

Enrolment Application

Carmichael College

Carmichael College
793 Oakey Flat Road
MORAYFIELD, QLD 4506
P: (07) 5431 1200 **F:** (07) 5302 6446
W: www.carmichael.qld.edu.au

All applicants must complete all sections.

If a place is offered for enrolment in the College, this Enrolment Application will form part of the Enrolment Contract.

It is important that all sections of this Enrolment Application are completed honestly and accurately, and full disclosure is made.

The College relies upon the statements made within this Enrolment Application, and if untruthful, false or misleading statements are made, or full disclosure is not made, the enrolment of the student may be terminated.



Carmichael College Mission Statement

The Vision of Carmichael College is to enrich minds through excellent education; transform hearts for Christ; and serve in our community.

College Policies

Enrolled students and parents are expected to comply with all relevant College policies and procedures. Parents enrolling their children at Carmichael College must sign an enrolment contract with the College as part of the enrolment process.

Enrolment Criteria

Enrolment at Carmichael College may include a consideration of some or all of the following factors:

- Date that the completed application was received, together with fees and supporting documents;
- Applications from staff children;
- Siblings of current College students;
- Gender balance – in the student cohort;
- Number of places available;
- Capacity of child going forward to contribute to the College;
- Children from families who desire a Christian education for their child and are willing to support the ethos and approach of the College;
- Special circumstances at the Principal's discretion;
- Children enrolled at Carmichael Kids Early Learning Centre;
- Capacity of the College to provide adequate resources to support the learning of the student;
- Quality of references provided from previous schools (at Principal's discretion);
- The benefit to the student of attending the College.

Privacy Policy

- i. A copy of our Privacy Policy is available from College Administration.
- ii. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
- iii. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- iv. Certain laws governing or relating to the operation of schools require that certain information is collected, for example Public Health laws.
- v. 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.
- vi. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people or organisations providing services to the College, including specialist visiting teachers, coaches and volunteers.
- vii. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- viii. 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, magazines and on our website. This may also be in video clip or photo form.**
- ix. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will 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.
- x. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- xi. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College. The reason for disclosure is that they can access the information if they wish. The College does not usually disclose information to third parties.

Enrolment Process

1. Making an application

- a. An Enrolment Application form must be made for each child in the family and accompanied by:
 - The non-refundable Enrolment Application Processing Fee (\$60 per individual child and \$100 per family);
 - Copy of the student's birth certificate/extract or passport;
 - Copy of immunisation records or a conscientious objection letter from GP;
 - Copies of latest school reports and any national testing results where applicable;
 - Any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical conditions.

Please note that until all documents are received we cannot proceed with the enrolment process.

2. Interview and place of offer

- a. Your child's name/s will be placed on the waiting list for the class and entry year you have requested.
- b. We will invite you and your child/ren to attend an interview should a position become available.
 - Interviews for prep are conducted in May prior to the year of commencement;
 - An interview does not mean that a place will be offered;
 - All children are required to attend an interview.

3. Acceptance of offer

- Offers of places will be forwarded by mail as soon after the interview as practicable.
- If your application for enrolment is unsuccessful, you will be notified by mail.
- Acceptance of the offer is required within 14 days of the date on the letter of offer by paying the Confirmation of Enrolment Fee of \$300 per student, signing the Confirmation of Enrolment form and the Parent Contract.
- Parents should also update any personal details which may have changed since completing the Enrolment Application.

4. The process of withdrawing a student

- If a student does not commence at the College, the Enrolment Application Processing Fee and Enrolment Confirmation Fee are forfeited. For more information, please read the Credit Policy - Fee Collection below.
- Once a student commences at the College, one term's notice is required in writing to be given before a student is withdrawn. If the required notice is given, parents are eligible for the return of unspent tuition and non-tuition fees. For more information, please read the Credit Policy - Fee Collection below.
- If the marital status of parents/guardians should change during the student's enrolment at Carmichael College, the original Enrolment Contract will apply until such time as both parties request a change of status or a court designated custodian of the child requests such a change. A new Enrolment Contract may need to be signed. This request must be made to the Registrar.

5. Fees

- Fees are required in advance, as set out in the Parent Handbook and/or College website. Parents will be invoiced when fees are due.

Credit Policy - Fee Collection

Carmichael College's strategic plan identifies that the College is to conduct its relationships, programs and business dealings in a way that demonstrates Christian values and ethics. Parents are likewise accountable to the College for prompt and full payment of invoiced fees according to the terms of enrolment.

Fees are due on the first day of each term unless an alternate schedule has been agreed to in writing with the Accounts Manager. An invoice notifying parents of the amount due will be sent out at least 21 days prior to each due date.

The following reduction in tuition fees is applied when more than one student per family attends the College in Prep to Year 6:

- 2 Students** – 10% reduction to **every student**
- 3 Students** – 15% reduction to **every student**
- 4 Students** – 25% reduction to **every student**
- 5 Students** – 30% reduction to **every student**
- 6 Students** – 40% reduction to **every student**

An early payment discount of 5% off the tuition fees applies if the full year's tuition fee is paid **prior to the commencement of Term 1**.

The preferred method of communication with the Accounts Manager is via e-mail (accounts@carmichael.qld.edu.au). This is especially important if you are making requests to the Accounts Manager so that the two-way communication can be fully documented for future reference. Parents are also strongly encouraged to provide a current email address to ensure that important financial information such as invoices, payment plans and other notifications are received in a timely manner.

Our preferred method of payment is **BPAY**.

On-Time Payment of Fees - The College has a strict policy that fees are to be kept current in order for the College to remain sustainable and affordable for everyone. You may want to consider implementing a regular payment plan in cooperation with the Accounts Manager to spread the cost of your fees over the course of the year. Failure to pay fees will result in your child's enrolment being cancelled. Communication with the Accounts Manager is vital if you experience a sudden or unexpected financial difficulty. All parents or guardians who have signed a Confirmation of Enrolment are jointly and severally liable for the payment of fees. The College reserves the right to make an overdue charge of 10% of the outstanding balance if fees remain unpaid at the end of the year.

Notification of withdrawal of enrolment from the College must be in writing (letter or email), **giving one full term's notice**. Otherwise, fees for the following term become due and payable.

The Confirmation of Enrolment Fee of \$300 is payable immediately after the student enrolment position is confirmed. The Confirmation of Enrolment Fee is non-refundable if the student does not start at the College on the agreed starting date. The Confirmation of Enrolment Fee paid will be transferred to the student school fee account on commencement of the student at the College.

Exclusion of students from the College will entitle parents to have the fees owing adjusted up to the date of exclusion.

Building Fund / Library Fund Contributions (Tax Deductible):

Suggested contribution is \$250 per year per family. Cheques are to be made payable to the Carmichael College Building Fund.

Instrumental Music Tuition fees are invoiced directly from the instrumental teacher.

Code of Conduct Policy

The purpose of the Carmichael College Behaviour Management Policy is to facilitate an environment which equips students for life in the world and eternity, by applying Biblical principles through excellent education in a distinctly Christian environment.

- Carmichael College has identified the following school rules to teach and promote our high standards of responsible behaviour:
 - Be safe
 - Be responsible
 - Be respectful.
- Students are encouraged to participate in and contribute to the broader life of the College.
- Students are expected to represent the College and its high standards of behaviour and dress **at all times**, including travel to and from school and when in public. Students must understand that their behaviour at all times impacts the reputation of the College and the Carmichael community. Behaviours that adversely affect the well being of the community will be investigated and dealt with according to the Behaviour Management Policy.
- Standards of honesty, courtesy, modesty, and moral purity in word, action and language are to be maintained.
- Students must remain in the grounds unless prior permission has been obtained from an approved College Officer. Students must be signed out by a parent or guardian, when leaving before 3.00pm.
- Students are expected to wear their uniforms consistent with the uniform policy.
- Only natural foundation, clear nail polish and lip balm are permitted by students in Years 7-12, not Primary.
- Boys' hair - Faddish hairstyles including afro-style or untidy/unkept appearance are not acceptable. Ponytails and beards are unacceptable. Generally hair should be evenly layered and neatly groomed. No cut below a number 3 blade is acceptable. Hair length should be no longer than the collar, above the eyes if combed forward and cut above the ears. Hair should be of the student's own natural colour. Earrings, chains and visible body piercing or tattoos are not permitted. Clear plastic insertions in piercings are unacceptable. One plain ring is acceptable.
- Girls' hair - Faddish hairstyles and colours are unacceptable. Hair is to be well groomed and cut in a moderate style. Shoulder length and longer hair should be tied back using white, navy or maroon hair ties. Hair needs to be tied back neatly off the face and eyes. Hair should be of the student's own natural hair colour. Girls with pierced ears may wear only **one** plain sleeper or stud in each ear lobe and one signet ring only. Other visible body piercing or tattoos are unacceptable. Clear plastic insertions in piercings are unacceptable.
- The appropriateness of uniforms and appearance is determined by the Principal and Staff.
- Each student is expected to respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Principal or Staff immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must be paid for by the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College.
- If a student wears contact lenses, only clear lenses are allowed.
- It is a criminal offence to use mobile phones and other devices to menace, harass or offend another person. Students who use their phones/devices to engage in personal attacks, harass another person, or post private information about another person using digital messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a device will have their devices confiscated for a period decided by the Principal. Students should note that, in extreme cases, the school will involve the police.
- Students are not permitted to upload any media to the web which identifies the College in any way without permission from the Principal.

Section 1: Student Details (Please Print)

A. Student Information

- i) Family name: _____ Given names: _____
 Preferred name: _____
 Date of birth: _____ Male / Female: _____
 Citizenship: _____ Birth country: _____
- ii) Please attach a copy of birth certificate, birth extract and/or passport for child
 Passport no.: _____ Issue date: _____ Expiry date: _____
- iii) Is this student of Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

B. Enrolment Details

- i) Commencement details - Year of entry: _____ Term: _____ Proposed year level: _____

C. Residency, citizenship and visa details

- i) Is the student a permanent resident of Australia? Yes No If not born in Australia;
 What was the student's first language spoken: _____
 What is the main language spoken at home: _____
 Does the student speak any languages other than English: _____
- ii) Naturalised citizens of Australia (*Please attach a copy of certificate*) Date citizenship obtained: _____
 Temporary resident of Australia Yes No
 Overseas student (studying on student visa) Visa details (*a copy of the visa must be attached*):
 Visa no.: _____ Visa type: _____ Visa sub-class: _____
 Arrival date: _____ Issue date: _____ Expiry date: _____

D. Religious affiliation

- i) Religion of child: _____
- ii) Religion of parents: Father: _____ Mother: _____
- iii) Is your family actively associated with a Christian denomination? Yes No
- iv) If Yes, state denomination and name of congregation: _____

E. Previous schools/kindergarten attended (*if insufficient space, please attach a separate list*)

Name of school/kindergarten	Year level	Years of attendance
_____	_____	_____
_____	_____	_____

F. Other Information

- Number of children in family: _____ Birth order of applicant: _____
- Emergency contact (other than parents): _____ Ph Number: _____
- Relationship to child: _____
- Family doctor: _____ Ph Number: _____

OFFICE USE ONLY

- Students Name: _____ Year: _____
- Date Received: ___ / ___ / ___ Receipt No.: _____
- Latest School Report Birth Certificate Immunisation Records Benchmark Test Results Student Reference
 Conf. of Enrolment NAPLAN Results Specialist Reports Interview Interview Date: ___ / ___ / ___

Section 2: Parent Details - Father or Guardian

A. Name and Address

Title: _____ Surname: _____

Given names: _____ Preferred name: _____

Relationship to child: _____

Postal address: _____

_____ Postcode: _____

Residential address: _____

_____ Postcode: _____

B. Contact Details

Home phone: _____ Work phone: _____

Personal mobile: _____ Work mobile: _____

Home fax: _____ Work fax: _____

Home email: _____

Work email: _____

C. Employment

Employer's name: _____

Employer's address: _____

Occupation: _____ Position: _____

D. Schooling and education

*Please note: The collection of this information is a requirement of the Federal Government for reporting student outcomes.

i) Last school attended: _____

Type: Government Non-Government Location: _____

ii) What is the highest year of primary or secondary school you have attended?*

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

iii) What is the highest level of qualification you have completed?*

Bachelor degree or above Advanced diploma/diploma

Certificate 1 to IV (including trade certificate) No non-school qualification

iv) Occupation group*: (please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on page 11. If you are not currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.)

Group 1 (senior management) Group 2 (other business managers)

Group 3 (tradesman/woman) Group 4 (machine operators) I have not been in paid work in the last 12 months

E. Other Information

Country of birth? _____

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

English only Language spoken other than English: _____



Section 3: Parent Details - Mother or Guardian

A. Name and Address

Title: _____ Surname: _____

Given names: _____ Preferred name: _____

Relationship to child: _____

Postal address: _____

_____ Postcode: _____

Residential address: _____

_____ Postcode: _____

B. Contact Details

Home phone: _____ Work phone: _____

Personal mobile: _____ Work mobile: _____

Home fax: _____ Work fax: _____

Home email: _____

Work email: _____

C. Employment

Employer's name: _____

Employer's address: _____

Occupation: _____ Position: _____

D. Schooling and education

*Please note: The collection of this information is a requirement of the Federal Government for reporting student outcomes.

i) Last school attended: _____

Type: Government Non-Government Location: _____

ii) What is the highest year of primary or secondary school you have attended?*

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

iii) What is the highest level of qualification you have completed?*

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iv) Occupation group*: (please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on page 11. If you are not currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.)

Group 1 (senior management) Group 2 (other business managers)

Group 3 (tradesman/woman) Group 4 (machine operators) I have not been in paid work in the last 12 months

E. Other Information

Country of birth? _____

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

English only Language spoken other than English: _____

Section 4: Student Needs Profile

This section must be completed even if the questions are not applicable to your child.

- Consideration will be given to the ability of the College to meet the needs of the child.
- Parents must fully inform the College of any areas of development where your child may require assistance.
- The College reserves the right to determine its ability to meet those needs.
- The College reserves the right to terminate the enrolment when disclosure of a student's needs has not been provided.
- The College may request relevant assessment to determine the potential student's additional educational and/or physical/emotional/mental needs. These assessments will be at the parent/guardians' expense.

Student Needs Profile

i) Medical Needs *Does this student have any of the following medical needs?*

Vision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hearing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Serious illnesses, operations or accidents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma/Respiratory Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Blood Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Migraine	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If 'yes' to any medical needs please provide detailed information/reports

ii) Specialist Services *Has this student attended or is scheduled to attend any of the following Specialist Services?*

State/Child Guidance/Counsellor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Specialist Clinic (Hospital/Private)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Speech Pathologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Audiologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Occupational Therapist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Educational Psychologist/Consultant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physiotherapist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Paediatrician	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Psychiatrist/Psychologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other (e.g. Optometrist)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If 'yes' to any specialist visits please provide name of specialist/clinic, year of first visit and further information

iii) Educational Needs/Disability/Impairment *Has your child ever been diagnosed/verified or suspected as having any of the following?*

Autism/Asperger's	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vision Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hearing Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Learning Difficulty/Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intellectual Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dyslexia	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Developmental Delay	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attention Deficit Disorder ADD/ADHD	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physical Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Oppositional Defiance Disorder ODD	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Speech Language Impairment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Obsessive Compulsive Disorder OCD	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (<i>please specify</i>):			Social Emotional Disorder SED	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If 'yes' to any educational needs please provide detailed information

iv) Educational Adjustment Programs (EAP)/Ascertainment

Has the student been assessed as gifted and talented? Yes Area/s: _____

Has the student repeated a year level? Yes Year _____

Has the student been accelerated a year level? Yes Year _____

Has the student received learning enrichment/support? Yes Year _____

Has the student received an Educational Adjustment program? Yes* *Is this current? Yes No

Category HI VI ASD ID Level

v) Psychological/Emotional/Pastoral Care Needs

Has the student been victimised or bullied in a previous educational setting? Yes No

Does the student have any social difficulties with other children? Yes No

Does the student suffer from any psychological conditions? (e.g. depression, anxiety) Yes No

Does the student require support in regards to specific emotional needs? (e.g. loss of parent, trauma, phobias) Yes No

Are any of the listed conditions above likely to affect the student's ability to participate fully in school activities? (e.g. classroom learning, socialisation, sport, camps, excursions, etc) Unsure Yes No

If 'yes' please provide detailed information/reports



Section 5: Family Circumstances

Please attach copies of Family Court Orders or Protection Orders relating to the student. In lieu of Court Orders, written consent from non-custodial parent in support of enrolment at Carmichael College must be submitted with this application.

- i) Parents married Defacto relationship Parents divorced Parents separated
 Single parent Father deceased Mother deceased
- Student living with mother Student living with father Shared household arrangements (i.e. 50/50 shared parenting)
 Student living with legal guardians (*Please attach official documentation*)
 Other
- ii) Who should the College communicate with regarding day to day matters?
 Mother Father Legal guardian
- iii) Who will be the recipient/s of school reports?
 Mother Father Legal guardian

Section 6: Siblings and Relatives

A. Siblings presently attending or registered for entry to Carmichael College

Name: _____ DOB: _____ Year of entry: _____ Year level: _____

Name: _____ DOB: _____ Year of entry: _____ Year level: _____

Name: _____ DOB: _____ Year of entry: _____ Year level: _____

B. Siblings presently attending other schools

Name: _____ DOB: _____ Year of entry: _____ Year level: _____

Name: _____ DOB: _____ Year of entry: _____ Year level: _____

Section 7: Referees

Please give the details of two professionals, eg school principal, doctor, dentist etc, who know the student and parents.

i) Name: _____ Telephone: _____

Address: _____

ii) Name: _____ Telephone: _____

Address: _____

Section 8: Information Release

Privacy Information: Carmichael College collects information about students to enable the College to provide appropriate education and support for each student and to discharge duty of care. Permission for release of information is obtained upon application for enrolment for this purpose. A request may be made by the College on behalf of parents to obtain school records or make contact with teachers and other professionals to assist in the education and support of students.

Parental permission to release information

Parent/Guardian name: _____ Signature: _____

Relationship to student: _____ Date: _____

Section 9: Signatures

Parents wishing to apply for their child to be enrolled at Carmichael College are asked to:

- Complete and sign the application; and
- Include the Enrolment Application Processing Fee (\$60 per individual child and \$100 per family - non-refundable, each application)
- Forward the application form and Enrolment Application Processing Fee to the address below.

So that future correspondence is addressed correctly, we ask that you notify the Registrar of any change to address or telephone number/s. The College reserves the right to review or terminate the enrolment when disclosure of a student's needs has not been provided. The College may access school records and relevant information including financial accounts from your child's previous schools if required.

The College collects and deals with personal information and sensitive information in accordance with the Carmichael College Privacy Policy, which is included in this application. **I agree that I have read, understood and support the following policies (please tick):**

- Privacy Policy I do / do not wish to have images of my child published (*please circle*)
- Enrolment Policy Credit Policy Code of Conduct Policy

Father's signature: _____ Date: _____

Mother's signature: _____ Date: _____

Legal guardian's signature: _____ Date: _____

Legal guardian's signature: _____ Date: _____

Mailing Address and Contact Details

Carmichael College
793 Oakey Flat Road,
MORAYFIELD, QLD 4506

P: (07) 5431 1200 **F:** (07) 5302 6446
E: admin@carmichael.qld.edu.au

Parent Checklist

(The application may not be processed until all required documentation is provided)

Please ensure all questions are answered and a copy of the following (if applicable) has been enclosed with this application

- Birth certificate
- Current passport
- Visa
- Citizenship certificate
- Last 2 years' school reports
- National benchmarking results (*e.g. Australian NAPLAN Results Years 3, 5, 7 and 9*)
- Specialist reports
- Written consent from non-custodial parent
- Family court orders or protection orders
- Documentation of immunisation status

PLUS

- \$60 Enrolment Application Processing Fee per individual child and \$100 per family

How did you hear about Carmichael College

- Word of mouth Website Open Days Newspaper Radio
- Other _____

Parental Occupation Groups (for section 2 & 3)

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, kitchen hand, 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]

Please select the appropriate parental occupation group from the above list.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the space provided.

