

Glen Forrest Campus (6-12)
 Bilgoman Road
 PO Box 52
 GLEN FORREST WA 6071
 Phone 08 9298 9100
 Fax 08 9298 8616
 glenforrest@helena.wa.edu.au

Darlington Campus (K-5)
 Ryecroft Road
 PO Box 66
 DARLINGTON WA 6070
 Phone 08 9299 6626
 Fax 08 9299 8320
 darlington@helena.wa.edu.au



Registration Form

Student details

Given names		Surname	
Address			Postcode
Date of birth	Gender	Country of birth	Country of Citizenship
If not an Australian citizen			
Australian permanent resident	Yes	No	Visa subclass
Visa expiry date			
Current school	Year level	Number of children in family	Position of child in family
Proposed entry year			
20_____	Kindergarten	Pre-primary	Year 5
Year 6		Other year	

Parent details

Parent 1			
Title	Given name	Surname	
Gender	Relationship to student	Former Helena College student and maiden name if applicable	
		Yes	No
Years attended		From	To
Address / or as above			Postcode
Phone home	Phone work	Mobile	
Occupation	Email address		
Parent 2			
Title	Given name	Surname	
Gender	Relationship to student	Former Helena College student and maiden name if applicable	
		Yes	No
Years attended		From	To
Address / or as above			Postcode
Phone home	Phone work	Mobile	
Occupation	Email address		

Do you have other children currently or previously enrolled or registered at the College? Yes No

Names

Terms and Conditions

1. The parent/guardian/carer (parents) or person(s) responsible for payment of fees shall pay Helena College such fees and charges for the education and maintenance of and for the supply of goods and services to the student, as determined by the College Council from time to time.
2. Unless court orders/legal documents state otherwise, parents are jointly and severally liable for all fees, interest and charges stated in each school account for the applicant named overleaf.
3. Fees are payable prior to the first day of the term or semester to which they relate. Other charges are payable on demand and may be subject to alteration from time to time without notice. The Principal/Head of Junior School may refuse permission for the student to re-enter the College if any fees or charges for any preceding term remain outstanding.
4. The Principal/Head of Junior School and/or Registrar must receive one school term's notice in writing prior to the withdrawal of a student, or one term's tuition fees will be charged.
5. The College reserves the right to discipline, suspend or expel the student at any time if his/her behaviour is considered by the Principal/Head of Junior School to be unacceptable.
6. Parents will make good any damage to school property and or equipment.
7. The College accepts no liability for personal property or equipment brought to school by the student.
8. Parents are responsible for ensuring the punctual attendance of the student at the beginning of each term, on a day to day basis and for his/her punctual return after any period of leave.
9. Parents must notify the College if the student is to be absent from school for any reason and indicate the period of time he/she will be absent. Please see the Attendance Policy on the College website and on SEQTA Engage.
10. The students must wear the appropriate school uniform in good and clean condition, in accordance with the Uniform Policy and in such a way as to show pride in being identified with the College.
11. All students are bound by rules and regulations as may from time to time be issued by the Principal/Head of Junior School for the conduct of the College. Parents agree to ensure that the student obeys these rules and regulations.
12. The student is required to participate fully in the College's sporting, physical education and outdoor education programmes. This includes, but is not limited to, compulsory camps and expeditions. Exemptions are permitted only if the Principal/Head of Junior School has received relevant medical advice and/or doctor's certificate.
13. The parent(s) have read and understood, the Privacy Policy available on the College website.
14. The School Education Act (1999) requires parents to provide "details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school" (16G). Thus, this application must include specific details, reports and information that satisfy this requirement. This includes reports on any medical issue: psychometric testing; cognitive; mobility; vision/hearing; behaviour management; speech and communication and any current orders including restraining orders. Failure to disclose such information may jeopardise the applicant's enrolment at the College. Details of special funding or services, which the applicant may receive from an external agency, should be included.
15. It is the responsibility of the parent(s) to advise and update the College of any changes in the applicant's health or development, as well as any changes to court orders, family circumstances or contact details.

College policies are also available at www.helenacollege.wa.edu.au

All registrations require a copy of the applicant's birth certificate or passport and payment of a non-refundable registration fee.

The registration fee is \$110.00 (inc GST) and can be paid by credit card, cash, EFTPOS or cheque at administration, or by credit card over the phone 08 9298 9100. Direct Deposit to the College bank account can be organised by speaking to our College Registrar.

The Registration fee is waived for children of former students (Old Helenians) of the College.

I/we the undersigned, consent to the above applicant being registered for entry into Helena College. Both parent signatures are required for the application to proceed except where the Family Court has ordered sole responsibility or allocated sole responsibility for education matters, to one parent. In such instances, a copy of the court orders must be included with the application. I/we also acknowledge having read the Terms and Conditions listed above and have read the Privacy Policy on the College website.

Signature

Date

Signature

Date

A receipted copy of this form and a letter confirming your Registration will be forwarded by mail.

OFFICE USE ONLY				
Method of payment	Amount	Receipt number	Payment Received by	Payment / Registration date
GFC / DC Registration	Copy of full birth certificate attached	Registration entered on database	Confirmation letter and copy of registration form sent	Registration form filed in relevant year of entry