



490-FM-MGS **Student Application Form**  
**Domestic Students**

**To Enrol**

- Please read this application carefully and complete all sections in capital letters. If you have any questions, please contact us by telephone, on +61 2 8228 3022
- Please read and ensure you understand the conditions, declarations and policies before submitting your application
- Students under 18 years of age must have an approved guardian
- Please return this form and any attachments by:

Email: [enrolments@mgs.edu.au](mailto:enrolments@mgs.edu.au) or by  
Post: Enrolment Officer, Macquarie Grammar School, PO Box Q1259 QVB NSW 1230 Australia

Applying for commencement in (eg 2016)  Applying for study at level (eg Year 7)

**Student Details**

- Given Name(s):
- Family Name:
- Date of Birth (dd/mm/yy):    Gender:  Male  Female
- Citizenship:  Country (current residence):
- School Currently Attending:  Year
- Home Address
  - Number and Street
  - City  State  Postcode
  - Country
- First language spoken:
- Other languages spoken:
- Email:

## Parent /Guardian A

- Given Name(s):
- Family Name:
- Citizenship:
- Address (if same as home address please write "as above"):
  - Number and Street
  - City  State  Postcode
  - Country
  - Phone: (h)  (m)
  - Fax:  Email:
- Occupation

## Parent /Guardian B

- Given Name(s):
- Family Name:
- Citizenship:
- Address (if same as home address please write "as above"):
  - Number and Street
  - City  State  Postcode
  - Country
  - Phone: (h)  (m)
  - Fax:
- Occupation

■ Applicant lives with:  A  B

■ Main language spoken at home:

- Postal correspondence and reporting to:
  - Parent / Guardian A address
  - Parent / Guardian B address

Is there a custody matter in place?  Yes  No

If yes, please provide Court Orders.

Are any siblings already attending Macquarie Grammar School?  Yes  No

If yes, please provide

■ Given Name(s):

■ Family Name:

■ Date of Birth (dd/mm/yy):

■ Gender:  Male  Female      Grade

**Does your child require any special attention or care?** (eg health, physical, and learning disability)

Yes  No

If yes, please provide details below, along with any reports or relevant medical documentation:

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## Reasons for Enrolling at Macquarie Grammar School

**How did you hear about us?** (you may choose more than one)

Word of Mouth     Friend/Relative     Exhibition/Seminar

Newspaper/Magazine     Education Agent     MGS Website     Facebook     Other Website

Other (please specify)

**Which MGS strengths were most relevant to you when considering to enrol your child?**

(you may choose more than one)

Location     HSC Results     Teachers     Curriculum     Fees     Complimentary Coaching

High Percentage of Tertiary Placements     Facilities     Secular     Coeducational

Other (please specify)

## Check List

- Certified copy of Birth Certificate
- Certified copy of latest School Report
- Certified copies of all NAPLAN Results
- Certified copy of Australian Citizenship
- Medical Reports

## Declaration

**This section also must be completed by the parent/s, legal guardian/s if the student is under 18 years of age.**

I declare that all information provided with this Application Form is correct and complete and that I have read, understood and agree to be bound by the Enrolment Terms and Conditions. These terms and conditions together with the Letter of Acceptance sent by MGS in response to the application will, upon payment of fees, constitute a written agreement between the parents (student if over 18 years) and MGS.

I agree that in the event that false, inaccurate or misleading information is provided, MGS reserves the right to cancel the enrolment.

We agree that when the student is accepted for enrolment into MGS I/we must comply with and ensure the student complies with the terms and conditions of enrolment and all School Policies (e.g. Conduct, Welfare and Discipline, etc).

I/we are responsible for costs incurred in providing medical treatment and associated services for the student.

I/we enclose the required fees and authorise Macquarie Grammar School (MGS) to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

I understand enrolment is only confirmed by a Letter of Acceptance. I understand that Macquarie Grammar School may vary its conditions as may be necessary to comply with any law, regulation or amendment of the Commonwealth of Australia or the State of NSW with written notice.

*This agreement, and the availability of MGS complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.*

I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting the Admissions Officer and so advising.

I consent to the student named on this application form:

- Attending and participating in MGS activities, including excursions and trips arranged by MGS, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I am responsible for any costs incurred in providing medical treatment and associated services for the student.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail. I enclose the required fees and authorise Macquarie Grammar School Ltd to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

This agreement, and the availability of MGS complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

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Parent A / guardian signature	Print name	Date
Parent B / guardian signature	Print name	Date

## ENROLMENT TERMS AND CONDITIONS

### Orientation Day

An Orientation Day is held for students to familiarise themselves with, and be welcomed to, the School. Only new students attend School. (Academic Interviews)

**FEES** – All fees must be paid two weeks before the commencement date. All fees are subject to annual review and will increase each year, effective at the start of each calendar year.

### Course Credit

MGS offers course credit if a student demonstrates written knowledge of equivalent subject content and duration.

**Application:** \$300 must accompany this application. This fee is non-refundable.

**Enrolment:** \$2000 to be paid when accepting a Letter of Acceptance. This fee is non-refundable.

**Enrolment Bond:** \$2000 (refunded upon claim received 4 weeks before Yr 12 Graduation Only).

**Tuition:** After a Letter of Offer has been accepted by parents or legal custodian, the first six(6) months of tuition fees must be paid in advance before the commencement date. Fees are required to be paid two(2) weeks prior to the commencement of each term.

Years 7-12                    \$14 000 / per year (refer to Course Fee Schedule)

**Compulsary Technology and Resources Fee:** \$500 per year and it does not include:

- Extra and co-curricular courses
- Sport events
- Carnivals
- Camps and excursions
- International Cultural Exchange Programme

## PAYMENT OPTIONS

**Cash:** Directly to our Finance Department, located on Level 8, 225 Clarence Street, Sydney NSW 2000.

### Bank transfer

Account name: Macquarie Grammar School Limited  
Bank: National Australia Bank  
Branch Address: 300 Victoria Avenue, Chatswood, NSW 2067  
Account Number: 24-280-2532  
BSB: 082-201  
Swift code: NATAAU3302S  
Reference: (Student's FULL NAME/ Student ID Number)

**Please note:** If fee payment is not made by the due date, it may result in immediate restriction of the School services, eg withdrawal from classes, computer labs, etc, or could lead to withdrawal of enrolment as outlined in the School's written agreements. Ongoing compound interest at a rate of 10% will be charged after the due payment date expires.

## CANCELLATION & REFUND

### 1.Cancellation of Enrolment

A signed enrolment of cancellation form and/or a written notification must be submitted to the School six(6) months prior to the withdrawal of enrolment or termination date. If the parent fails to notify the School within the required timeframe, it will result in six(6) months fees required to be paid.

2.MGS will make any refund in Australian Dollars within 4 weeks of receiving a written claim by the Student in accordance with the Terms and Conditions as outlined in this Application Form, together with supporting evidence and such further information that Macquarie Grammar School may find as a reasonable request.

3.Refund considerations are limited to the total monies MGS has actually received. The refund calculation does not include:

- application and enrolment fees
- administrative expenses, totalling no more than the lesser of \$300 or 5% of total Course money received before the default date
- travel expenses
- bank charges

- accommodation and other domestic services that cannot be offset to someone else
- monies for the Course provided before the default date
- if the School is not notified six(6) months prior to the withdrawal date

### 4.No Refund

Strictly no refund is applied to students who breaches of School policies, misbehaviour and non-payment of fees.

5. MGS will make the refund available the representative identified on their Application Form.

6. Fees are not transferable to another student or institution.

7. All refund applications must be made in writing using the Refund Request Form and submitted to the Finance department.

## APPLICATIONS

Entry is available for Years 7 to 12.

Entry into all year groups is subject to an interview and/or assessment by Headmaster or his/her delegate. Students' individual needs are discussed to determine whether his or her needs can be met within the range of support services offered by the School. Consideration will be assessed according to the following criteria in priority order:

- students with siblings attending the School;
- competent attainment by students of language, literacy and numeracy skills;
- social, emotional and educational needs required to comply with the School's roles, Code of Conduct and Ethos.

### Use of Student's Image

Parents agree for the school to use their child's image for promotional purposes in a variety of materials, whether in print or electronic formats. If a parent wish to withdraw his/her child's image to be published in any forms of promotional material, written notification must be sent to [enrolments@mgs.edu.au](mailto:enrolments@mgs.edu.au) immediately.

### Change of student contact details

Students must advise MGS of any changes in their contact details within 7 days of changes taking place.

### Discipline and Expulsion

MGS reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedures, e.g. repeated breaches of the school's Code of Conduct, use of illicit drugs or cigarettes, misbehaviour, bringing to school or having in possession drugs, cigarettes or weapons, smoking, etc

### Release of Personal Information

Personal information supplied, along with consent to being contacted, will only be used by MGS in connection with an application for a student to study at MGS or in the case where any outstanding fees payable need to be recovered by an external agency. Provision of personal information is voluntary; however, the application may be hindered if relevant information is not provided. MGS will only disclose personal information to outside parties if required to by law, with parental consent in other circumstances, or if it is needed to prevent any serious threat to a person's health or safety. Personal information provided to MGS can be accessed and amended by contacting Student Service Officer and/or Admission Officer.

### Attendance and Academic Performance

Attendance and academic performance is monitored as part of course progress requirements. Unsatisfactory attendance or academic performance may lead to disciplinary action.

**Complaints Procedure**

Dissatisfaction with services provided or fees charged by MGS should be first raised with relevant staff before lodging a formal complaint. Full details of the complaints procedure is available from the Admissions Officer or at: [www.macquariegrammarschool.edu.au](http://www.macquariegrammarschool.edu.au)

**Breach of Enrolment Terms and Conditions**

Any breach of these terms and conditions may result in the termination of student's enrolment without a refund.

MGS reserves the right to change its fees, conditions, course times or course commencement dates.