



Christian Outreach College
Brisbane

APPLICATION FOR ADMISSION



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- IS THE STUDENT AN AUSTRALIAN CITIZEN? YES/NO
- IS THE STUDENT AN AUSTRALIAN PERMANENT RESIDENT YES/NO
If yes, please provide a copy of Passport and Visa
- IS THE STUDENT A NEW ZEALAND CITIZEN? YES/NO
If yes, please provide a copy of Passport and Visa
- IS THE STUDENT A TEMPORARY RESIDENT? YES/NO
If yes, please provide a copy of Passport and Visa
- IS THE STUDENT A NON-RESIDENT? YES/NO
If yes, please request / complete an OVERSEAS STUDENT application form

STUDENT DETAILS

SURNAME / FAMILY NAME		
FIRST NAME		
SECOND NAME		
PREFERRED NAME		
GENDER MALE / FEMALE (please circle)		
DATE OF BIRTH / /		
HOME ADDRESS OF STUDENT		
		POST CODE
POSTAL ADDRESS OF STUDENT (if different to above)		
		POST CODE
HOME TELEPHONE NUMBER		
HOME FAX NUMBER		
NATIONALITY		COUNTRY OF BIRTH
IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? YES / NO		
IF YES, PLEASE CIRCLE ONE ABORIGINAL / TORRES STRAIT / ABORIGINAL and TORRES STRAIT		
DOES THE STUDENT SPEAK A LANGUAGE OTHER THEN ENGLISH AT HOME? YES / NO		
IF YES, WHICH LANGUAGE?		
RELIGION		LOCAL CHURCH AFFILIATION?
HAS THE STUDENT RECEIVED CHRIST AS SAVIOUR? YES/NO		
DOES THE STUDENT ATTEMPT TO LIVE A CONSISTENT CHRISTIAN LIFE? YES/NO		
CALENDAR YEAR OF DESIRED ENTRY? 20__ __		
YEAR LEVEL OF DESIRED ENTRY? (please circle) PREP 1 2 3 4 5 6 7 8 9 10 11 12		
SCHOOLS PREVIOUSLY ATTENDED? (please list ALL schools)		
NAME	DATE	YEAR LEVEL

FAMILY DETAILS

FATHER / GUARDIAN	
TITLE	
SURNAME / FAMILY NAME	
FIRST NAME	SECOND NAME
PREFERRED NAME	
ADDRESS (IF DIFFERENT FROM STUDENT)	
POST CODE	
HOME TELEPHONE (IF DIFFERENT FROM STUDENT)	
MOBILE	
EMAIL	
WORK NUMBER	FAX
COUNTRY OF BIRTH	
NATIONALITY	
LANGUAGE	
RELIGION	LOCAL CHURCH AFFILIATION?
OCCUPATION	
FIELD/INDUSTRY (e.g. Health, Finance, Computer)	
BUSINESS NAME AND ADDRESS	

MOTHER / GUARDIAN	
TITLE	
SURNAME / FAMILY NAME	
FIRST NAME	SECOND NAME
PREFERRED NAME	
ADDRESS (IF DIFFERENT FROM STUDENT)	
POST CODE	
HOME TELEPHONE (IF DIFFERENT FROM STUDENT)	
MOBILE	
EMAIL	
WORK NUMBER	FAX
COUNTRY OF BIRTH	
NATIONALITY	
LANGUAGE	
RELIGION	LOCAL CHURCH AFFILIATION?
OCCUPATION	
FIELD/INDUSTRY (e.g. Health, Finance, Computer)	
BUSINESS NAME AND ADDRESS	

PARENTS STATUS (Please circle):					
SINGLE	MARRIED	WIDOWED	DIVORCED	SEPARATED	PARTNERED

IS THERE A FAMILY COURT ORDER IN REGARDS TO THE STUDENT? YES / NO

If yes, please attach a copy of the relevant order.

GUARDIAN / STEP-PARENT / CARER / OTHER

SURNAME / FAMILY NAME

FIRST NAME

PREFERRED NAME

ADDRESS (IF DIFFERENT FROM STUDENT)

HOME PHONE

MOBILE

EMAIL

RELATIONSHIP TO STUDENT

COUNTRY OF BIRTH

NATIONALITY

LANGUAGE

RELIGION

LOCAL CHURCH AFFILIATION?

OCCUPATION

BUSINESS NAME AND ADDRESS

FIELD/INDUSTRY (e.g. Health, Finance, Computer)

GUARDIAN / STEP-PARENT / CARER / OTHER STATUS (Please circle):

SINGLE

MARRIED

WIDOWED

DIVORCED

SEPARATED

PARTNERED

SIBLINGS OF STUDENT

NAME

DOB

SCHOOL

LEVEL

YEAR

NAME	DOB	SCHOOL	LEVEL	YEAR

RELATIVES WHO PREVIOUSLY OR CURRENTLY ATTEND COCB? (Please put maiden name if applicable)

NAME

HOUSE

YEAR

RELATIONSHIP TO STUDENT

NAME	HOUSE	YEAR	RELATIONSHIP TO STUDENT

CONCURRENT REGISTRATIONS

If your child is also registered at another school, please specify the name of the school:

INDIVIDUAL NEEDS & TALENTS

Please indicate academic level of student's previous work (circle one):

Above average

Average

Below average

Is there anything about the student for enrolment that you should bring to the College's attention?
For example: Particular talents, disability, medical condition, disjointed schooling, behavioural issues.

Please attach copies of reports from any specialists to this form

Has your child been recommended for testing?

Has your child received testing?

What type of tests?

Results / Reports attached?

Please list any medication that your child is taking regularly

- | | |
|---|---|
| • | • |
| • | • |
| • | • |

Please tick if diagnosed or applicable:

ADHD / ADD

Asthma

ASD

Diabetes

Epilepsy

Serious allergies

Other: Please explain

Is there any other information the College should be aware of in order to meet your child's educational needs?

Include any of the following:

Disjointed schooling

Gross motor difficulties

Fine motor difficulties

Organisation / planning difficulties

Area of learning difficulty / support

- Reading
- Spelling
- Mathematics

Extra Educational Support?

Full and frank disclosure of students' previous education, disabilities, learning difficulties and behavioural issues is a condition of enrolment. Failure to disclose would normally put the enrolment at risk.

LIST OF PARENTAL OCCUPATION GROUPS

If you are in this group, please place '1' in the box for the above question.

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health / education / police fire services administrator

Other administrator [School principal, faculty head / dean, library / museum / gallery director, research facility director]

Defence Forces Commissioned officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air / Sea transport [Aircraft / Ships captain / officer / pilot, flight officer, flying instructor, air traffic controller]

If you are in this group, please place '2' in the box for the above question

Group 2: Other business managers, arts / media / sportspersons and associate professionals

Owner / Manager of a farm, construction, import / export, wholesale, manufacturing, transport, real estate business

Specialist manager [Finance / Engineering / Production / Personnel / Industrial relations / Sales / Marketing]

Financial Services Manager [Bank branch manager, finance / investment / insurance broker, credit / loans officer]

Retail sales / services manager [shop, petrol station, restaurant, club, hotel / motel, cinema, theatre, agency]

Arts / Media / Sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional

Business / administration [recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]

Defence Forces senior Non-Commissioned Officer

If you are in this group, please place '3' in the box for the above question

Group 3: Tradesmen / women, clerks and skilled office, sales and service staff

Tradesmen / women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.

Clerks [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order, freight / transport / shipping clerk, bond clerk, customs agent, customer services, admissions clerk]

Skilled office, sales and service staff

Office [Secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent / assessor / loss adjuster, market researcher]

Service [aged / disabled/ refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer / supervisor]

If you are in this group, please place '4' in the box for the above question

Group 4: Machine Operators, Hospitality staff, assistants, labourers, and related workers

Drivers, mobile plant, production / processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand porter, housekeeper]

Office assistants, sales assistants and other assistants

Office [typist, word processing / data entry / business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant / aide [trade's assistant, school teachers aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry / logging worker, miner, seafarer / fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Note: If the person has not been in paid work in the last 12 months, please enter '8' in the box for the above question

NAMES AND PHONE NUMBERS OF TWO REFEREES (One referee should be the student's family Pastor)

Pastor:	Telephone:
Name:	Telephone:

HOW DID YOU HEAR ABOUT COCB?

<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Academic Excellence
<input type="checkbox"/> Media	<input type="checkbox"/> Broad / Balanced Programme
<input type="checkbox"/> Schools' Fair	<input type="checkbox"/> Co-Curricular (Music, Drama, Debating, Sport)
<input type="checkbox"/> Letter Box Drop	<input type="checkbox"/> Co-Education
<input type="checkbox"/> Prospectus	<input type="checkbox"/> Discipline
<input type="checkbox"/> Open Day	<input type="checkbox"/> Father / Mother attended COCB
<input type="checkbox"/> Social Occasions	<input type="checkbox"/> Friends in School
<input type="checkbox"/> Internet	<input type="checkbox"/> Locality
<input type="checkbox"/> Church	<input type="checkbox"/> Christian Foundation and Influence

REASONS FOR SEEKING ENROLMENT

Please rate one or more (1 being of most importance)

DATA COLLECTION

What is the highest year of Primary or Secondary School the parents / guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below')

	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the parents / guardians have completed?

(Mark one box only in each column)

	Mother / Parent 1 / Guardian 1	Father / Parent 2 / Guardian 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma / Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I - IV (including trade cert)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

Please see the parental occupation group list on the following page and select the appropriate group level to answer the following question

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- **If the person has not been in paid work for the last 12 months, please enter '8' in the appropriate box below**

What is the occupation group of the Mother / Parent 1 / Guardian 1

What is the occupation group of the Father / Parent 2 / Guardian 2

SPECIAL INSTRUCTIONS FOR COLLEGE CORRESPONDENCE

Should correspondence be addressed to
Father, Mother or both, or Guardian

To whom will the College send Fee accounts?

To whom will the College send Student Reports?

CONTRACT OF ENROLMENT

Current Version issues June 08

By choosing to send your child to Christian Outreach College Brisbane, *parents commit, under this Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the children and the College.

I / we agree:

1. **ON MATTERS OF FAITH**

To ensure, since Christian Outreach College Brisbane is a faith-based school, that my student respects the Christian faith, participating fully through their attendance and effort in faith-based activities and subjects as planned by the school. **Except in the case of exceptional circumstances, it is a College expectation that the student live in the care and control of his/her family.**

2. **ON DISCIPLINE**

To ensure my student identifies by their uniform and positive behaviour as a proud student of Christian Outreach College Brisbane and to implement the College motto "I press towards the goal" in all aspects of College life. To fully support the Biblical concepts as set forth in the College documents and to ensure my student submits to the College's Policies and Code of Behaviour as published by the College and subject to amendment from time to time by the College. That the Head of College (or by delegation the Head of School) has authority to apply whatever **reasonable** disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the College precincts or to require the removal of the student for any cause judged by the Head to be sufficient. If the student is so removed, no refund of fees will normally be made.

3. **ON DISCLOSURE OF INFORMATION**

That I /we have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:

- Full and frank disclosure of the student's previous education or interrupted education, disabilities and learning difficulties
- Behavioural issues
- Medical condition and safety issues
- Court Orders and parenting arrangements

Failure to disclose all relevant information may result in cancellation of an enrolment

4. **ON CHANGE OF RELATIONSHIP**

To inform the College if there is a change in the parents' relationship with each other since signing the application form (e.g. divorce or separation). Unless otherwise directed, the College will require that a new 'Contract of Enrolment Agreement' be completed by the person who is to assume the obligation of paying school fees. All information given to the College will be treated in confidence.

5. **ON FEES PAYMENT**

To be responsible for and to pay punctually as they fall due all fees and expenses properly incurred in accordance with the terms set forth in the Fees schedule and to acknowledge personal liability to pay such fees and expenses. NB: an acceptance fee will be held in trust and refunded when the student leaves the College, provided enrolment is for at least 12 months (should you decide after payment not to proceed with the enrolment, this amount is not normally refundable.)

To give **two month's notice** before the removal of my student or to pay **two month's fees in lieu**. In order to be valid and binding such notice will be **in writing** duly signed and delivered to the College.

6. **ON ABSENCES FROM SCHOOL**

Students are required to participate in all College activities unless reasonable excuse is provided.

To make every effort to ensure that the student will not be absent (including lateness) from the College without leave of absence being granted by the College and that the term dates, as advertised by the College will be strictly adhered to. (Students absent from College without leave being granted may forfeit any credit for assessments missed during their absence.)

The College office should be advised before 9.30 a.m. on any day of absence and a note sent to College on the student's return to school.

7. **ON EMERGENCIES**

In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the parent(s)/guardian(s) of the student or any other nominated contact in the event of emergencies, to authorise the staff responsible to act as they may think necessary or expedient.

8. **ON PROMOTION & MARKETING**

To allow photographs and videos of my/our student/s or their work to be used in College promotional & marketing material, **newsletters, or Annual**. A College Standard Collection Notice is included in the College's Parent Handbook, published annually. **A separate consent will be sought from parents if a student is asked to be identified for promotional or marketing purposes.**

Name of Student:	
* Father's Signature:	Date:
* Mother's Signature:	Date:
Signature of Headmaster: (or delegate)	Date:

* OR GUARDIAN (IN WHICH CASE PLEASE SPECIFY)

PLEASE NOTE

Payment of the application fee to the College does not guarantee enrolment.

The application fee is NON-REFUNDABLE.

If the application meets initial entry requirement, acceptance at the College is strictly subject to interview.

Criteria which are taken into account for entry of new students include:

- Personal faith and / or active church involvement
- Family or other association with the College
- Academic and behavioural records
- If the student has previously attended a Christian School
- Date of Application

PLEASE SEND:

1. Signed Application for Admission
2. A non-refundable application fee of \$110 per student
3. Copies of the last TWO school reports (if applicable)
4. Specialist reports (if applicable)
5. Any Family Court Order

TO:

The Registrar
Christian Outreach College Brisbane
322 Wecker Road
MANSFIELD QLD 4122

Email: mail@brisbane.coc.edu.au

Website: www.brisbane.coc.edu.au

TELEPHONE: + 61 7 3347 5899

FAX: + 61 7 3347 5900

Please remember: full and frank disclosure of students' previous education, disabilities, learning difficulties and behavioural issues is a condition of enrolment. Failure to disclose would normally put the enrolment at risk.

INFORMATION SUPPLIED ON THIS FORM IS TRUE AND COMPLETE

Parent's Signature – Father / Guardian:

Parent's Signature – Mother / Guardian:

Date: / / 20__ __

OFFICE USE ONLY

DATE:

PAYMENT REC'D:

SIGN: