



BRISBANE BOYS' COLLEGE

## APPLICATION FOR ENROLMENT

This form is for students who are Australian citizens or have permanent residence in Australia. It may also be used for students who are holders of long-stay business visas. Contact Student Admissions for details. International students who will be applying for student visas to attend school in Australia should use the *International Student - Application for Enrolment* form available from Student Admissions or the Brisbane Boys' College website.

This form should be accompanied by the non-refundable application fee as prescribed in the current *Schedule of Fees*.

Formal intake years are Prep and Year 4 in the Junior School and Year 7 in Middle School. As vacancies may occur at any year level, please speak with Student Admissions if seeking entry to another year level.

On completion of processing we will send you an acknowledgement of your application and an official receipt. Your son's name will be placed on our enrolment list for the nominated year of entry to the School. Please lodge a separate application for each son you wish to enrol. Offers (of places) start from up to three years prior to the commencement date for the entry year you selected.

Families seeking admission within the next two years should also supply school reports for the last two semesters (excluding Prep and Year 1 applicants); most recent NAPLAN results if applicable; and a copy of their son's birth certificate or passport photo page.

Please contact Student Admissions or refer to the Brisbane Boys' College website for our privacy policy and other policies / information about enrolment at Brisbane Boys' College.

### SECTION 1- PARENT DECLARATION AND STUDENT DETAILS

#### 1.1 Parent Declaration

- We hereby apply to enrol the student named in Section 1.2 at Brisbane Boys' College (BBC).
- We understand and acknowledge this application will place the student's name on a waiting list but does not guarantee a place at Brisbane Boys' College.
- We have provided to the best of our knowledge the information required in Section 3 Student Profile and Section 4 Parent/Carer Details including additional medical, specialist and/or academic reports if applicable. We understand that the enrolment and establishment of relevant programs related to the student at BBC depend upon open and honest disclosure of information relating to the health and wellbeing and academic progression of the student.

---

Signature of Parent / Carer 1

---

Signature of Parent / Carer 2

---

Please PRINT name

---

Please PRINT name

---

Date signed

#### 1.2 Student Details

Family Name:		Date of Birth:
Given Names:		Preferred Name:
Planned Attendance: (please tick)	<input type="checkbox"/> Day boy	<input type="checkbox"/> Boarder



**BRISBANE BOYS' COLLEGE**

## SECTION 2 - ENROLMENT CHECKLIST

Please return this booklet with the application fee and retain Section 5 and Section 6.

### Return to BBC

Section 1	Parent Declaration and Student Details
Section 2	Enrolment Checklist
Section 3	Student Profile
Section 4	Parent / Carer Details

### Retain

Section 5	Enrolment Procedures
Section 6	Fees and Business Regulations

### Entry year levels

- The College enrolls students each year into Prep, Year 4 and Year 7.
  - Up to two preferences may be listed.
  - While ensuring one of your preferences applies to a formal intake year, vacancies may occur in any year level.
- Please contact Student Admissions prior to submitting an application if you are seeking entry to other year levels.

<b>CHECKLIST</b>	Yes	No	To come
Please ensure you have provided the following documentation (if applicable) with this form.			
1. Application Fee			
2. Copy of the prospective student's Birth Certificate or extract of Birth Entry, or Passport Photo page			
3. If applying for entry within next two years, copies of school reports for the past two semesters and most recent NAPLAN results (if applicable)			
4. Additional Medical reports (if applicable)			
5. Additional Specialist reports (if applicable)			
6. Additional Academic reports (if applicable)			

<b>OFFICE USE ONLY</b> (enter date if applicable)	
Application Fee:	Confirmation Fee:
Receipt Number:	Amount/Receipt Number:
Parent Code:	Student Code:
School Tour:	Boarding Tour:
Interview:	Offer:
Review Completed:	Accepted:



**BRISBANE BOYS' COLLEGE**

### SECTION 3 - STUDENT PROFILE

Family Name:		Date of Birth:
Given Names:		Preferred Name:
Residential Address:		
		Post Code:
Postal Address: (if different)		
		Post Code:
Preference 1:	Proposed Year of Entry   20	Year Level
Preference 2:	Proposed Year of Entry   20	Year Level

#### 2.1 Nationality

Australian (please attach a copy of the prospective student's birth certificate or passport photo page)

If other than Australian or New Zealand citizens, state type of visa held, date of issue and expiry date. Please note that enrolment requirements differ from country to country. Details are available from Student Admissions.			
Passport Number:		Date of Issue:	
Type of Visa:		Place of Issue:	
Visa Expiry Date:		Birth Country:	
Residency Status: (provide evidence)			

#### 2.2 History of School Attendance

Years of Attendance	Grade/s	Name of School
<i>eg. 2009-2013</i>	<i>P-4</i>	<i>Graceville State School</i>

#### 2.3 Family or Relatives Attended/Attending Brisbane Boys' College

Family Name	Given Name	Final Year	Relation to Student	House

#### 2.4 Family or Relatives Attended/Attending Somerville House, Clayfield College or Sunshine Coast Grammar School

Family Name	Given Name	Final Year	Relation to Student	House



BRISBANE BOYS' COLLEGE

## SECTION 4 - PARENT/CARER DETAILS

### Parent 1

Salutation: (Mr, Mrs, Dr etc)	
Family Name:	Maiden Name:
Given Name (s):	Preferred Name:
Residential Address:	
	Post Code:
Postal Address: (if different)	
	Post Code:
Phone:	Mobile:
Fax:	Email:
Occupation:	Employer:
Work Phone:	Work Mobile:
Work Fax:	Work Email:

### Parent 2

Salutation: (Mr, Mrs, Dr etc)	
Family Name:	Maiden Name:
Given Name (s):	Preferred Name:
Residential Address:	
	Post Code:
Postal Address: (if different)	
	Post Code:
Phone:	Mobile:
Fax:	Email:
Occupation:	Employer:
Work Phone:	Work Mobile:
Work Fax:	Work Email:

### How did you hear about Brisbane Boys' College?

You may select more than one option (please tick).

- |   |   |
|---|---|
| <input type="checkbox"/> BBC Website                  | <input type="checkbox"/> Newspaper                              |
| <input type="checkbox"/> BBC Newsletter               | <input type="checkbox"/> Radio                                  |
| <input type="checkbox"/> Letter/Email received        | <input type="checkbox"/> Billboard                              |
| <input type="checkbox"/> Online search (e.g., Google) | <input type="checkbox"/> Social media (e.g., Facebook, Twitter) |
| <input type="checkbox"/> Other website                | <input type="checkbox"/> Word-of-mouth referral from friend     |

Brisbane Boys' College, Kensington Terrace, Toowong Queensland 4066 CRICOS 00491J RTO 30241

T (617) 3309 3658 F (617) 3309 3671 E admissions@bbc.qld.edu.au W www.bbc.qld.edu.au

*Brisbane Boys' College is a school of the Presbyterian and Methodist Schools Association*



BRISBANE BOYS' COLLEGE

---

## SECTION 5 - ENROLMENT PROCEDURES

The following is the procedure to enrol a student in Brisbane Boys' College (BBC).

### 5.1 Completion of application form

Application for enrolment of a student can only be made on the official Brisbane Boys' College *Application for Enrolment* form accompanied by the non-refundable *Application Fee* (refer current *Schedule of Fees*).

### 5.2 Application Submission

On submission of an *Application for Enrolment* form (Sections 1, 2, 3 and 4), the non-refundable *Application Fee* (as prescribed in the current *Schedule of Fees*), together with other checklist items 2 to 5, including for example school reports, NAPLAN results and additional reports as applicable to Brisbane Boys' College, the student's name is placed on the nominated waiting list.

Diagnostic testing may be required to enable the College to collect valuable background information and identify individual student requirements. This applies also to students transferring from international education systems (see Section 5.5 below).

### 5.3 Interview and offer of a place

Based on the information supplied in school and other reports requested at this time, boys and their parents may be invited to attend an interview. Such interview may occur up to 36 months prior to the year for which entry is sought for students in Years 1 to 12 and up to 18 months for Prep applicants. These interviews are conducted by a Head of School and other Executive staff. At this interview the College's expectations of parents and students are discussed. Should an offer of a place result, this will be confirmed in writing.

### 5.4 Acceptance of offer

The due date for acceptance of an offer will be stated on the letter of offer. An offer of a place is accepted by the parent through payment of the non-refundable *Confirmation Fee* (refer to current *Schedule of Fees*) and return of a signed copy of the Student Enrolment Contract. In addition parents are asked to provide information required for government reporting, which is collected by all schools in Australia.

### 5.5 International students (students attending the College on a student visa)

International students should use the *International Student - Application for Enrolment* form and refer to the policy guidelines in the *International Student Handbook*, available on request from Student Admissions or accessible on the Brisbane Boys' College website at [www.bbc.qld.edu.au](http://www.bbc.qld.edu.au)



## BRISBANE BOYS' COLLEGE

### SECTION 6 - FEES AND BUSINESS REGULATIONS

#### 6.1 Application Fee

A non-refundable *Application Fee* (refer to current *Schedule of Fees*) will be charged for each enrolment. This fee includes any diagnostic testing coordinated by the College including any secondary review that may be done by BBC Staff. For international students it also includes the preparation of documents required to apply for a student visa.

#### 6.2 Confirmation Fee

To secure the student's enrolment at BBC, a non-refundable *Confirmation Fee* (refer to current *Schedule of Fees*) is payable up to three years prior to the student's entry to the College. Payment of this fee is compulsory for all parents wishing to confirm the student's enrolment. It is non-refundable and is not deducted from tuition fees. The College's *Student Enrolment Contract* should be returned with the *Confirmation Fee* when accepting an offer of place.

#### 6.3 Tuition, Boarding or Other Fees

Where applicable, in the interpretation of this policy, the word "fees" includes tuition, boarding or other fees or levies and the word "parent" includes all persons enrolling a student.

The College's tuition, boarding and other fees for each year are set out in a *Schedule of Fees*. The *Schedule of Fees* for each year is generally published in November of the previous year. While fee increases will be kept to a minimum, fees can be expected to increase for each year of attendance.

In the absence of prior arrangements agreed to in writing by the College, accounts which are not paid by the due date to which the fees relate will be considered overdue. The parent agrees to pay a late payment penalty on the daily outstanding balance of any overdue account from and including the day it became overdue, at a rate of 12.5 percent per annum. Default in payment will render the parent liable for legal action for recovery of the unpaid fees or other charges. Overdue accounts, including those where agreements for fee payments have not been honoured, will result in a review of the student's continuing enrolment. The College may terminate enrolments at any time before payment of overdue fees and a late payment penalty, and the rights and remedies of the College will not be affected at any time by any indulgence granted to the parent.

#### 6.4 Full Fee Paying Students (Overseas Students)

Tuition fees are higher primarily by the amount of both Commonwealth and State Government per capita grants for overseas students who have been classified by the Government as Full Fee Paying students.

Full Fee Paying students must remain a minimum of one Semester's tuition fees and boarding fees if applicable in advance at all times. College policy also requires that they be enrolled as Boarders unless living with a parent.

#### 6.5 Concessions

In the case of two or more brothers attending the College at the same time, a concessional discount of ten (10) percent of tuition fees is allowed for the younger brother(s). The same concession is allowed for a younger brother who has an older sister at Clayfield College, Somerville House or Sunshine Coast Grammar School.

The College allows a concessional discount in the range of twenty-five (25) to thirty-three (33) percent of tuition fees for the sons of Ordained Ministers, Lay Pastors or Home Missionaries serving in a Parish, Presbytery, Synod or Assembly or equivalent of mainstream Protestant churches, and Commissioner personnel in full-time mission work within or on behalf of the Presbyterian or Uniting Churches.

A student will not be granted more than one concession at one time. Where bursaries or scholarships are awarded, the greater concession will apply.

**In the case of financial hardship, please communicate with the Business Manager of Brisbane Boys' College.**