

OFFICE USE ONLY

Date Received:

Reviewed by:

**Application for Enrolment
FINANCIAL DISCLOSURE**

As Cairns Hinterland Steiner School is an Independent school, we are required to charge a number of fees and levies in order to finance the activities of the school. In accepting a student we have an obligation to ensure that the family is in a financial position to pay these fees as they fall due. Please complete the information below and return as part of your application. This will be discussed in more detail as part of your interview process with the Business Manager.

Student Information

Family Name:		Given Name:	
Date of Birth:		Gender: M / F	Proposed start date:
			Class:

Please refer to the Cairns Hinterland Steiner School Fees and Charges Schedule prior to completing this section. This can be obtained from the office or the website. Based on your reading of the document, please enter the annual fees and charges that you are expecting to pay for your child based on current rates (although please note that these fees will vary each year):

Annual Tuition Fees:	
Annual Materials Levy:	
Annual Capital Works Levy:	
TOTAL ANNUAL COST PRIOR TO ADDITIONAL CHARGES FOR EXCURSIONS ETC:	

Does this student have a sibling already enrolled in this school? If so, you will be entitled to a sibling discount as detailed in the fees schedule. YES NO DISCOUNT %: _____

Are you anticipating that you will pay the full annual invoice by the end of February each year to take advantage of the 10% discount on the tuition fee component? YES NO

If the total invoice is not going to be paid in full our policy is to obtain a direct debit authority from you to take these fees either fortnightly or monthly from February to November of each year. This will result in the total fees being divided across approximately 22 payments for fortnightly payments or 10 payments for monthly direct debits. Do you consent to this? YES NO

If you do consent to direct debit, then please indicate your preferred frequency of payment FORTNIGHTLY MONTHLY

If you do not consent to direct debit, the please provide some details below about how you propose to pay for your fees (method and frequency)

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Do you currently have outstanding and overdue debts to the school?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide details of how these debts will be repaid in addition to the incremental costs that will be incurred in relation to this application.	

Parent/Caregiver information

	MOTHER/CAREGIVER 1	FATHER/CAREGIVER 2
Name:		
Occupation and Group: (Refer to Page 4)		
Employer:		
Gross Annual Salary:		
Benefits received (amount and frequency):		
Net disposable income before school fees per week/fortnight/month (please choose most appropriate frequency for your situation)		

Other relevant information

Any other information relevant to the financial position of the applicants:

By signing this document you acknowledge the following:

- You have read and accepted the Cairns Hinterland Steiner School Fees and charges schedule.
- You have the financial means to pay the school fees on time and understand that failure to do so may result in the student being asked to leave the school and unpaid fees may be referred to a debt collection agency.
- You acknowledge that whilst you may enter into a personal arrangement as to how school fees will be split between parties, the person(s) signing this form are jointly and severally liable for all charges.
- You understand that you may receive separate invoices or requests for payment in relation to excursions, camps, music lessons etc. These will often be payable immediately as they require the school to make payments to third parties. If payment is not received prior to the excursion the student may be prohibited from attending.
- You understand that payments will be allocated to oldest invoices first with the exception of specific payments relating to excursions, camps, music lessons etc.

We understand that circumstances change and don't want to put any undue hardship on families due to school fees. Therefore you are encouraged to speak to the Business Manager if you experience financial difficulties and wish to discuss a payment plan or temporary hardship discount.

Name of parent/caregiver 1 making this application:			
Signature:		Date:	
Name of parent/caregiver 2 making this application:			
Signature:		Date:	

Privacy Clause

- 1) The School collects personal information, including sensitive and financial information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the school to provide schooling to your child/ren.
- 2) Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School 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 laws.
- 4) Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
- 5) The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches and volunteers.
- 6) If we do not obtain information referred to above we may not be able to enroll or to continue the enrolment of your son/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 School newsletters, and magazines.
- 8) Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there may 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
- 9) As you may know the School from time to time engages in fundraising activities. Information received from you may be used to assist us in our fundraising efforts. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes.
- 10) We may include your contact details in a class list and School directory. If you do not agree to this please advise us in writing.
- 11) If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them why you are disclosing that information to the School.

I agree to the conditions of the privacy clause: _____
(Signature)

LIST OF PARENTAL OCCUPATION GROUPS (For Additional Data Required)

GROUP 1

Senior management in large organization, government administration and defence and qualified professionals.
Senior Executive/Manager/Department head in industry, commerce, media or other large organization.
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 a degree or higher qualifications & experience in applying this knowledge to design, develop or operate complex systems; identify, treat & advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing Professional
Business (management consultants, 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 & 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 (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 & support manager & 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 & skilled office, sales & service staff
Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are 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 & service staff:
Office (secretary, personal assistant, desktop publishing operator, switchboard operator).
Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjustor, 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, assistant, labourers & related workers
Drivers, mobile plant, production/processing machinery & other machinery operators.
Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
Office Assistants, sales assistants & other assistants:
Office (typist, word processing/data entry/business machine operator, receptionist, office assistant).
Sales (sales assistant, motor vehicle/caravan/parts salesperson, check out 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, salon assistant, animal attendant).
Labourers & regulated 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).