



**ENROLMENT
APPLICATION
FORM**

2022/23



Faith

LUTHERAN COLLEGE
PLAINLAND



Thank you for considering enrolment at Faith Lutheran College.

Please ensure that you read this section before beginning to complete your application, as it provides some important information that will assist you in your application.



ENROLMENT APPLICATION
OUR ENROLMENT PROCESS

Our Enrolment Process

To guide your expectations as we progress your application, the steps of our enrolment process are outlined below:

1. Completed Enrolment Application

The College receives your application, along with all of the relevant accompanying documentation.

The Application Processing Fee of \$50.00 is payable at this time.

2. Learning Needs Assessment

Our specialist Learning Enrichment Team review the application to identify any specific learning requirements the student may require.

To ensure that we can cater for your child's individual needs, we may ask for some additional information at this point. This information may include additional reports or assessments from specialists or allied health professionals.

3. Enrolment Interview

Following our review of your application, and provided we have received all of the relevant additional documentation needed, students and parents will be invited to attend an interview with one of our teaching and learning leaders.

4. Enrolment Outcome Advice

Following your interview, the College will conduct a final review of the application, as well as any notes from the interview, before notifying you of the outcome of your enrolment application.

5. Letter of Offer and Commencement Forms

Provided your application is successful, the Principal will issue a formal Letter of Offer, as well as an Enrolment Contract and some additional forms that must be completed and returned to the College in order to finalise the enrolment.

If you do not currently have a student enrolled at Faith Lutheran College, a Commitment Fee of \$400.00 is payable when returning your Enrolment Contract

For any questions or enquiries regarding Enrolment at Faith Lutheran College, please contact:

Enrolments and Admissions
enrolment@faithlc.qld.edu.au
(07) 5466 9909



Enrolment Processing Fees

There are two fees associated with an Enrolment Application at Faith Lutheran College.

Payment of these fees occurs at different stages of our Enrolment Process

At Faith, honesty and integrity underpins everything that we do - including our enrolment and commencement process for new students and their families.

In line with this, we aim to provide full transparency on the costs of education, and make every effort to communicate openly with parents/caregivers for the duration of their child's education.

With this in mind, there are two fees associated with enrolment that fall outside of our regular fee structure. These are once-off fees associated with the processing and administration of enrolment applications.

For any questions or enquiries regarding Enrolment at Faith Lutheran College, please contact:

Enrolments and Admissions
enrolment@faithlc.qld.edu.au
(07) 5466 9909

Fees Prior to Commencing School

Enrolment Application Fee **\$50.00**

This once-off fee of \$50.00 is to be paid when your Enrolment Application form is completed and returned to the College office. It covers the administration and processing costs for your application. This fee is non-refundable.

Commitment Fee **\$400.00**

This fee of \$400.00 per family is to be sent to the office with the accompanying form after the College has accepted your child for enrolment. This fee secures your place at the College, is paid when the first child is accepted, and covers all children within the family.

A portion of this (\$300.00) is refundable (under certain conditions) when the last child in the family leaves the College. This also applies to any student who has enrolled but not yet commenced at the College





Pre-Application Information

There are a number of ways to complete an Enrolment Application at Faith Lutheran College.

In each instance, however, there are a number of documents that you will need to obtain and attach to assist us in processing your application.

Completing An Enrolment Application

Physical Applications

To apply for enrolment at Faith Lutheran College, please complete this form, attaching copies of any relevant documents as required.

Completed forms, accompanied by the relevant documentation may be returned to the College in person, mailed, or scanned and emailed.

Online Applications

You may complete an Enrolment Application online by visiting:

www.faithlc.qld.edu.au/enrolment

and following the prompts to begin an Online Enrolment Application

Required Documents

In order to process your Enrolment Application, Faith Lutheran College requires some additional documentation, which should accompany this application form.

Required Documents

To ensure you are able to complete your application, please ensure you have access to copies of the following documents. It is important to note that some of these are legally required to be provided before a student is eligible to commence at Faith Lutheran College.

- Student's Birth Certificate
- Passport, Citizenship Certificate or other valid proof of identity and citizenship (if born outside of Australia)
- School reports from the past two semesters
- Any previous NAPLAN results/reports from the past three (3) years
- Any court orders or parental/guardianship documents regarding the student's living arrangements or primary caregiver, if relevant.

Additional Documents

In addition to the 'Required Documents', in order to complete an Enrolment Application you may need to provide:

- Any reports from Allied Health professionals (e.g. speech pathologists, psychologists, occupational therapists) that may be relevant to the student and their learning.
- Any behavioural support or behaviour management plans relevant to the student, from any of their previous schools
- Any Health/Medical plans that may be relevant to the student.
- Any documentation (i.e. letters or formal documents) concerning suspension or expulsion from school, if relevant or applicable.



Enrolment Application

Section One: Student Details



Please complete the section below to provide us with some detailed information about the Student you wish to enrol at Faith Lutheran College.

Basic Details

| | | | |
|----------------|----------------------|---------------|---|
| First Name | <input type="text"/> | Date of Birth | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Middle Name(s) | <input type="text"/> | | |
| Last Name | <input type="text"/> | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary |
| Preferred Name | <input type="text"/> | | |

Commencement Details

| | |
|------------|----------------------|
| Year Level | <input type="text"/> |
| Entry Term | <input type="text"/> |
| Entry Year | <input type="text"/> |

Current School

| | |
|----------------|----------------------|
| Current School | <input type="text"/> |
| Years Attended | <input type="text"/> |

If the Student has attended more than one school previously, please complete the 'Previous School/s' section below.

Citizenship Details

| | |
|---|---|
| Country of Birth | <input type="text"/> |
| Is the student a Permanent Resident of Australia? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Citizenship Details | <input type="text"/> |

Previous School/s (if applicable)

| | |
|----------------------|----------------------|
| School Name | <input type="text"/> |
| Years Attended | <input type="text"/> |
| Reason/s for Leaving | <input type="text"/> |



Please ensure you attach a copy of the Student's Birth Certificate.

NOTE: If the student was born outside of Australia, please also attach either a copy of their Australian Passport, Citizenship Certificate or Permanent Visa to this application.

| | |
|----------------------|----------------------|
| School Name | <input type="text"/> |
| Years Attended | <input type="text"/> |
| Reason/s for Leaving | <input type="text"/> |

Current Faith Family Status

| | |
|---|---|
| Is this student the sibling of a current or previous student at Faith Lutheran College? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

If answering 'Yes' above, please provide your 5-digit Faith Parent Code (if known)

| | |
|-------------|----------------------|
| Parent Code | <input type="text"/> |
|-------------|----------------------|

OFFICE USE ONLY

| | |
|---------------|--|
| Date Received | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Signed | <input type="text"/> |

Religion

Religion

Please indicate the Student's religion. If none, please write 'Non-Worshipping'

Has the Student been baptised or dedicated?

 Yes
 No

Has the Student been confirmed or undertaken confirmation classes?

 Yes
 No

Is the Student's family actively associated with a church?

 Yes
 No

If answering 'Yes' above, please provide details of the parish/congregation below.

Congregation

Sibling Details

Current/Previous Siblings

Please provide details of any siblings of the Student that are current or previous students of Faith Lutheran College

Full Name

Date of Birth

 / /

Grade

Full Name

Date of Birth

 / /

Grade

Full Name

Date of Birth

 / /

Grade

Future Siblings

Please provide details of any siblings of the Student that may enrol at Faith Lutheran College in the future

Full Name

Date of Birth

 / /

Grade

Full Name

Date of Birth

 / /

Grade

Cultural Background

Does the Student identify as Aboriginal or Torres Strait Islander?

- Aboriginal
 Torres Strait Islander
 Aboriginal and Torres Strait Islander
 No

Does the Student speak any Languages other than English (including First Nations Cultural Languages) at Home?

- Yes
 No

If answering 'Yes' above, please provide details of the language spoken below.

Language

Are there any additional cultural considerations the College should be aware of in preparing for the Student to commence?

- Yes
 No

If answering 'Yes' above, please provide details of the relevant considerations below.

Details

Academic/Extra-Curricular Interests

Please indicate which of the following (if any) the Student is interested in (select all that apply):

- Art
 Chess/Board Games/Puzzles
 Debating
 Drama and Performing Arts
 Fundraising and Community Service Projects
 Music (Vocal or Instrumental)
 Robotics/Coding/Programming
 Sport/Athletics

Additional Details

Enrolment Application

Section Two: Parent/Caregiver Details



Please complete the section below to provide us with some detailed information about Parents/Caregivers of the Student you wish to enrol at Faith Lutheran College.

Parent One

Basic Details

Title (Mr/Mrs, etc.)

First Name

Last Name

Gender Male
 Female
 Non-Binary

Contact Details

Residential Address

Street

City/Suburb

State Postcode

Home Phone

Mobile Phone

Work Phone

Email Address

Postal Address

Street

City/Suburb

State Postcode

Parent Two

Basic Details

Title (Mr/Mrs, etc.)

First Name

Last Name

Gender Male
 Female
 Non-Binary

Contact Details

Residential Address

Street

City/Suburb

State Postcode

Home Phone

Mobile Phone

Work Phone

Email Address

Postal Address

Street

City/Suburb

State Postcode

Parent One (Continued)

Employment and Education

Occupation

Work Location

Occupational Grouping

Please select which of the following groups your current occupation falls under.

- Group 1** Senior Management in a large business organisation, government administration, and/or qualified professionals.
- Group 2** Other business managers, arts/media/sportspersons and associate professionals.
- Group 3** Tradespeople, clerks and skilled office, sales and service staff.
- Group 4** Machine operators, hospitality staff, assistants, labourers and related workers.
- Group 8** Not currently, and have not been, in paid work for the past 12 months or more.

Highest Level of Schooling

What is the highest level of Primary or Secondary School you have completed?

- Year 12 or Equivalent
- Year 11 or Equivalent
- Year 10 or Equivalent
- Year 9 or Below

Highest Non-School Qualification

What is the highest level of qualification you have completed?

- Bachelor Degree or Above
- Advanced Diploma
- Certificate I-IV (inc. Trade Certificate)
- No Non-School Qualification

Religion

Religion

Please indicate the your religious affiliation. If none, please write 'Non-Worshipping'

Parent Two (Continued)

Employment and Education

Occupation

Work Location

Occupational Grouping

Please select which of the following groups your current occupation falls under.

- Group 1** Senior Management in a large business organisation, government administration, and/or qualified professionals.
- Group 2** Other business managers, arts/media/sportspersons and associate professionals.
- Group 3** Tradespeople, clerks and skilled office, sales and service staff.
- Group 4** Machine operators, hospitality staff, assistants, labourers and related workers.
- Group 8** Not currently, and have not been, in paid work for the past 12 months or more.

Highest Level of Schooling

What is the highest level of Primary or Secondary School you have completed?

- Year 12 or Equivalent
- Year 11 or Equivalent
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- Year 9 or Below

Highest Non-School Qualification

What is the highest level of qualification you have completed?

- Bachelor Degree or Above
- Advanced Diploma
- Certificate I-IV (inc. Trade Certificate)
- No Non-School Qualification

Religion

Religion

Please indicate the your religious affiliation. If none, please write 'Non-Worshipping'

Parent One (Continued)

Cultural Background

Country of Birth

Do you speak any Languages other than English
(including First Nations Cultural Languages) at
Home?

Yes

No

If answering 'Yes' above, please provide details of
the language spoken below.

Language

Parent Two (Continued)

Cultural Background

Country of Birth

Do you speak any Languages other than English
(including First Nations Cultural Languages) at
Home?

Yes

No

If answering 'Yes' above, please provide details of
the language spoken below.

Language

Enrolment Application

Section Three: Emergency Contact Details



Please complete the section below to provide us with some information about two
Emergency Contacts for the Student you wish to enrol at Faith Lutheran College.

Emergency Contacts must be different from Parents/Caregivers.

Primary Emergency Contact

Cultural Background

Full Name

Relationship
to Student

Residential Address

Street

City/Suburb

State

Postcode

Mobile Phone

Email Address

Secondary Emergency Contact

Cultural Background

Full Name

Relationship
to Student

Residential Address

Street

City/Suburb

State

Postcode

Mobile Phone

Email Address

Enrolment Application

Section Four: Student Guardianship and Communication



Please complete the section below to provide us with some detailed information about the Guardianship, Living Arrangements and Communication Preferences for the Student you wish to enrol at Faith Lutheran College.

Student Access and Communication



Please complete this section if Student's natural parents are not living together

To ensure that we can communicate with the correct person/s, please complete the section below. If there are any parenting orders or legal constraints that the School should be aware of, please provide a copy of the relevant documentation.

Please tick all boxes that apply:

| | Parent One | Parent Two | Other Guardian or Caregiver |
|--------------------------------------|--------------------------|--------------------------|-----------------------------|
| Student lives with | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For routine matters communicate with | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School Reports should be sent to | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School Accounts should be sent to | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Parent/Guardian Details

If 'Other Guardian or Caregiver' is ticked above, please provide details for the relevant person/s

Full Name

Relationship to Student

Postal Address

Street

City/Suburb

State Postcode

Mobile Phone

Email Address

Court Orders/Guardianship Documents

Are there any Court Orders or Parental Guardianship documents that govern custody of the Student, or their living arrangements?

Yes

No



Please ensure you attach copies of any Court Orders or Guardianship Documentation relevant to the Student to this application

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Guardianship Documents Provided Not Required

Date Received / /

Signed

Enrolment Application

Section Five: Student Learning Profile



Please complete the section below to provide us with some detailed information about the individual learning needs of the Student you wish to enrol at Faith Lutheran College.

School Report Cards & NAPLAN Reports



Please attach copies of the Student's School Reports from the past two (2) semesters to this application



Please attach copies of the Student's NAPLAN Reports from the past three (3) years to this application

Learning Support

Has the Student ever received or required Learning Support Assistance?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

Learning Difficulties

Has the Student ever been assessed for learning, or a learning difficulty?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

Learning Extension

Has the Student ever been assessed for a Learning Extension Program?

- Yes
 No

Has the Student ever participated in a Learning Extension Program?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

Learning Enrichment

Has the Student participated in learning enrichment programs, either at school or elsewhere?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

Learning Progression

Has the Student ever repeated a Year Level?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

Which Year Level/s?

Reason/Details

Has the Student ever been accelerated (skipped) a Year Level?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

Which Year Level/s?

Behavioural Support

Has the Student ever required a behavioural support or management plan?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below



Please ensure you attach a copy of the Student's current or previous behavioural support or management plan to this application

Previous Suspensions/Expulsions

Has the Student ever been suspended (internally or externally), excluded or expelled from school?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below



Please attach a copy of any relevant documentation regarding the Student's suspension, exclusion or expulsion to this application

Identified Disabilities/Learning Impairments

Does the Student have a disability or impairment (ASD, SLI, HI, PI, ID, SE) that is identified through the Education Adjustment Program, or requires the student to have an Individual Education Program (IEP) or similar?

- Yes
 No

If answering 'Yes' above, please provide any relevant details below

What level of support has the Student received in relation to this identified disability/impairment?

- Level 2
 Level 3
 Level 4

Details



Please ensure you attach a copy of the Student's Individual Education Program (IEP), or similar documentation to this application

Enrolment Application

Section Six: Media Consent



Please complete the section below to provide us with media consent for the Student you are intending to enrol at Faith Lutheran College

Media Collection Statement

Faith Lutheran College collects digital, photographic and multimedia images of students for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements; and,
- promotion of an individual school, and/or Lutheran Education Australia (LEA), and/or our associated entities.

These images are considered "personal information" of students. The Privacy Act 1988 (Cth) and the School Privacy policy regulates how Faith Lutheran College collects, uses and discloses the personal information of students and families.

Media access is managed and supervised by Faith Lutheran College:

- the school has the right to refuse media access where it would, in the opinion of the Principal and Faith Lutheran College, interfere with the student's well-being or with the operation of the school;
- media access to Faith Lutheran College facilities is entirely at the discretion of Faith Lutheran College; and;
- media access to students will be managed by representatives of the school.

Faith Lutheran College requires informed consent from parents/legal guardians and in some cases students, to use their images.

Once completed, the consent provided will be placed on the student's file or record and retained by the school. If requested, a copy of the form will be made available to the student and/or the student's parents/legal guardians. You may, at any time, amend the consent you provide by contacting the school and completing a new form.

Media Consent

I/We hereby GIVE PERMISSION for my child to appear in photographs, videos or other recordings taken/captured by Faith Lutheran College, and consent to their use for promotional, advertising or media purposes

I/We DO NOT give permission for my child to appear in photographs, videos or other recordings taken/captured by Faith Lutheran College

Parent One

| | |
|-----------|----------------------|
| Signature | <input type="text"/> |
| Full Name | <input type="text"/> |
| Date | <input type="text"/> |

Parent Two

| | |
|-----------|----------------------|
| Signature | <input type="text"/> |
| Full Name | <input type="text"/> |
| Date | <input type="text"/> |

Enrolment Application

Section Six: Enrolment and Privacy Policy



Please complete the section below to indicate you acknowledge and agree to the Faith Lutheran College Enrolment and Privacy Policies

Enrolment Policy



To complete this section, please ensure you have read the Faith Lutheran College Enrolment Policy, which can be accessed by visiting:
<https://faithlc.qld.edu.au/policies/enrolment>

Privacy Policy



To complete this section, please ensure you have read the Faith Lutheran College Privacy Policy, which can be accessed by visiting:
<https://faithlc.qld.edu.au/policies/privacy>

Enrolment and Privacy Policy Acknowledgement and Agreement

1. I/We understand that the initial and continuing enrolment of my student at Faith Lutheran College is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our student.
2. I/We hereby apply to enrol the student aforementioned in this application at Faith Lutheran College.
3. I/We undertake to support the ethos of Faith Lutheran College and its rules, regulations and work programs, including any changes that may be introduced in the future.
4. I/We accept that the Principal reserves the right to cancel my/our student's enrolment at the College in the following circumstances:
 - a. For breach of the rules and regulations;
 - b. For non-payment or late payment of fees;
 - c. If I/we have provided any false or misleading information to the College;
 - d. If I/we have failed to disclose relevant information that was requested by the College;
 - e. If my/our student's circumstances change and those circumstances affect the ability for Faith Lutheran College to provide the necessary resources to accommodate my/our student's needs.
5. I/We understand that once a student commences at the College, one full term's notice in writing to the Principal is required before a student is withdrawn from the College. If this notice is not given, a term's fees are payable as the College commits resources based on your enrolment. This does not apply to students exiting at the end of Year 12.
6. I/We give permission for Faith Lutheran College to contact my/our student's previous/current school and/or nominated allied health professional (_____) to seek further documentation, if deemed necessary.
7. **I/We have read, understood and agree to the terms and conditions of the Faith Lutheran College Enrolment Policy (available at <https://faithlc.qld.edu.au/policies/enrolment>) and the Faith Lutheran College Information Collection and Privacy Statement (available at <https://faithlc.qld.edu.au/policies/privacy>)**

Parent One

| | |
|-----------|----------------------|
| Signature | <input type="text"/> |
| Full Name | <input type="text"/> |
| Date | <input type="text"/> |

Parent Two

| | |
|-----------|----------------------|
| Signature | <input type="text"/> |
| Full Name | <input type="text"/> |
| Date | <input type="text"/> |



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ENROLMENT APPLICATION
COMPLETING YOUR ENROLMENT APPLICATION

Completing Your Enrolment Application

Thank you for completing an application for enrolment at Faith Lutheran College. To ensure we can process your application quickly, please take note of the following information.

Document Checklist

A number of documents may be required and should be attached to this application. At minimum, copies of the following documents should be attached:

- Student's Birth Certificate, Passport or other valid proof of identity and citizenship
- School reports from the past two semesters
- Any previous NAPLAN results/reports from the past three (3) years
- Any court orders or parental/guardianship documents regarding the student's living arrangements or primary caregiver, if relevant.
- Any relevant assessments or reports from Psychologists, Speech Pathologists, Audiologists or other Allied Health Professionals

Submitting Your Application

Enrolment Applications (accompanied by copies of the required documents) may be returned to:

 **Enrolments and Admissions**
Faith Lutheran College
5 Faith Avenue
Plainland QLD 4341

Alternatively, completed Enrolment Applications along with copies of the required documents may be scanned and emailed to:

 enrolment@faithlc.qld.edu.au

For any questions or enquiries regarding Enrolment at Faith Lutheran College, please contact:

Enrolments and Admissions
enrolment@faithlc.qld.edu.au
(07) 5466 9909



WWW.FAITHLC.QLD.EDU.AU/ENROL
(07) 5466 9900