MERIDEN
AN ANGLICAN SCHOOL FOR GIRLS

Application for Enrolment

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How to Enrol

Meriden offers enrolment places up to two years prior to the year of entry, subject to available places. Where possible, preference is given to siblings of students already attending the School, descendants of Meriden Old Girls and children of current staff members. The School reserves the right to offer enrolment places to students on the waiting list according to the requirements of the School's academic and cocurricular programs.

In order to be enrolled at Meriden, a student must take part in, and be accepted through, the School's interview process.

The steps in the enrolment process are listed below.

1 Application

Complete this Application for Enrolment form, ensuring the Declaration in Section E is signed by both parents and dated. Return the form to the School together with the following:

- Enrolment Application Fee (non-refundable).
- Certified copy of student's birth certificate. (The photocopy must be authorised as a true copy of the original birth certificate by a person who is authorised to certify documents, eg, Justice of the Peace.)
- Copy of official immunisation history statement from Medicare Australia or equivalent overseas organisation (translated to English).
- Copy of student's most recent school, pre-school or childcare learning centre report, as applicable.
- Most recent NAPLAN report, if applicable.
- Copy of Family Court Orders or Parenting Orders, if applicable.
- Where applicable, copies of additional educational or medical assessment reports which are relevant to the student's educational needs.
- Copy of Parent's Citizenship or Permanent Residency Certificate (if parent/s were not born in Australia).
- Copy of Parent's Visa Grant Notice, if applicable. A Visa Grant Notice only applies to parent/s who are not Australian citizens but are currently residing in Australia.

International students must also provide:

- Certified copy of student's passport.
- Copy of assessment of English competency report from AEAS or IELTS.
- Copy of Family Census (translated to English) showing relationship of student's guardian.

Please note that application for enrolment does not in itself constitute enrolment.

2 Interview

Upon receipt of the Application for Enrolment form and application fee, the student will be placed on the list of applicants for the relevant year of entry. During the two years preceding the commencement date, an interview process will be undertaken with a senior member of staff. Please note that it can take several months to interview all applicants.

3 Letter of Offer

Following the interview process, the Principal will write to notify you of the result of your enrolment application. Enrolment is offered in accordance with Meriden's Policy and Procedures of Enrolment available at **www.meriden.nsw.edu.au**

4 Acceptance of Offer

If successful, the student's place is secured upon receipt of a signed Acceptance of Offer form together with the enrolment fee. The enrolment fee is considered a firm commitment and is non-refundable. In the event that an international student is unable to obtain a student visa, the School will provide a partial refund of the enrolment fee, in accordance with Australian government legislation.

All enrolments are subject to acceptance of Meriden's Terms of Enrolment available at **www.meriden.nsw.edu.au**

5 Commencement Details

You will be notified of commencement dates, orientation days and any other relevant details in the term prior to commencement.

6 Tuition Fees

Tuition fees are payable in accordance with the date displayed on the fees notice. In the case of international students, fees are payable in accordance with government regulations.

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3 Margaret Street Strathfield NSW 2135 Australia
PO Box 78 Strathfield NSW 2135 Australia

T 61 2 9752 9444
F 61 2 9752 9400
E enquiries@meriden.nsw.edu.au

www.meriden.nsw.edu.au
Meriden School
CRICOS No. 02318F

SECTION A: STUDENT INFORMATION

FAMILY NAME		FIRST NAME	
ANGLICISED FIRST NAME (IF APPLICABLE)		MIDDLE NAME/S	
DATE OF BIRTH		GENDER	Female ☐ Male ☐
CITY AND COUNTRY OF BIRTH		NATIONALITY	
CITIZENSHIP/RESIDENCY	Australian Citizen ☐ Australian Permanent Resident ☐ Other ☐ Provide details		
RELIGIOUS DENOMINATION		CHURCH ATTENDED	
IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?	No ☐ Yes ☐		
PROPOSED CALENDAR YEAR OF ENTRY		PROPOSED LEVEL OF ENTRY	PRE-K ○ K ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10 ○ 11 ○ 12 ○
PRESENT SCHOOL, PRE-SCHOOL OR CHILDCARE LEARNING CENTRE (IF APPLICABLE)		CURRENT YEAR LEVEL	
Please attach a copy of the most recent school/pre-school/childcare learning centre report and any other information regarding your child's schooling eg, special needs.			
STUDENT'S INTERESTS			

PRE-KINDERGARTEN APPLICANTS ONLY

DAYS REQUIRED	☐ 4 days – Monday, Tuesday, Thursday, Friday ☐ 5 days – Monday to Friday

YEARS 10, 11 AND 12 STUDENTS ONLY

NESA NO.		*HSC: ALL MY OWN WORK* PROGRAM COMPLETION	Yes ☐ No ☐
Please attach evidence of satisfactory completion of the *HSC: All My Own Work* program.			

ADDITIONAL EMERGENCY CONTACT OTHER THAN PARENTS/LEGAL GUARDIAN

PERSON TO CONTACT **(OTHER THAN PARENTS)** SHOULD THE SCHOOL BE UNABLE TO REACH PARENTS IN AN EMERGENCY	MR ○ MRS ○ MS ○ MISS ○ DR ○ REV ○ PROF ○		SURNAME		
	FIRST NAME		RELATIONSHIP TO STUDENT		
TELEPHONE	(H)		(W)		(M)

DOCTOR'S NAME/MEDICAL CENTRE

DOCTOR'S NAME		MEDICAL CENTRE		TELEPHONE	

HEALTH AND WELLBEING

Complete record of immunisation history from Medicare Australia, or equivalent overseas organisation, must be provided with this application	MEDICARE NO.		REF NO.
Does your child suffer from allergies?	No ☐ Yes ☐ Please specify		
Does your child require a medical action plan?	No ☐ Yes ☐ Please specify		
Is your child on a permanent medication?	No ☐ Yes ☐ Please specify		
Has your child received or is she/he currently receiving support or treatment from health services such as the following?	Speech Pathologist ☐ Occupational Therapist ☐ Paediatrician ☐ Hearing Specialist ☐ Vision Specialist ☐ Psychologist ☐ Other ☐ Please specify		
Does your child have any social, emotional or intellectual difficulties or specific medical or learning needs?	No ☐ Yes ☐ Please specify		
Is there any other medical information of which Meriden should be aware?	No ☐ Yes ☐ Please specify		
Please attach copies of any medical action plans and medical, psychological/psychometric and educational testing assessments.			

DISCLOSURE STATEMENT The disclosure of all medical, psychological/pyschometric and educational testing information relating to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at Meriden. Such information is important in assessing the appropriateness of an enrolment at Meriden for the purposes of duty of care and educationally, to support fully the student's academic needs and progress.

Failure to provide a full and accurate disclosure of the required information may lead to the termination of enrolment by the School.

SECTION B: PARENTS/LEGAL GUARDIAN INFORMATION

FATHER/PARENT 1/LEGAL GUARDIAN 1		MOTHER/PARENT 2/LEGAL GUARDIAN 2	
TITLE	MR ○ MRS ○ MS ○ MISS ○ DR ○ REV ○ PROF ○	TITLE	MR ○ MRS ○ MS ○ MISS ○ DR ○ REV ○ PROF ○
SURNAME		SURNAME	
GIVEN NAME		GIVEN NAME	
MIDDLE NAME		MIDDLE NAME	
COUNTRY OF BIRTH		COUNTRY OF BIRTH	
	☐ Australian Citizen ☐ Australian Permanent Resident ☐ Other *(provide Visa details)* Visa Type Visa Expiry Visa No.		☐ Australian Citizen ☐ Australian Permanent Resident ☐ Other *(provide Visa details)* Visa Type Visa Expiry Visa No.
RESIDENTIAL ADDRESS	POSTCODE	RESIDENTIAL ADDRESS	POSTCODE
	COUNTRY		COUNTRY
TEL (HOME)		TEL (HOME)	
TEL (BUS)		TEL (BUS)	
MOBILE		MOBILE	
EMAIL		EMAIL	
POSTAL ADDRESS	POSTCODE	POSTAL ADDRESS	POSTCODE
OCCUPATION		OCCUPATION	
EMPLOYER		EMPLOYER	

RELATIONSHIP BETWEEN BIOLOGICAL PARENTS	Married ☐ De Facto ☐ Separated ☐ Divorced ☐ Mother Deceased ☐ Father Deceased ☐ Other ☐ Please specify
STUDENT LIVES WITH	Both parents ☐ Mother ☐ Father ☐ Legal Guardian ☐ Grandparent/s ☐ Other ☐ Please specify
FULL NAME OF STEP-FATHER/ STEP-MOTHER (IF APPLICABLE)	MOBILE
PARENTING AND CUSTODY ARRANGEMENTS Where the parents are not living together, or where both of the parents named above are not the biological parents of the child, please provide details of parenting, custody or guardianship arrangements as applicable. If Family Court Orders or Parenting Orders exist, a copy of the Order must be provided with this application.	
LANGUAGE SPOKEN AT HOME OTHER THAN ENGLISH	

	NAME	AGE		CURRENT SCHOOL
NAMES AND AGES OF STUDENT'S SIBLINGS	1		Male ☐ Female ☐	
	2		Male ☐ Female ☐	
	3		Male ☐ Female ☐	
	4		Male ☐ Female ☐	

DETAILS OF FAMILY MEMBERS OR RELATIVES WHO HAVE ATTENDED OR ARE CURRENTLY ATTENDING MERIDEN	FULL NAME	SURNAME WHILE AT MERIDEN	RELATIONSHIP TO STUDENT	YEAR OF GRADUATION	HOUSE

SECTION C: INTERNATIONAL STUDENTS ONLY

This section should only be completed if the student is not an Australian citizen or permanent resident in Australia

PASSPORT NUMBER OF STUDENT		COUNTRY OF ISSUE		EXPIRY DATE	
IS THE STUDENT CURRENTLY IN AUSTRALIA ON A VISA?	Yes ☐ No ☐				
VISA TYPE		VISA NUMBER		EXPIRY DATE	
NAME OF OVERSEAS STUDENT HEALTH COVER PROVIDER		MEMBERSHIP NO.		EXPIRY DATE	
LANGUAGES SPOKEN					
STUDENT'S EMAIL ADDRESS		STUDENT'S MOBILE NO.			
WITH WHOM WILL THE STUDENT RESIDE WHILE IN AUSTRALIA	Parent ☐ Appointed Guardian ☐				

DETAILS OF APPOINTED GUARDIAN

An appointed Guardian must be:

– appointed by the parent/s of the applicant or a person who has custody of the applicant

– over twenty-five (25) years of age

– of good character

– able to communicate effectively with the School in English

– willing and able to look after the student at home during a period of ill health

– the first point of contact with the School and, when required, able to communicate with the parents on behalf of the School.

Written approval of a nominated suitable relative to act as the student's appointed guardian must be provided by the parent/s together with a copy of the Family Census (translated to English) which shows the family relationship. Meriden defines a 'suitable relative' as a person who is: a grandparent, brother, sister, aunt, uncle or niece. The nominated suitable relative is subject to approval by the School.

APPOINTED GUARDIAN'S RELATIONSHIP TO STUDENT	

TITLE	MR ○ MRS ○ MS ○ MISS ○ DR ○ REV ○	SURNAME	GIVEN NAME/S
RESIDENTIAL ADDRESS			POSTCODE
POSTAL ADDRESS			POSTCODE

TELEPHONE	(H)		(W)	(M)	

EMAIL			
OCCUPATION		EMPLOYER	

Note: Prior to confirmation of enrolment, the appointed guardian is required to visit the School to sign a Guardian Agreement in the presence of the School Principal or the Principal's nominee.

SECTION D: PAYMENT DETAILS

PAYMENT OPTIONS	Cheque or money order, made out to Meriden School ☐ Cash ☐ Visa* ☐ Mastercard* ☐ Amex* ☐
AMOUNT	$250.00
CARD NUMBER	EXPIRY
NAME ON CARD	

CARDHOLDER'S SIGNATURE

DATE 20

**A charge applies to credit card payments*

SECTION E: DECLARATION

- We hereby apply to enrol the above student at Meriden.
- We understand that acceptance of this Application form by the School does not constitute enrolment of the student.
- Should the student be accepted for enrolment at Meriden, we undertake to conform to the School's regulations and Terms of Enrolment.
- We accept that each parent whose signature appears on this form is jointly and severally liable for payment of school fees.
- We authorise the School to contact the child's doctor and previous school if deemed necessary in relation to this application.

SIGNATURE OF FATHER/PARENT 1/ LEGAL GUARDIAN 1

DATE 20

SIGNATURE OF MOTHER/PARENT 2/ LEGAL GUARDIAN 2

DATE 20

This application form must be signed by both of the child's parents/legal guardians as listed on the form. Exemption may only be granted by the Principal in rare and extenuating circumstances. In this case further supporting documentation and/or evidence may be required by the School.

SECTION F: AGENCY ASSISTANCE

The following information should only be completed if an agent or agency is assisting with this enrolment application.

AGENCY NAME		AGENT'S FULL NAME	
ADDRESS			

TEL		FAX		EMAIL

SECTION G: CHECKLIST

Please ensure that all required documents and the application fee are forwarded together with this completed application form.

- ☐ Enrolment Application Fee (non-refundable)
- ☐ Certified copy of student's birth certificate. The photocopy must be authorised as a true copy of the original birth certificate by a person who is authorised to certify documents, eg, Justice of the Peace.
- ☐ Copy of immunisation history statement from Medicare Australia or equivalent overseas organisation (translated to English)
- ☐ Copy of student's most recent school/ pre-school/child care learning centre report
- ☐ NAPLAN report (if applicable)
- ☐ Copy of Family Court Orders or Parenting Orders (if applicable)
- ☐ Copies of any medical action plans and medical, psychological/psychometric and educational testing assessments (if applicable)
- ☐ Copy of Parent's Citizenship or Permanent Residency Certificate (if parent/s were not born in Australia)
- ☐ Copy of Parent's Visa Grant Notice (if applicable). A Visa Grant Notice only applies to parent/s who are not Australian citizens but are currently residing in Australia
- ☐ Certified copy of student's passport (International students only)
- ☐ Copy of language school reports (International students only)
- ☐ Copy of Family Census (translated to English) showing relationship of student's guardian (International students only)

GENERAL INFORMATION

HOW DID YOU FIND OUT ABOUT MERIDEN?

- ☐ Family association
- ☐ Referral
- ☐ Meriden website/internet search
- ☐ Advertisements
- ☐ School guides and listings
- ☐ Agent
- ☐ Other

PRIVACY STATEMENT

The information supplied on this form is required by Meriden to manage the enrolment application. No personal information will be disclosed outside the School without your express consent, except where required by law. A copy of Meriden's Privacy Policy is available at www.meriden.nsw.edu.au.

RETURN TO:

The Registrar, Meriden
3 Margaret Street, Strathfield NSW 2135 Australia

For further information contact The Registrar at Meriden on (61 2) 9752 9444 or enrolments@meriden.nsw.edu.au

OFFICE USE ONLY

Date received

Receipt Number

CLEAR FORM | SAVE | PRINT | SUBMIT