



SNOWY  
MOUNTAINS  
GRAMMAR  
SCHOOL

# Enrolment

## Application for Enrolment

To apply for enrolment please complete the application form and forward it to the school with the application fee.

Prior to enrolment there will be an interview for parents and student.

At this interview information will be sought which will assist the school in the educational and developmental management of your child.

Completed application forms should be sent to:

The Registrar  
Snowy Mountains Grammar School  
Kosciuszko Road PO Box 258  
Jindabyne NSW 2627 Australia

**telephone** (+61) 02 6457 1022

[www.smgs.nsw.edu.au](http://www.smgs.nsw.edu.au)

## Terms and Conditions

The conditions of application, enrolment and admission are as follows:

In accepting an offer of place at Snowy Mountains Grammar School I/we hereby expressly agree:

1. To accept these conditions of enrolment and continuing enrolment;
2. To accept and abide by the requirements of both the governing body of the school and the Principal with respect to conduct, management and administration of the school;
3. Not to interfere in any way with the conduct, management or administration of the school;
4. To abide by the routine and rules of the school in force at the time of enrolment and thereafter as promulgated by the Principal or his/her delegate;
5. And consent to the treatment of my/our child by a qualified medical practitioner and/or qualified hospital staff in the event of emergency, illness, accident or injury and agree that in such an event the school may summon assistance as decided by the Principal or his/her delegate;
6. That neither the school, Snowy Mountains Grammar School Limited, nor any of its employees, can accept any responsibility for any illness, accident or injury however caused, nor can the school be held responsible for the actions of anyone attending or rendering assistance to my/our child;
7. To indemnify jointly and severally, Snowy Mountains Grammar School Limited and its officers and employees from any claim by any one or more of us or my/our child in respect of or arising from illness, accident or injury and the rendering of any assistance;
8. That the consent and indemnity above shall apply to all school activities, events, excursions or expeditions approved by the school or carried out by the school;
9. To ensure that my/our child completes all courses of study required by the school;
10. To ensure that my/our child attends school each day and completes terms and academic years as the school may direct from time to time (except for medical reasons or leave approved in advance by the Principal, on compassionate grounds);
11. That any special notes or instructions provided at the end of this application for enrolment in my/our hand, are subject to these conditions and without prejudice to the consent and indemnity agreed above.

The school reserves the right to amend these terms and conditions at any time.

## Procedures for Enrolment

1. Upon receipt of the completed form and application fee, the applicant's name will be added to the provisional list of applicants seeking entry to the school in the year and at the level designated.  
An *'Acknowledgement of Enrolment Application'* letter will be forwarded to confirm placement on the provisional list.
2. Placement on the provisional list will not necessarily result in the applicant being offered enrolment.
3. The waiting list is produced from the provisional list approximately 12 months prior to the applicant's requested starting date and takes into account the preferences outlined in point 4. From this waiting list applicants are invited to attend an interview to discuss placement.
4. Places of enrolment are offered in the order in which the applications are received, subject to the following:
  - Preference being given to families already connected with the school through the attendance of siblings of the applicant.
  - Preference being given to families being connected to the school because one or both of the parents is a former SMGS student or the applicant is a child of a staff member.
  - All other applicants will be offered places in the order in which applications are received.
5. Applicants may elect to defer the point of entry to an alternative year level. Deferrals need to be notified in writing. Applicants will then be added to the provisional list for that altered entry point according to the date of their original application.
6. Parents/Guardians are required to provide information relevant to any special needs or special medical conditions that an applicant may have at the time of application and/or prior to enrolment in accordance with school policy.
7. It is the responsibility of the Parents/Guardians to advise the school of changes to address and/or telephone numbers. Failure to do so may preclude an applicant from offers of enrolment.
8. The following must accompany this application:
  - \$250.00 non-refundable Application Fee
  - Copy of Birth Certificate
  - Copy of two most recent School Reports
  - Copy of results of any State or National Competitions (if applicable)
  - Copy of Naplan results (Year 3, 5, 7 and 9 if applicable)

# Application For Enrolment

**Student Information.** Please complete ALL of this form

Surname ..... Christian Names.....  
Preferred Name ..... Male  Female   
Age ..... Date of Birth ..... Religious Denomination.....  
Proposed date of entry into SMGS..... Term ..... Calendar Year..... Year/Level.....  
Boarding - No  Yes, Weekly  Yes, Full  Term 3 only - No  Yes   
Is the student of Aboriginal or Torres Strait Islander origin? No  Yes, Aboriginal  Yes, Torres Strait Islander   
Nationality..... Language spoken at home .....  
Present or last school / daycare attended .....  
Parent/Sibling connection with the School .....

## Additional Details

1. Does the applicant suffer from any medical conditions, eg. Anaphylaxis, Asthma, Diabetes or Epilepsy?  
If so, please give details and attach relevant documentation.....
2. Does the applicant have any other medical conditions of which we should be aware?  
If so, please give details and attach relevant documentation.....
3. Does the applicant have any special needs which may affect his/her learning?  
If so, please give details and attach relevant documentation.....
4. Are there any other reports and/or information which would assist SMGS to care adequately for your child?  
If so, please give details and attach relevant documentation.....

## Information from Parent/Guardian

The following information is required from the person who is responsible for the lodgement of this Application and who will receive all subsequent correspondence with respect to the student's education, such as academic reports, tuition fees, etc.

Mother/Guardian's Surname ..... Christian Names .....  
(Mrs/Dr etc - please indicate) Mother/Guardian - delete whichever inapplicable  
Home Address..... Postcode .....  
Postal Address..... Postcode .....  
Telephone  
Home ..... Business ..... Mobile .....  
Email.....  
Occupation .....

Father/Guardian's Surname ..... Christian Names .....  
(Mr/Dr etc - please indicate) Father/Guardian - delete whichever inapplicable  
Home Address..... Postcode .....  
Postal Address..... Postcode .....  
Telephone  
Home ..... Business ..... Mobile .....  
Email.....  
Occupation .....

## Declaration

I/We hereby request that the above named student be admitted to Snowy Mountains Grammar School and I/we undertake to be responsible for the payment of all tuition fees and ancillary charges where applicable.  
I/We have read and expressly agree to abide by the Terms and Conditions of Enrolment as set out in the Prospectus and attached to this application.  
I/We agree to pay the current non-refundable Application Fee of \$250.00  
I/We agree to pay one term's Tuition Fees in the event of my/our failure to give the School one term's notification in writing of the withdrawal of the student.

Signature of both Parents/Guardians ..... Date.....

## Alternate Emergency Contact

Australian Students: Name and address of a relative, friend or neighbour who may be contacted in parents'/guardians' absence.  
**(For emergency use only. This section must be completed.)**

Name .....  
(Christian Name/s) (Surname)

Address ..... Postcode .....

Telephone

Home ..... Business ..... Mobile .....

Email.....

## Account Details

Name and address of person responsible for the payment of fees (if other than parents).

Name .....  
(Christian Name/s) (Surname)

Address ..... Postcode .....

Telephone

Home ..... Business ..... Mobile .....

Facsimile ..... Email.....

I/We agree to be bound by the Enrolment Terms and Conditions specified on page 2 of this Application for Enrolment and the requirements covering payment of fees, and to be liable for them. I have received and read the current fee schedule.

Signed ..... Date.....

## Directions For Correspondence

As family structures can differ widely, the following information is requested to avoid errors in correspondence, mailing of accounts etc. Please tick the appropriate boxes as applicable.

Send Fee Accounts to:  Family Address  Mother  Father  Other (please specify).....

Send School Reports and  
Other Correspondence to:  Family Address  Mother  Father  Other (please specify).....

- |   |  |
|---|--|
| <input type="checkbox"/> Student lives with Parents/Guardians - 1 and 2 | <input type="checkbox"/> Correspondence should be addressed to Parents/Guardians - 1 and 2 |
| <input type="checkbox"/> Parent/Guardian - 1 has primary residency      | <input type="checkbox"/> Correspondence should be addressed to Parent/Guardian - 1 only    |
| <input type="checkbox"/> Parent/Guardian - 2 has primary residency      | <input type="checkbox"/> Correspondence should be addressed to Parent/Guardian - 2 only    |

If you have a specific requirement as to how you would like your child's name to appear on their report, please write it below:

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## How did you first hear about Snowy Mountains Grammar School?

Social Media  Word of Mouth  Other (please specify).....

Internet (please specify).....  Advertising (please specify).....

Office use only

Student No..... Start..... Year .....

Family No ..... Signatory ..... Application fee \$.....

House ..... Scholarship/Bursary ..... Enrolment fee \$.....