist to ensure all required documentation is included. The application cannot be processed until all documents are received. Please contact the Registrar if in doubt.

	Attached	Not Applicable
Copy of child's latest NAPLAN Results (Yr 3, 5, 7, or 9)		
Copy of the two most recent full school reports		
Copy of special testing reports referred to in the educational profile		
Copy of any current Visa OR Naturalisation document		
Application Fee \$100		
Copy of Birth Certificate		

OFFICE USE

Enquiry Received Date:

Application Received Date:

Application Fee \$100 Received

Yes

No

MONIVAE COLLEGE

2018 FEE SCHEDULE INFORMATION

1.	Enrolment	
2.	Tuition	Family Discounts Scholarships Fee Concessions CSEF
3.	Boarding	Family Discounts Scholarships
4.	Buses	Conveyance Allowance
5.	International Fees	
6.	Billing Procedure	

Please note, all information contained in this document is based on information available as at 1 November 2017

1. ENROLMENT

Enrolment Application fee

An application fee of \$100 is charged for each individual enrolment. This covers the administration cost of processing the application and is non-refundable.

Enrolment Acceptance Deposit

An acceptance deposit of \$300 is charged to all prospective students who have enrolled during the year(s) preceding their commencement at Monivae College. Payment of the Acceptance Deposit indicates a clear commitment of intention by the parent(s) to take up the place that has been offered. In the event that the parent subsequently withdraws the student, there will be no refund of the acceptance deposit. If the student takes up their place, \$200 of the deposit will be credited against the tuition fees in the student's commencement year.

2. TUITION (Global fee)

Tuition Fees	Per student
Year 7	5,250
Year 8	5,250
Year 9	5,850
Year 10	5,850
Year 11	6,450
Year 12	6,450

Capital Levy	Per Family
Capital Levy	300

Tuition Fees:

These fees are charged on a per student basis with discounted rates applicable to families who have more than one child attending the College at the same time (see discount rates next page). Tuition fees are generally adjusted annually in line with the CPI education index. For 2018 Monivae's fees increased by 1.43% compared to the Education CPI index of 3.3%.

The Global Fee incorporates:

- Tuition
- Textbooks (excluding workbooks)
- All compulsory camp and retreat fees
- Excursion fees
- Cadet fees
- Schoolcare Accident Insurance
- Student Diary
- School Magazine (1 per family)
- Monivae Old Collegians Association Membership
- Maths, English, Science & Geography National Competition fees (Year 7-9)
- Annual Internet Usage (\$20 account, additional usage extra)
- Annual Printing Usage (\$20 account, additional usage extra)

Items that are not included:

- Stationery requirements
- Year 11 Presentation Ball
- Year 12 Dinner
- Specific subject course materials for VET and VCAL
- Uniform
- Photocopy and print costs that exceed the limits above
- Music tuition and Instrument hire
- Library charges – late fees and replacement costs
- Non curriculum excursions/camps
- Money for casual days
- Socials

Family Discounts

The following discounts apply to families with more than 1 child enrolled at Monivae College at the same time. **Discount applies to the Global fee only.**

1 Student	Nil
2 Students	20% off the youngest child's tuition fee
3 Students	20% off the second child's tuition fee 80% off the youngest child's tuition fee
4 Students	20% off the second child's tuition fee 80% off the third child's tuition fee 80% off the youngest child's tuition fee
5 or more Students	Same formula as above

Tuition Scholarships

Monivae offers General Excellence Scholarships for students who are entering Year 7 or Year 10. These scholarships are awarded to students who demonstrate outstanding achievement or potential across a range of areas. For further information, please contact the Registrar.

Tuition Fee Concessions / Bursaries

Monivae offers financial need bursaries to families experiencing financial hardship. Applicants will be required to supply financial information to verify their circumstances which will then be considered by the Business Manager and Principal only. Please contact Monivae's Finance Office or the Registrar for further information.

Camps, Sports and Excursions Fund

CSEF is provided by the Victorian Government to low-income families to help towards camps, sports and/or excursion expenses. To be eligible you are required to be a holder of Veterans Affairs Gold Card or an eligible Centrelink Health Care Card or Pension Concession Card or be a temporary foster parent. In 2018, the one off payment is \$225. For further information, please contact Monivae or refer to the Website:

<http://www.education.vic.gov.au/csef>

3. BOARDING (in addition to Tuition Fees)

Boarding Fees	Per student
Full Boarding	\$16,400
Weekly Boarding	\$14,200
Overnight (Casual Board)	\$80 per night
Weekend Board – weekly boarders only	\$90 (for Friday and/or Saturday nights)
Boarders Bus	See Part 4 (Buses).

Family Discounts

2 or more Students	10% off the youngest child's boarding fee
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Boarding Scholarships

Monivae offers limited Boarding Scholarships. This scholarship is available for full or weekly boarding students who demonstrate ways in which they can positively contribute to Boarding life and the College in general. For further information, please contact the Registrar.

4. BUSES

- **Bus Fees – Portland and Heywood region**

Monivae College provides a bus service which is billed in at the beginning of the year (Casual bus passes are also available for purchase at the Reception desk.) Further information is available at the start of 2018 on bus routes and charges.

- **Bus Fees - Boarders Bus**

Monivae College provides a bus service for Boarders (travelling north and west respectively), which is billed at the beginning of the year. (Casual bus travel can be arranged through the Director of Boarding.) Further information is available at the start of 2018 on bus routes and charges.

- **Other Bus Services (not run by Monivae) – contact references:**

a) Government (regional) bus services:

To apply for travel please go to schoolbusapplication.ptv.gov.au

b) Guthrie's Casterton bus service:

Monivae coordinates Casterton bus travellers on Mr Neale Guthrie's bus service. Please contact Monivae's Registrar.

c) Hamilton School town bus service :

Casual fares to be paid to the driver. Weekly, Monthly and Term tickets are available, please contact the bus service for these rates

Durbidge Bus: 0400 623 162 Trotters Bus: 5572 3123.

Conveyance Allowance

A Conveyance Allowance is available from the Education Department for students who live more than 4.8km from their school. This allowance covers private car travel, private bus travel (e.g. Portland/Heywood bus) and public transport (Guthrie's Casterton bus and Durbidge and Trotters school town bus services). To be eligible, students must live more than 4.8km by the shortest practicable route to their nearest appropriate school (or for car travel, to the nearest bus stop) and must be travelling on their closest transport service.

[Travellers on private buses cannot also claim the car conveyance allowance.] For further information, please contact Monivae's Finance Office or refer to the Website:

<http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm#4>

5. INTERNATIONAL FEES

Monivae College is registered to deliver education to International students. CRICOS No. 00617M. The following fees are applicable for students in 2018

Tuition and Boarding

Year 9 and 10: \$37,200

Year 11 and 12: \$37,800

The fee does not include incidentals such as uniforms and stationery.

6. BILLING PROCEDURE

Billing Procedure

Monivae College bills for the full year fees in January. This bill is due and payable in mid February.

Monivae generously offers various options for payment of fees. Each family is required to nominate which method they will be using in order to avoid any unnecessary letters on outstanding fees. These options are:

- a) Payment of the full account balance by the February due date. This option attracts a 5% discount (Global fee, Boarding fee). The 5% discount does not apply to debts outstanding in retrospective periods.
- b) Payment of Fees over the school year by Direct Debit / Credit card / Internet Banking
- c) Payment of Fees via Centrelink Direct Debit (applies only to Centrelink families)
- d) Payment of Fees as agreed with the Business Manager. (This will require a written confirmation from Monivae. Please contact our Finance Office with your request, which we will then consider.)

If you would like to put in place a repayment schedule for 2018, please contact Monivae's Finance office. We understand that at times a family's financial circumstances can change. If your family is experiencing financial hardship, please advise our Finance Office or Business Manager without delay. It is important that you remain in contact and keep us informed. This will save the College from referring your account on to our debt collection providers.