



IPSWICH GRAMMAR

Prep – Year 12

Locked Mailbag 6000 North Ipswich Qld 4305 T: 07 3813 9600 F: 07 3280 1311 www.ipswichgrammar.com Cricos #00499A

CRICOS PROVIDER NO. 00499A

Office Use Only

S. No.	Confirmation Fee	
F. No.	Receipt No.	
Year of Entry / Year Level	Date	
Payee	Payee/payment method	

ENROLMENT CONTRACT

I/We accept the place offered to our son _____
Surname (Block Letters) Given Names Preferred Name

_____ to enter Ipswich Grammar School in Year Level _____ commencing in Term _____ 20_____
Date of Birth

as a Day Student Boarder Overseas Student (Full Fee Paying) [tick applicable box]

STUDENT DETAILS

Address of Student (Mail Service, PO Box etc not acceptable. Physical address required):

Lot/Unit/House No. Property Name Street Name Street Type Suburb State P/Code

Nationality: _____ Country of Birth: _____ Language Spoken at Home: _____

Aboriginal Torres Strait Islander Both Neither [tick applicable box]

Australian or New Zealand Citizen or Permanent Resident of Australia: Yes / No If NO, please attach a copy of Passport and Visa.

FAMILY DETAILS

PARENT / GUARDIAN 1

Name: _____
Surname Given Names

Home Address: _____
Postcode _____

Postal Address: _____

Relationship to Student: _____

Date of Birth: _____

Occupation: _____

Home Phone No.: _____

Mobile Phone No.: _____

Work Phone No.: _____

Fax No(s): _____

Email address: _____

Emergency Contact (other than parents) – Name: _____ Relationship to Student: _____

Phone Nos: _____ (Home) _____ (Mobile) _____ (Work)

PARENT / GUARDIAN 2

Name: _____
Surname Given Names

Home Address: _____
Postcode _____

Postal Address: _____

Relationship to Student: _____

Date of Birth: _____

Occupation: _____

Home Phone No.: _____

Mobile Phone No.: _____

Work Phone No.: _____

Fax No(s): _____

Email address: _____

BROTHERS

Brother(s) currently attending I.G.S. List name & current year level.	Brother(s) who are past I.G.S. students. List name, final year & year level.	Brother(s) enrolled into future years. List name, year of entry & year level.

011210

.....Continued Over

1863

150 Years

2013

Mr Robert Henderson B.Com., Dip.Ed., M.Ed., MRE. Headmaster/CEO

Full Name of Student: _____

resides with his Father & Mother Father only Mother only Grandparent(s)
Guardian(s) Other - details _____

In the case of split families, School Reports and General Correspondence will be sent to both parents/guardians unless the school has received legal documentation to the contrary.

If there are any Court Orders or formal agreements relating to Custody, Guardianship or Access/Contact, please supply details and a copy of the relevant Orders or Agreements.

Comments / Special or Split arrangements: _____

Signature(s) of all parents / guardians (to confirm the information supplied on this form is correct):

Signature *Name (printed)* *Date* _____
Signature *Name (printed)* *Date*

FINANCIAL INFORMATION

Who is responsible for the payment of accounts [This would normally be both parents, however if parents are separated, divorced, remarried or deceased – the parent/person(s) who is/are legally liable for the payment of fees]

Name (printed) *Signature* *Date* _____
Witness Name (printed) *Signature*

Name (printed) *Signature* *Date* _____
Witness Name (printed) *Signature*

Account to be sent to: (only one account will be generated per family)

Addressee: _____

Address: _____ **Postcode** _____

Phone nos.: _____
Mobile *Work* *Home* *Fax*

Email Address: _____

If a direct copy of the account is required, please complete the following –

Copy to be sent to: _____

Address: _____ **Postcode** _____

Phone nos.: _____
Mobile *Work* *Home* *Fax*

Email Address: _____

ACKNOWLEDGEMENT

- We are jointly and severally liable / I am liable for fees as laid down by the Board of Trustees from time to time with school fees payable in advance.
- Ipswich Grammar School reserves the right to terminate the student's enrolment if fees are unpaid.
- Notice of withdrawal of a student must be given to the Headmaster in writing at least one term prior to his leaving, or a term's fees will be charged in lieu thereof. This written notice must be signed by the same parents/guardians who sign this acknowledgement clause on this Enrolment Contract.
- I/We authorise Ipswich Grammar School to make contact with a previous school to confirm/obtain information.
- Interest at the rate of 1.5% per month will be charged on all overdue amounts unless prior written arrangements are made.
- We are / I am responsible for all costs incurred, if an outstanding account is forwarded to a third party.
- Student will not be allowed to commence his education at Ipswich Grammar School until the completed Enrolment Contract and the Confirmation Fee have been received by the school.

I/We enclose the Confirmation Fee of \$ _____

Payment is made by: **Cheque** **Cash** **Credit Card** - Visa Mastercard Amex

Card No: _____ Expiry Date: _____/_____/_____

Name on Card: _____ Amount \$ _____

Cardholder's Signature: _____

STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive 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 for your son.
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 and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We 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 to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.
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, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son by contacting the School. 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.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to appeal to you. 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 without your consent. Third parties, who are associated with the School may ask the School to forward marketing material to the School 'family'.
10. We may include your contact details in a class list and School directory. If you do not agree you must advise us now.
11. If you provide the School 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 School and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties,

SIGNATURES OF BOTH PARENTS / GUARDIANS:

1. _____

DATE: _____

2. _____

Please return this completed form along with the Confirmation Fee to the Accounts Department, Ipswich Grammar School, Locked Bag 6000, North Ipswich Qld 4305