

Application for Enrolment

for Year 7–12 students

**SYDNEY
SCIENCE
COLLEGE**

Student Information

Given names Surname

(As it appears on birth certificate or passport)

Preferred given name (if different)

Date of birth

Gender ☐ Male ☐ Female ☐ Non-binary

Current school (if applicable) Year level (if applicable)

Proposed calendar year of entry Proposed academic year of entry ☐ Year 10 ☐ Year 11 ☐ Year 12

Country of birth Nationality

Student is: ☐ Australian citizen ☐ Permanent resident

☐ Aboriginal or Torres Strait Islander ☐ New Zealand citizen

Languages spoken at home (other than English)

Student's interests and achievements

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Are you aware of any social or emotional difficulties, or any medical or learning needs, that might affect the student's ability to fully benefit from the programs offered by the School or to actively participate in its co-curricular activities?

☐ No

☐ Yes, please specify, and provide documentation if applicable

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Family Information

Parent 1/Guardian

Title Given names Surname

Relationship to student: ☐ Mother ☐ Father ☐ Guardian ☐ Other (please specify)

Email

Mobile Number Home Number (if applicable) Work Number (if applicable)

Residential Address

Suburb Postcode

Postal Address (if different from above)

Suburb Postcode

Occupation or Profession Employer/Company (if applicable)

Country of birth Nationality

Parent 2/Guardian

Title Given names Surname

Relationship to student: ☐ Mother ☐ Father ☐ Guardian ☐ Other (please specify)

Email

Mobile Number Home Number (if applicable) Work Number (if applicable)

Residential Address

Suburb Postcode

Postal Address (if different from above)

Suburb Postcode

Occupation or Profession Employer/Company (if applicable)

Country of birth Nationality

Further Family Details

Student lives with:

- ☐ Parent 1 & 2 together ☐ Parent 1 only ☐ Parent 2 only
- ☐ Parent 1 & 2 in shared custody arrangement
- ☐ Other Guardian (please specify)

Is there a Court Order or Parenting Plan relevant to the student?

- ☐ No ☐ Yes, please attach a copy

Conditions of Entry and Continuing Enrolment

These Conditions form part of the enrolment contract between the parents (the Parents) and Sydney Science College (the School) for the enrolment of their child/ward (the Student). If the Student has only one parent, "Parents" refers to that parent. "Parents" also includes the Student's legal guardian(s). "Principal" means the principal or acting principal of the School, by whatever title they are known, and/or their nominee.

Fees and Charges

Parents are jointly and severally responsible for the payment of all fees and charges, which are payable in advance. Fees are set by the School Board and reviewed annually, with any adjustments for the following year communicated to Parents towards the end of Term 3 each year.

Annual Fees, including tuition, are to be paid in monthly instalments according to the Fee Schedule for each academic year, which outlines all inclusions.

A **non-refundable Enrolment Fee of \$2400** is payable to confirm acceptance if the School offers a place. This payment finalises the Student's enrolment and secures their place in the school years and calendar years offered. This Enrolment Fee is not credited towards the towards the Annual Fees.

If the Parents reside overseas, they must pay an amount equivalent to the first Term's Annual Fees at least six months before commencement, regardless of whether the Student is an Australian citizen/resident or a New Zealand citizen holding a Special Category Visa. This advance payment will be credited to the Parents' account, but will not be refunded if the student is withdrawn in the six months prior to commencement.

Other Charges – The costs of special events, tours, and ad hoc purchases are communicated to Parents in advance for approval and invoiced as they are incurred.

Fees during absence – If the Student is absent due to illness, leave, or temporary or permanent exclusion, there will be no remission of fees in whole or in part.

If all fees and charges are not paid when due, the School may suspend or terminate the enrolment of the Student, and the Student may not continue to attend the School except with the permission of the Principal. Late payment of fees may incur an administration fee.

Withdrawal

Parents must provide a term's notice in writing to the Principal if they intend to withdraw the Student from the School, otherwise a full term's fees will be payable in lieu of notice (e.g. for a student leaving at the end of Term 4, notice must be provided by the end of Term 3).

Attendance and absence

All students must attend the School during the whole term, and be punctual and prepared for all scheduled classes, activities and school events. If a student is absent or arrives late to school, a parent/guardian must provide an explanation by the next school day, emailed to attendance@sydneysciencecollege.nsw.edu.au

Families are strongly encouraged to plan family holidays and other avoidable absences during school holidays. Extended leave for any

reason other than illness or misadventure, including planned travel that overlaps school term, must be sought by the Parents in writing from the Principal well in advance and will only be granted in special circumstances.

Discipline

Parents agree to support the School in its Discipline Policy, including its Code of Conduct. The Student is required to abide by the School's rules, discipline, and policies as they apply from time to time, and behave in a manner that is at all times lawful, safe for all concerned, courteous and considerate of others, and a good reflection on themselves, their families, and the School.

Exclusion

If the Principal considers that:

- the Student is guilty of a serious breach of the School rules, discipline or policies in place from time to time;
- the Student has otherwise engaged in conduct which is prejudicial to the School or its students or staff;
- the Student is not making satisfactory progress;
- the Parents have failed to comply with these Conditions; or
- the mutually beneficial relationship of trust and cooperation between a parent/guardian and the School has broken down to the extent that it adversely impacts on that relationship,

the Principal may exclude the Student permanently or temporarily from the School at their absolute discretion and subject to ensuring procedural fairness, and no remission of fees will be granted.

School Board and Principal

All Parents and students must agree to accept and abide by the requirements and directions of the School Board and the Principal, including those relating to the Student or students generally, and not interfere in any way with the conduct, management and administration of the School.

Curriculum and Co-curricular Activities

The School determines which particular courses and activities are offered and/or provided at any time and which of these are compulsory. The School reserves the right to amend its academic and other programs, including co-curricular activities, at any time without prior notice, and to determine which programs are compulsory. This may include the discontinuation of teaching subjects, co-curricular activities and other programs.

School activities

By enrolling the Student, Parents give permission for the student to participate in all school activities, including sport, excursions, camps, and outdoor education programs. Students are required to attend and actively participate in all compulsory school activities. The Principal will only excuse students from attendance in special circumstances.

Parents consent to the Student travelling to and from off-campus scheduled activities with the school group via public transport or school bus. They also consent to the Student travelling with the school group to the nearest station after the activity before making their own way home. Parents will be notified in advance of transport arrangements when required.

Climbing is the School's official sport and a compulsory activity. Students climb weekly at indoor gyms such as Climbit, 9 Degrees, and Sydney Indoor Climbing Gym, both bouldering and top-rope

climbing. Advanced climbers may take an optional introductory lead climbing course later in the year. Outdoor trips, typically held once per term, take students climbing at beginner-friendly crags in Sydney and the Blue Mountains. These trips are led by a qualified climbing guide who is also a teacher at the School. Parents will be notified in advance of the climbing venue for each term, any outdoor trips, and the optional lead climbing course, and must complete a registration and waiver for each location and course before the Student can participate.

Insurance

The School takes out insurance under Aon's Student Accident Protection plan to assist with medical or dental expenses in the event of accidental injury during School-related activities. Coverage is subject to the plan's terms and conditions, and Parents should be aware that it may not fully cover all expenses.

Students are responsible for their personal belongings and the School accepts no liability for their loss or damage.

Off-Campus Privileges

Parents grant permission for the Student to leave the School grounds during lunch and breaks for activities such as visiting local cafés, eateries, supermarkets, or the nearby Boronia Park and Sports Field for sports and recreation. Students are required to remain within Epping and return punctually for their next scheduled class or activity, having finished their meal and taken any necessary bathroom breaks beforehand to avoid disruptions.

Parents also grant permission for the Student, upon commencing Year 12 in the fourth term of Year 11, to leave the School grounds during free periods, including returning home, and to arrive at school later in the morning if their free periods are at the start of the day. Students are required to be punctual for all scheduled classes and activities. Additionally, parents grant permission for the Student, as a Year 12, to be absent on days when they have free periods for the entire day, such as during STUVAC (study vacation) before exams.

This off-campus privilege is granted by the School with the expectation that the Student will use it responsibly and adhere to the high behavioural standards outlined in the Code of Conduct while in the local community. If a breach of trust occurs, the Student's off-campus privileges may be restricted, and they will be required to remain on campus during breaks and free periods until all concerns are resolved.

Parents acknowledge that the School does not provide supervision for the Student while they are off campus under these privileges, and accept that the School is not responsible for their safety, welfare, or any incidents, injuries, or losses that may occur during this time.

Dress Code

The School has no uniform, except for optional Year 12 jerseys. Students must arrive well-groomed and dressed neatly in clean, well-kept casual wear, free from offensive graphics or text. Smart casual or business casual attire may be required for certain school events. For safety reasons, closed-toe shoes without mesh tops are mandatory in biology and chemistry laboratories. On sports days, students must wear or bring appropriate activewear for their activities.

Medical details and urgent medical treatment

Parents must complete and return a medical disclosure form before the Student's commencement and as required by the School from time to time. By enrolling the Student, Parents confirm that

they have fully disclosed any social or emotional difficulties, or any medical or learning needs that may impact on the Student's education or participation in the School's programs and co-curricular activities, as well as any assistance or provisions required in relation to these needs. Parents acknowledge that failure to disclose any relevant information may result in termination of the Student's enrolment.

If illness or injury to the Student necessitates urgent hospital or medical treatment including but not limited to injections, blood transfusions, or surgery, and where the Parents are not contactable after making reasonable efforts, the Parents authorise the Principal, or, in the Principal's absence, a responsible member of the School staff, to give authority for such treatment without the School or its employees or agents incurring any legal liability. The Parents indemnify the School, its employees and agents against all costs and expenses arising directly or indirectly out of such treatment.

Student Device Agreement

The Student is provided with a new, school-managed Apple MacBook Air and iPad Air to support their learning, along with accessories including an Apple Smart Folio, Apple Pencil, Paper-like screen protector, and the required charging cables and wall adapters.

Ownership – These devices and accessories remain the property of the School during the Student's enrolment. Upon graduation, ownership is transferred to the Student, and all device management profiles are removed, making them personal devices to support their university studies. If the Student withdraws before graduation, Parents must ensure that all devices and accessories are returned in good condition prior to their departure.

Intended use – These devices are primarily for educational use both in and out of school, including at home. Students must use these devices in a safe and responsible way that reflects good digital citizenship at all times, in accordance with the ICT Acceptable Use Policy. Students must take their devices and accessories home after school each day and bring them back the next school day, clean, fully charged, and in working condition.

Device Care – Students are responsible for safeguarding their devices and accessories at all times and must take reasonable precautions to prevent loss or damage. While the iPad comes with a cover and screen protector, these offer only basic protection against scratches, minor bumps, and dust – they do not provide significant protection against drops, heavy impacts, bending, crushing, edge or corner damage, or water exposure; students are expected to handle their devices with care to prevent damage. The MacBook does not come with a protective case. To reduce the risk of damage during transport, students are expected to either use a padded, laptop-specific compartment in their bag or provide their own laptop sleeve.

Students must promptly report any technical issues with the devices or any missing or damaged accessories to the IT administrator to prevent disruptions to classes and learning.

Device Management – Parents acknowledge that these devices are managed by the School, with security settings, installed apps, and internet access configured and restricted in accordance with the ICT Acceptable Use Policy. This management ensures compliance with Australia's Privacy and Child Protection laws, and helps maintain a safe learning environment by minimising security risks such as malware, restricting access to school-inappropriate content, and

safeguarding student data, both in and out of school. It also reduces distractions, allowing students to stay focused on learning.

The School's device management does not enable surveillance of student activity or personal content – it does not allow the School to remotely view, control, monitor or retrieve a student's screen, camera, microphone, personal emails, messages, browsing history, or files stored on the device.

Insurance and financial responsibilities – Parents acknowledge and accept financial responsibility for any costs related to the repair, replacement, or service of the Student's school-provided devices and accessories in the case of damage, loss, or theft.

These devices are insured through Applecare+ for the duration of the Student's enrolment, which includes coverage for certain incidents of accidental damage with a service fee per incident (details at www.apple.com/au/support/products). Applecare+ does not cover normal wear and tear, or cosmetic damage not affecting the functionality of the devices. For repairs or replacement covered by Applecare+, Parents will be invoiced for the applicable service fee.

If the devices and/or accessories are lost, stolen, or damaged in a way that affects functionality and is not covered by Applecare+, the School will arrange repairs or replacement through Apple, and Parents will be invoiced for the full cost. In the meantime, the School will provide the Student with a loan device and/or accessories. The Student is responsible for the care and safeguarding of the loan items, and Parents are financially responsible for any damage, loss, or theft, just as they are with the original items. The original or replacement device and/or accessories will be reissued once repairs are complete, the financial commitment is fulfilled, and the loan items are returned.

Parents and students must promptly report any loss, damage, or theft of the devices and/or accessories to the School.

Further Parents' Obligations

In addition to the obligations detailed elsewhere in these Conditions, the Parents are to:

- Support the Student in abiding by the School's rules, discipline, and policies as they apply from time;
- Support the ethos, expectations and activities of the School;
- Comply with School procedures and staff requests, as well as any applicable code of conduct while on the School premises or attending School activities elsewhere, and encourage others attending in relation to the Student to do the same;
- Refrain from doing or saying anything which may adversely affect the reputation of the School, including in print or electronic media

including, but not limited to, on social media (including private accounts);

- Communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- Make reasonable efforts to attend parent-teacher interviews.

School reports

School reports are emailed directly to students and copied to each email address notified by the Parents. The only circumstances where this will not occur is where a parent advises that he or she does not wish to receive reports or fails to notify the School of an address to which it is to be sent, or where the School is given a copy of an order or agreement specifying that reports are to be sent to one parent.

Updates

Parents must promptly advise the School in writing at registrar@sydneysciencecollege.nsw.edu.au of:

- Any changes of residential address, contact details (postal address, email, and/or telephone) or other information provided on the Application for Enrolment. Applications and enrolments may be cancelled if the School loses contact with Parents or has mail returned;
- Any changes to the Student's health or needs as reflected on the student medical form or the emergence of new specific needs that may impact on the Student's education or participation in the School's programs and co-curricular activities, and provide any medical information required by the School including medical reports; or
- Details of any Court Order or Parenting Plan relevant to the Student, and any changes to such Orders or Plans.

Privacy Statement

The information provided on the Application for Enrolment is required by the School to manage the enrolment application. No personal information will be disclosed outside the School without the express consent of the Parents, unless it is for the purpose of the School providing services to the Student or the Parents, advancing or protecting the needs of the Student or Parents or a related secondary purpose, including disclosure to government agencies such as the NSW Department of Education, or as required by law.

Alterations To These Conditions

The School may amend these Conditions at any time by giving Parents at least one term's notice, and any amendments will be binding on Parents as though they were originally included in these Conditions.

Parents/Guardians Declaration

I/We, the undersigned:

- Acknowledge that the School has provided a copy of the current Enrolment Policy, Discipline Policy and Privacy Policy (available online at <https://www.sydneysciencecollege.nsw.edu.au/policies/>);
- Have read and understood the Enrolment Policy, Privacy Policy and Students & Parents Collection Notice, and above Conditions of Entry and Continuing Enrolment;
- Agree jointly and severally to be bound by the above Conditions of Entry and Continuing Enrolment if a place is offered and accepted, including the payment of applicable fees and charges;
- Acknowledge that the above Conditions may be amended by the School by giving at least one term's notice, and that the School varies its Schedule of Fees each year;
- Consent to the collection, use, and disclosure of personal information as required by law and as described in the Privacy Statement in the Conditions on page 5;
- Confirm that the information provided in this application is accurate, complete, and up-to-date, and understand that providing false or misleading information may result in the withdrawal of any offer and the cancellation of the student's enrolment; and
- Acknowledge responsibility for informing the School in writing of any changes of residential address, contact details (postal address, email, and/or telephone), residency status, or other relevant details that may affect the student's enrolment.

Signature

Date

Signature

Date

Parent 1/Guardian Name

Parent 2/Guardian Name

Where only one parent/guardian has signed the Declaration, that person must satisfy the School that he/she is the sole parent or guardian and will be responsible for all fees and charges.

Checklist

You must return the following with your application:

- ☐ Completed and signed Application for Enrolment form.
- ☐ Copy of student's birth certificate, or current passport if the student was born overseas.
- ☐ Copy of permanent residency/citizenship papers if student or both parents were born overseas, or copy of New Zealand citizenship papers (the Special Category visa may be provided after the initial application, upon the student's arrival in Australia).
- ☐ Copy of student's latest 2 school reports, and NAPLAN results if relevant to age, e.g. Years 7, 9.

This Application for Enrolment and supporting documentation should be emailed to
registrar@sydneysciencecollege.nsw.edu.au

Please keep a copy of this form for your records.