



# HIGHVIEW COLLEGE

21 Kars Street,  
Maryborough  
VIC 3465

highview@highview.vic.edu.au

T 03) 5459 1000  
F 03) 5459 1099

## APPLICATION FOR ENROLMENT

Please complete this 'Application for Enrolment' and return with a non-refundable application fee of \$75.00 to the Registrar.

Upon receipt of the completed application your child's name will be added to our waiting list for the required year of entry. Receipt of the application will be acknowledged in writing. The completion of the application for enrolment will not necessarily result in the applicant being offered enrolment at Highview College.

## ENROLMENT

All students are required to have an enrolment interview before any offer of enrolment can be made. Highview College will only confirm an enrolment offer when it receives a signed enrolment contract together with the non-refundable enrolment acceptance fee (\$250.00).

The enrolment acceptance fee is deducted from the first term's fees after the student commences school at Highview College.





## STUDENT DETAILS

Surname .....

First Name .....

Middle Name .....

Preferred Name .....

Male  Female

Date of Birth .....

VSN Student No.....

Residential address .....

.....Postcode .....

Student's Religion.....

Do you have any other children in your family you may wish to enrol in the future?

Name Expected Start Year

.....

.....

.....

## CORRESPONDENCE

Mr & Mrs / Mrs / Mr / Ms / Miss / Dr / Rev (circle appropriate)

First name of both parents(if applicable)

.....

Surname .....

## COMMENCEMENT

Commencement Date.....

Expected Year Level.....

## MEDICAL/HEALTH ISSUES

Does the child have any health issues?

Yes  No

(If yes, please provide details)

.....

Does the child have an emergency action plan?

Yes  No

(If yes, please attach a copy)

## SCHOOLING HISTORY

Last school attended .....

Year levels .....

Previous school attended .....

Year levels .....

## EDUCATIONAL NEEDS

Highview College aims to identify students with individual learning needs as soon as possible. The information you provide below will ease the transition of your child and in some circumstances avoid unnecessary delay in providing appropriate classroom support, should your child be offered a place at Highview College.

Has the child been (or is being) assessed for any special needs, conditions or considerations (e.g. learning difficulties or disabilities, physical disabilities, hearing or vision impairment, social or emotional disturbance, severe medical conditions, restrictions on physical activity)?

Yes  No

(If yes, name of disability/difficulty)

.....

Diagnosed by .....

Date of diagnosis .....

(Please attach a copy of any relevant reports)

Has the child been (or is being) assessed as Gifted?

Yes  No

(if Yes, please attach a copy of the assessment)



## PARENT/GUARDIAN DETAILS

### MOTHER OR GUARDIAN

Title ..... Surname .....

First Name .....

Middle Name .....

Residential Address .....

.....Postcode.....

Postal Address .....

.....Postcode.....

Tel(home) .....

Tel(work) .....

Mobile .....

Email .....

### FATHER OR GUARDIAN

Title ..... Surname .....

First Name .....

Middle Name .....

Residential Address .....

.....Postcode.....

Postal Address .....

.....Postcode.....

Tel(home) .....

Tel(work) .....

Mobile .....

Email .....

**Please note, accounts and correspondence will be delivered electronically**

## PAYMENT

\$75 application fee method:

- Cash over counter
- Cheque/Money Order made payable to Highview College is attached
- Direct Deposit

ANZ  
013-720  
2895 42619  
Remittance must be sent to [accounts@highview.vic.edu.au](mailto:accounts@highview.vic.edu.au)

- Credit Card details below

To pay by credit card please complete the following

Please charge my  Mastercard  Visa

Card Number

.....

Expiry Date ..... / ..... CCV No. ....

Amount \$ .....

Card Holder's Name .....

Card Holder's Signature .....



## DECLARATION & COMMITMENT

As the parent(s)/guardians(s) of the listed child, I/we have read and agreed to the information provided in the Highview College Prospectus.

In signing this declaration, I/we understand and accept responsibility for the following:

- that as a part of the communication process between the school and home, I/we must provide a current email address
- that I am willing to access online communication - eg. Accounts, Permission forms, Newsletter etc.
- that I/we are responsible for any medical, hospital, Ambulance or other expenses incurred as a result of any illness or accident involving my/our child
- that the School may vary or rescind policies, procedures or guidelines at any time in its absolute discretion
- that I/we accept responsibility for the payment of all fees due to the College in relation to this student's attendance at Highview
- it is my/our responsibility to inform Highview College in writing of any changes to the student's enrolment status. I/we are aware the College requires one term's notice if the child is to be withdrawn once enrolled. I/we understand that I/we will be responsible for one term's fees if I/we do not provide the required notice.

.....  
Signed (Mother/Guardian)

.....  
Date

.....  
Print Name

.....  
Signed (Father/Guardian)

.....  
Date

.....  
Print Name

.....



# CENSUS INFORMATION

Schools are required to collect student background information from parents as agreed by State and Territory Education Ministers. This is to enable nationally comparable reporting of students' outcomes against the National Goals for Schools in the 21st Century. All information collected will be subject to the provisions of the Highview College Privacy Guidelines. This information is not used for any internal purposes.

Is the student of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

In which country was the student born?

- Australia
- New Zealand
- England
- China
- Philippines
- South Africa
- Hong Kong
- India
- United States of America
- Other - please specify .....

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

	Student	M o t h e r / Guardian	F a t h e r / Guardian
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other .....			

What is the highest year of primary or secondary school the parents/guardians have completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')

	Mother/ Guardian	Father/ Guardian
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents/guardians have completed?

	Mother/ Guardian	Father/ Guardian
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (incl. Trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualifications	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation and occupation group of the Mother/Guardian? (See next page - List of Parental Occupation Groups )

Occupation .....

Group.....

What is the occupation and occupation group of the Father/Guardian? (See next page - List of Parental Occupation Groups )

Occupation .....

Group.....



## List of Parental Occupation Groups

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts/media/sportspersons and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

## VALUES AND SPIRITUALITY

Highview College strives for academic excellence, but also recognises the development of the whole person as integral to educational growth. Its foundation as a Christian ecumenical school emphasises values such as honesty, generosity, integrity, inclusivity and compassion. These values are fundamental to the way in which it has built its community and delivered education programs. It therefore aims to nurture student potential, foster sound personal values, and facilitate the mental, physical, and spiritual growth of the individual.

We believe that in order to achieve our vision and mission we need to teach, foster and live the values of Highview College:

- Growth**
- Respect**
- Aspiration**
- Compassion**
- Excellence**

As part of developing values of generosity and compassion, students are encouraged to engage in service to others within the community, and care for the environment and each other. The College's connection to the four founding Christian churches of the school - Uniting Church of Australia, Anglican, Roman Catholic and Churches of Christ - means students are encouraged to question and have a broad and generous understanding of the Christian faith. The College community considers faith a gift and a journey, which students are encouraged to embark upon with thankfulness and a sense of adventure and wonder.

The College motto, 'Together we rise to God' encourages all those in the Highview community to grow in harmony and co-operation with their brothers and sisters from all denominations, and in the spirit of Christian unity.

