



PASSPORT  
PHOTO FORMAT  
(Minimum 35x45mm)

## APPLICATION FOR ENROLMENT

### CHECKLIST

- ✘ \$380.00 (AUD) Application fee (non-refundable).  
*Cheque to Knox Grammar School or Credit Card details*
- ✘ A copy of applicant's birth certificate / extract.
- ✘ If applicant is already at school, a copy of his two most recent school reports and NAPLAN results (if available).
- ✘ If applicant was born or educated overseas, a copy of his current passport, visa details or extract of Australian citizenship and AEAS English assessment.
- ✘ Attach two **written** family references.
- ✘ Signatures for both parents/guardians along with acceptance of the Privacy Policy.

**So that we can process your application, please ensure you submit all pages of the application form and supporting documentation**

Thank you for your interest in enrolling your son as a student at Knox Grammar School. This application form along with the Enrolment Application Fee is to allow the School to consider offering a place to you for your son to attend the School. Completion of this form does not guarantee a place at the School.

Please carefully read this form and, in particular, the Conditions of Enrolment and the Fee information. If an offer of a place at the School is made to you, you will be required to agree to and sign the then current Conditions of Enrolment in order to accept that offer.

### HOW TO SUBMIT YOUR FORM

#### EMAIL

enrol@knox.nsw.edu.au

#### POST

Enrolments Team  
Knox Grammar School  
PO Box 5008  
Wahroonga NSW 2076  
AUSTRALIA

## NAME OF BOY

Given names

Surname

Date of birth

Country of birth

Nationality

Religion

Place of worship

Admission in year group  
*(Boys entering Kindergarten should be at least five years old by 31 March)*

Admission type

Boarder

Day Boy

Year of entry

Present school and year level *(if applicable)*

Child's **current residential** address. This information is required for government compliance - the School must be notified if the child's residential address changes.

Parent signature to certify this is the child's current residential address.

Date of signature

## BOY'S BACKGROUND INFORMATION

Student's residency status

Australian citizen

Permanent resident

Overseas student

Indigenous student

Temporary resident

A student born in Australia is only automatically an Australian citizen if at least one parent was an Australian citizen or permanent resident when the student was born.

Please provide proof of citizenship for the student (please tick):

The following documents are accepted:

Copy of Australian Passport

Copy of Extract of Australian Citizenship

Copy of Certificate of Citizenship by Descent

If born overseas, on what date did the student arrive in Australia?

For Australian born citizens, if the student was living overseas for two or more years, on what date did the student return to Australia?

If the student is a permanent or temporary visa holder, please provide a copy of the Visa Grant Notice.

If this is not the student's first enrolment at an Australian school, what was the student's first date of enrolment at an Australian school?

Are you aware of any social, emotional or intellectual difficulties or special medical or learning needs which may impact on the student's ability to take full advantage of the programs offered by the School? Failure to disclose any relevant information may jeopardise your son's enrolment, or continuation of enrolment.

Please indicate below, and provide documentation if applicable:

Gifted

Support program in numeracy

English as second language

Integration\*

Support program in literacy

Medical conditions

Other *(please specify below)*

\*Integration is program support for a disability or impairment

**(BOY'S BACKGROUND INFORMATION CONTINUED)**

Has the boy had a brother at Knox Grammar School?  
*(Give name, last year attended and House)*

Is the boy the son of an Old Boy?  
*(Give name of OKG, final year and House)*

Does the boy have a brother at Knox Grammar School at present?  
*(Give name, year group and House)*

Is the boy the grandson of an Old Boy?  
*(Give name of OKG, final year and House)*

Does the boy have a brother with a place at Knox Grammar School?  
*(Give name, year of entry)*

Is there any other connection with Knox Grammar School?



**PARENTS' PARTICULARS**

The student resides with:

Both Parents

Guardian

Mother

Father

*Please attach copies of any Family Court or other court orders.*

If natural parents are not living together please complete the section below. *(This is important information to help avoid confusion and embarrassment).*

Parents Separated

Parents Divorced

Mother Deceased

Father Deceased

Mother Remarried

Father Remarried

**PARENT/GUARDIAN A**

Relationship to boy:

Mother

Father

Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone *(home)*

Telephone *(work)*

Mobile

Email address

**PARENT/GUARDIAN B**

Relationship to boy:

Mother

Father

Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone *(home)*

Telephone *(work)*

Mobile

Email address

## REFERENCES

The **written** Family References must focus on the parents themselves, and include the length of time (a minimum of five years) that each referee has known and interacted with the family of the student.

They must not be close relatives. Church references are welcome. Please also provide the names, full addresses and contact details for the two referees below.

### FAMILY REFERENCE 1

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone *(home)*

Mobile

### FAMILY REFERENCE 2

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone *(home)*

Mobile

## PAYMENT

### CHEQUE

Please make cheque payable to Knox Grammar School.

### CREDIT CARD

Please charge my credit card \$380.00 (AUD)

Mastercard

Visa

American Express

Name of cardholder

Card number

- - -

Expiry date

Signature

\*.....\*

## SIGNATURES

Both Parents or Guardians (Responsible For Fees) must sign below in order for this application to be processed.

We:

- Apply to have our son considered for enrolment at Knox Grammar School;
- Have read the information contained within this Application for Enrolment;
- Understand that we will need to agree to the then current Conditions of Enrolment to accept an offer for a place at the School;
- Confirm that the information contained in the Application for Enrolment is accurate and complete and that the supporting documentation has not been altered in any way and we agree to keep the School informed of any changes;
- Understand that the Application Fee, Enrolment Fee and Entrance Fee are all non-refundable.

**PARENT/GUARDIAN A**

Date

**PARENT/GUARDIAN B**

Date

Overseas students must sign below in order for this application to be processed.

## WHAT NEXT?

Once we receive your Application for Enrolment and Application Fee we will send you an Acknowledgement Letter as receipt of your application.

If a place for your child is available, we will also send you a Letter of Offer. If you wish to accept a place at Knox, you will be asked to complete an Acceptance of Enrolment Form and pay an Enrolment Fee to secure the position.

Two years prior to commencement, we will ask for all relevant school and other information to be forwarded to the School for consideration and final confirmation, contingent upon payment of the Entrance Fee.

Please note that at any stage in the enrolment process the School may require an interview with the applicant, and/or additional information from the family.

## CONDITIONS OF ENROLMENT

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

### FEES AND OTHER CHARGES

01. We agree to pay the School all fees for tuition, boarding, extra subjects, excursions, camps, cadets, facilities and the supply of goods and services (including insurance for laptop computers) to the student as determined by the School Council and as published in the Schedule of Fees from time to time.
02. All fees are payable within 14 days of the date of the account. We understand that accounts for fees will normally be sent to us in January, April and July each year.
03. The School may suspend or terminate the enrolment of a student whose fees are in arrears. We understand that the student will not be permitted to return to School for another term if the fees for the previous billing are unpaid. In addition, the School may charge an additional fee where fees are paid after the due date to compensate the School for the loss that it has suffered because the fees were not paid by the due date.
04. A full term's notice in writing must be given to the Headmaster before any student is removed. 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 in lieu of notice.
05. 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.
06. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fees from time to time as the School considers necessary.
07. Application and enrolment fees are non-refundable whether or not a student takes up a position at the School.

### EXPECTATIONS AND BEHAVIOUR

08. We understand that our acceptance of the School's offer of a place for the student implies that he will complete his schooling at the School (and, where he is enrolled as a boarder, as a boarder) unless unforeseen circumstances arise. Where the student is a boarder, we acknowledge that any request for a change to day boy status must be in writing, that the request must be made at least one term before the change is to occur and that approval is at the Headmaster's discretion.
09. We acknowledge that the School is built on the foundations of Faith, Wisdom, Integrity and Compassion, and on the behaviours and attitudes that these qualities engender. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner and where, between us and the School, using appropriate channels. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
10. We agree to support the ethos and to abide by the policies and rules of the School as set out in the appropriate publications such as the Parents' and Students' Handbooks and the Volunteer Code of Conduct and as published from time to time at the Headmaster's discretion. We note that the student must do the same and we agree to encourage him in this. We have particularly noted the School's requirements for discipline, home study, attendance and leave.
11. If the student is a boarder, we agree to abide by those rules governing the boarding house, including leave provisions, as set out in the Boarders' Handbook and as published by the Boarding Housemaster. We note that the student must do the same and we agree to encourage him in this.
12. We accept the School's discipline policy contained in the students' School Diary, the Student Handbook and other relevant documents. We agree to support the administration of the School's discipline policy. In particular, we accept that the Headmaster (or his delegate) may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
  - (a) for breaches of rules or discipline; or
  - (b) for behaviour prejudicial to the welfare of the School, its staff or students.
13. We accept that the School 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 Headmaster:
  - (a) religious education classes and Chapel;
  - (b) co-curricular activities including all school camps and Cadets in Year 9;
  - (c) the School sports program including twice weekly training, playing when chosen, and supporting school teams as required - both after normal school hours and on Saturdays;
  - (d) important School functions such as Presentation Day, Anzac Day and other events as required by the Headmaster from time to time;
  - (e) various excursions that occur from time to time as an integral part of the School curriculum.
14. We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies.

## (CONDITIONS OF ENROLMENT CONTINUED)

15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
16. We agree that the Headmaster may exclude a student if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.

### HEALTH AND SAFETY

17. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School.
18. 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 Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
19. We acknowledge that the School 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 Headmaster or his nominee may search the student's possessions including bag, locker, mobile devices, computers and storage devices where there are reasonable grounds to do so.
20. We understand that the School requires parents and visitors to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
21. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss or damage.

### LEAVE

22. We understand that requests for leave from School activities, including academic and co-curricular programs, and for early departure 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 advance in writing to the Headmaster.

### PRIVACY

23. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
24. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website, in the media, online in various forms including on social media and blogs and in other marketing and promotional material.
25. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

### CHANGES TO THESE CONDITIONS

26. We agree that the School may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.

## PRIVACY POLICY AND STANDARD COLLECTION NOTICE

For information regarding Knox Grammar School's compliance with the *Privacy Act*, please refer to our Privacy Policy and Standard Collection Notice which may be downloaded via the website.

The policies referred to in these Conditions of Enrolment may be downloaded via the website: [www.knox.nsw.edu.au/policies](http://www.knox.nsw.edu.au/policies)

# FEES FOR 2019

## TUITION

### Preparatory School

YEAR LEVEL	PER INSTALLMENT (x3)	PER ANNUM
Kindergarten	\$6,730	\$20,190
1 - 2	\$7,750	\$23,250
3	\$8,060	\$24,180
4 - 6	\$8,810	\$26,430

### Senior School

YEAR LEVEL	PER INSTALLMENT (x3)	PER ANNUM
7 - 10	\$10,390	\$31,170
11 - 12	\$10,980	\$32,940

## OUTDOOR EDUCATION / CADETS

YEAR LEVEL	PER INSTALLMENT (x3)	PER ANNUM
7 - 10 (Compulsory Charge)	\$425	\$1,275

## TECHNOLOGY LEVY

YEAR LEVEL	PER INSTALLMENT (x3)	PER ANNUM
K - 6 (Compulsory Charge)	\$170	\$510
7 and 10 (Compulsory Charge)	\$260	\$780
8 and 11 (Compulsory Charge)	\$220	\$660
9 and 12 (Compulsory Charge)	\$200	\$600

## BOARDING (IN ADDITION TO TUITION)

YEAR LEVEL	PER INSTALLMENT (x3)	PER ANNUM
All Levels	\$10,150	\$30,450*

\*Includes GST of \$690.00

Full-fee paying Overseas Students on Student Visas add 25% to Tuition Fee

## PAYMENT POLICY

All School fees and other charges are due and payable at the time specified on the account being rendered. Fees statements will normally be sent in January, April and July each year.

## APPLICATION, ENROLMENT AND ENTRANCE FEES

FEE DESCRIPTION	FEE
Application Fee (to be sent with Application)	\$380*
Enrolment Fee	\$2,620
Entrance Fee (two years prior to commencement)	\$2,300

\*Includes GST of \$34.55

Application, Enrolment and Entrance Fees are non-refundable.

## TAX DEDUCTIBLE VOLUNTARY BUILDING FUND

Please consider your contribution as an opportunity to support the current generation of Knox students whilst 'giving back' to future Knox generations.

VIRILE AGITUR



**KNOX  
GRAMMAR  
SCHOOL**

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AUSTRALIA

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