



BRISBANE BOYS' COLLEGE

Application for Enrolment

BRISBANE BOYS' COLLEGE – A MEMBER OF THE PRESBYTERIAN AND METHODIST SCHOOLS ASSOCIATION

Student's name: _____

Year level of entry: _____

Year of entry: 20 _____

THIS APPLICATION COMPRISES THE FOLLOWING SECTIONS

Section 1 Enrolment Process**Section 2** Fees and Business Regulations**Section 3** Student Profile and Parent / Carer Information**Section 4** Information required for Government Reporting**Section 5** Privacy Policy

I/We apply to enrol the student named above at Brisbane Boys' College.

I/We have read and understood Section 1, Enrolment Process and Section 2, Fees and Business Regulations. I/We accept that the Headmaster reserves the right to cancel the student's enrolment at the College, for breach of the rules and regulations or for non-payment of school fees.

I/We have completed to the best of our knowledge the information required in Section 3, Student Profile and Parent / Carer Information. I/We understand that the initial and continuing enrolment of the student at Brisbane Boys' College is dependent upon open and honest disclosure of information relating to the health and wellbeing of the student.

I/We have completed to the best of our knowledge the information required in Section 4, Information required for Government Reporting.

I/We have read and understood Section 5, Privacy Policy.

I/We acknowledge that the College's website (www.bbc.qld.edu.au) contains policies relevant to the student's enrolment, and that these policies may be amended from time to time. I/We agree to comply with these policies.

I/We undertake to support the ethos of the College and its existing rules, regulations and work programmes, plus changes which may be introduced in the future.

Signature of Parent/Carer 1 Please PRINT name __________
Signature of Parent/Carer 2 Please PRINT name _____

Checklist

Please ensure you have attached the following documentation (if applicable) with this Form:

(Please circle)

Application Fees	Yes	No	To Come
Copies of the prospective student's Birth Certificate certified as original, and Australian Visa and Passport identification pages for International Students	Yes	No	To Come
Passport sized photo of the child	Yes	No	To Come
Copies of latest school reports and those of past two years (if applicable)	Yes	No	To Come
Medical reports (if applicable)	Yes	No	To Come
Specialist reports (if applicable)	Yes	No	To Come

Office Use Only

Date of Tour:	Date of interview:	
Boarding/MAPS review:	Interviewer:	
Offered:	Accepted:	
Student Code:	Parent Code:	
Receipt No:	Amount:	Date:

Student Passport Photo

For more information please contact:

Brisbane Boys College

Kensington Terrace, Toowong QLD 4066

Telephone: (617) 3309 3567 Facsimile: (617) 3371 2679 Email: registrar@bbc.qld.edu.au Website: bbc.qld.edu.au

SECTION 1

ENROLMENT PROCESS

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

1.1 Completion of Application form

On receipt of this form and the Application Fee, the student's name is placed on the appropriate waiting list.

Boys are allocated places in the College in date order of application, however, the College reserves the right to allocate places at its discretion in special circumstances.

Application for enrolment of the student can only be made on this official Application for Enrolment form accompanied by:

- a) Non-refundable application fee (refer fee schedule)
- b) Copy of the student's Birth Certificate or Passport, certified as original
- c) Passport sized photo of the student
- c) Copies of latest school reports and those of the past two years (if applicable)
- d) Medical reports (if applicable)
- e) Any reports (including medical specialist reports) which refer to any behavioural or medical condition pertinent to the student, and/or suggests the need for special attention (see question 3.7, page 7).

1.2 Diagnostic testing

All boys entering Years 3 through 12 are required to sit for a series of diagnostic tests. These are held at BBC up to 24 months prior to the year for which entry is sought. (For remote applicants, arrangements are made for a local citizen to supervise and could include a teacher, your clergyman or a Justice of the Peace, etc.)

These tests are not entrance tests. Their purpose is to build a student profile prior to entry to provide the College with valuable background information about the student's individual skills and abilities, and to ascertain whether he is able to cope with the curriculum we offer.

1.3 Interview and offer of a place

1.3.1 Boys applying for entry to Prep through Year 2:

Based on the information supplied in this Application for Enrolment, boys and their parents may be invited to attend an interview, up to 24 months prior to the year for which entry is sought. These interviews are conducted by the Head of Junior School. At this interview the College's expectations of parents and students are discussed. Should an offer of a place result, this will be communicated in writing.

1.3.2 Boys applying for entry to Years 3 through 12:

When the results of the diagnostic tests are to hand, the boys and their parents may be invited to attend an interview. These are conducted by the Head of the Junior School (for Years 3-6 entrants), the Head of Middle School (for Years 7-9 entrants) and senior members of the academic staff (for Years 10-12 entrants). At this interview the College's expectations of parents and students are discussed. Should an offer of a place result, this will be communicated in writing.

1.4 Acceptance of offer

Offers of enrolment are normally valid for one month and are accepted by the parent through payment of the Confirmation Fee (refer to Fee Schedule), and return of a signed copy of the Student Enrolment Contract. In addition parents are asked to update the information contained in this Application for Enrolment.

The enrolment process is completed with pre-payment of the first semester's tuition and (if applicable) boarding fees at the beginning of the semester prior to enrolment (refer to Fee Schedule). A Fee Statement will be sent to facilitate this payment.

Application and Confirmation fees are non-refundable. A full term's notice is required of cancellation of enrolment. If a place that has been accepted is not taken up by the student, 50% of the first semester's fee that has been prepaid will be refunded.

1.5 Overseas student policy

Full fee paying overseas students are required to remain boarders during their enrolment at the College.

The College requires all applicants to take part in our Diagnostic Testing Programme. A student's English skills must be sufficiently developed to enable him to cope with the College's academic programme as only limited assistance is available through the English Support Programme.

The Federal Government requires all full fee paying students to take out medical cover under the Overseas Student Health Cover (OSHC) Scheme.

A minimum of one semester's tuition and boarding fees is required in advance when the enrolment is confirmed.

The College will issue the Student's Confirmation of Enrolment (COE) that is required for the student's visa application on receipt of the OSHC and advance tuition fees.

A full copy of the College's Overseas Student Policy is available on request.

SECTION 2

FEES AND BUSINESS REGULATIONS

2.1 Application Fee

An Application Fee (refer to Fee Schedule) is payable at the time of submitting a formal Application for Enrolment to the College. This fee is non-refundable and covers the pre-entry diagnostic testing and administration costs associated with prospective enrolments and interviews.

2.2 Confirmation Fee

To secure the student's enrolment at BBC, a non-refundable Confirmation Fee (refer to Fee Schedule) is payable up to two 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 will be forwarded to you at this time.

2.3 Tuition, Boarding, Special and Other Fees

Where applicable, in the interpretation of these regulations the word "fees" includes tuition, boarding, special 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 grade are set out in a Fee Schedule. The Fee Schedule is generally published in November of the previous year. Fees are subject to alteration by the College Council from time to time and, where possible, notice of any such alteration will be given in advance.

Fees are payable within seven (7) days of receipt of the account.

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 interest 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 interest, and the rights and remedies of the College will not be affected at any time by any indulgence granted to the Parent.

2.4 Full Fee Paying Students (Overseas Students)

Tuition fees are higher primarily by the amount of both Federal 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 in advance at all times. College policy also requires that they be enrolled as Boarders.

2.5 Absence / Withdrawal from the College

The College will not remit fees if a student is absent from the College for periods up to one term. When the period of leave is in excess of one term, payment of ten percent (10%) of the normal fees is required for the period in excess of one term, in order to retain the student's place until return from leave. Where leave is planned, that is, not because of sickness or other unforeseen circumstances, one term's notice is required to be given, where possible.

A full term's notice, in writing, to the Headmaster, is required of the intention to withdraw the student from the College, or the intention to change the status of the student from boarder to day student, or to discontinue an extra subject (e.g. Music, etc). The equivalent of a full term's fees is charged for withdrawal without such notice.

The College does not refund fees if it expels a student.

2.6 Concessions

If two or more brothers attend the College at the same time, a concessional discount of ten (10) percent of tuition fees is allowed for the younger brother(s). The College will allow the same concession for a younger brother who has an older sister at Clayfield College or Somerville House.

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

SECTION 3

STUDENT PROFILE AND PARENT/CARER INFORMATION

3.1 Family name: _____

Student's Given name(s): _____ Preferred name(s): _____

Date of birth: _____ Proposed year of entry: 20 _____ Term: _____ Year level: _____

Residential address: _____

_____ P/Code: _____

Postal address: _____

_____ P/Code: _____

3.2 NATIONALITY

Australian (please attach copy of birth certificate or passport, certified as original)

Non Australian (see question 3.8, page 9)

(If other than Australian or New Zealand, state type of visa held, and date of issue. Please note that special requirements may apply to particular country of birth. Details are available from the College.)

Pasport number: _____ Date of issue: _____

Place of issue: _____ Type of visa: _____ Birth country: _____

3.3 HISTORY OF SCHOOL ATTENDANCE

YEARS OF ATTENDANCE	YEAR LEVELS	NAME OF SCHOOL
e.g., 1998-2005	P-7	Graceville State School

Where applicable, please supply copies of last two years' schools reports.

These are required for consideration of this application if applying for entry within the next two years.

3.4 Parent/Carer Information

PARENT 1

Family name: _____ Maiden name: _____

Given name(s): _____ Preferred name(s): _____

Residential address: _____

_____ P/Code: _____

Postal address: _____

_____ P/Code: _____

Phone: _____ Mobile phone: _____

Fax: _____ Email: _____

Occupation: _____ Employer: _____

Phone: _____ Mobile phone: _____

Fax: _____ Email: _____

3.4 Parent/Carer Information

PARENT 2

Family name:	Maiden name:
Given name(s):	Preferred name(s):
Residential address:	
	P/Code:
Postal address:	
	P/Code:
Phone:	Mobile phone:
Fax:	Email:
Occupation:	Employer:
Phone:	Mobile phone:
Fax:	Email:

3.5 RESIDENCY

Complete this section if either or both natural parents are not living with student. This information is important to help clarify how the College communicates with the student's carers.

Attach copies of Family Court Orders or Protection Orders relating to the student of which the College should be aware.

PLEASE INDICATE WITH WHOM STUDENT RESIDES: (✓ TICK WHERE APPROPRIATE)

Student living with mother: <input type="checkbox"/>	Student living with father: <input type="checkbox"/>
Student living with Legal guardian(s) <input type="checkbox"/>	
(please attach official documentation and please specify relationship with student e.g. Grandparent)	
Student living with other: <input type="checkbox"/>	
(please specify relationship with student e.g. Grandparent)	

STATUS OF NATURAL PARENTS: (✓ TICK WHERE APPROPRIATE)

Mother deceased: <input type="checkbox"/>	Father deceased: <input type="checkbox"/>
Parents divorced: <input type="checkbox"/>	Parents separated: <input type="checkbox"/>
Other (please specify): <input type="checkbox"/>	

3.5 Who should the college communicate with regarding day-to-day matters?: (✓ tick where appropriate)

- PARENT 1 (as detailed in previous section)
- OTHER CARER (please provide contact details below)

Name: _____

Residential address: _____

P/Code: _____

Postal address: _____

P/Code: _____

Phone: _____ Mobile phone: _____

Fax: _____ Email: _____

Occupation: _____ Employer: _____

Phone: _____ Mobile phone: _____

Fax: _____ Email: _____

- PARENT 2 (as detailed in previous section)
- OTHER CARER (please provide contact details below)

Name: _____

Residential address: _____

P/Code: _____

Postal address: _____

P/Code: _____

Phone: _____ Mobile phone: _____

Fax: _____ Email: _____

Occupation: _____ Employer: _____

Phone: _____ Mobile phone: _____

Fax: _____ Email: _____

3.6 FAMILY OR RELATIVE(S) ATTENDED BBC

STUDENT NUMBER	FAMILY NAME	GIVEN NAME	FINAL YEAR	HOUSE

3.7 MEDICAL HISTORY AND SPECIAL NEEDS

Prior to Enrolment, it is important that as Parents you inform the College if your son has any particular special needs such as medical, physical, learning or social/emotional, which require specialised and professional attention (above and beyond the level of individual attention already afforded to students at Brisbane Boys' College). Please disclose these special needs in the space below and attach further documentation if required. For further information, please refer to the College's enrolment policy on the Enrolment of Children with Special Needs. Brisbane Boys' College reserves the right to determine its ability to meet the needs of students with any special needs.

If this section of the form is not completed, the College will assume that the Student has no Special Needs and any offer of enrolment will be made on the basis of this assumption being correct.

IF YOUR CHILD HAS A SPECIAL NEED, PLEASE CIRCLE

ADD/ADHD:	Yes	No	Autism/Aspergers:	Yes	No
AllergicReaction/Anaphalaxis:	Yes	No	Asthma:	Yes	No
Epilepsy:	Yes	No	Heart:	Yes	No
Vision:	Yes	No	Hearing:	Yes	No
Social/Emotional:	Yes	No	Learning Difficulty:	Yes	No
Non-verbal learning disorders:	Yes	No	Other:		
Has your child ever repeated a grade?	Yes	No	If so which year level:		
Has your child ever received 'Learning Support Assistance'?				Yes	No

Has your child ever been 'Ascertained' in any of the following impairment areas?

Physical:	Yes	No	Intellectual:	Yes	No
Autism Spectrum Disorder:	Yes	No	Special Emotional Disorder:	Yes	No
Speech Language:	Yes	No	Vision:	Yes	No
Hearing:	Yes	No			
If yes, what is the level of impairment?					

Please attach the appropriate specialist report(s).

(Ascertainment is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel).

Has your child been appraised at his previous school?				Yes	No
If so, what learning areas were affected or difficulty detected?					
Has an IEP been written for your child?	Yes	No	Has an EAP been completed for your child?	Yes	No
Has your child ever been assessed for a learning difficulty/disability?				Yes	No
If yes, please give details:					
Has another school or teacher ever suggested that your child may suffer from a learning difficulty/disability?				Yes	No
If yes, please give details:					
Has your child ever been referred to a speech therapist, occupational therapist or had a developmental assessment?				Yes	No
If yes, please give details:					
Does your child exhibit developmental delays in ay area?				Yes	No
If yes, please give details:					

Has your child ever been accelerated i.e.skipped a grade?	Yes	No
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Has your child participated in a Learning Enrichment Programme?		
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If test results indicate your child could benefit from a Learning Enrichment Programme or Learning Support Assistance, do you give permission for your child to receive such assistance?	Yes	No
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ENGLISH AS A SECOND LANGUAGE

Is a language other than English your child's primary language?	Yes	No
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If yes, please complete details in section 3.8		
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MEDICATION

Does your child take medication on a regular basis?	Yes	No
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If yes, what type of medication and how often is it taken?		
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Does your child have any social difficulties with other children?	Yes	No
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If yes, please specify		
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Has behaviour management ever been an issue with your child in the school setting?	Yes	No
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If yes, please specify		
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If your child has one of the above special needs, how does it impact on him as a learner?		
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Has your child ever been on prolonged periods of medication?	Yes	No
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If yes, please give details:		
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Has your child ever been assessed or treated by an educational or child psychologist?	Yes	No
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If yes, please give details:		
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Has your child attended more than one school or ever been asked to leave a school?	Yes	No
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If yes, please give details:		
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Has the student ever suffered any serious trauma, or been diagnosed by, or had consultations with a Counsellor?	Yes	No
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If yes, please give details:		
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IMMUNISATION SCHEDULE, PLEASE CIRCLE

Please indicate which vaccinations your son has received:

AGE	VACCINATION	Yes	No
2 months	DTPa–Diphtheria, Tetanus, Pertussis	<input type="checkbox"/>	<input type="checkbox"/>
	OPV–poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>
	Hib–Haemophilus Influenza	<input type="checkbox"/>	<input type="checkbox"/>
4 months	DTPa–Diphtheria, Tetanus, Pertussis	<input type="checkbox"/>	<input type="checkbox"/>
	OPV–poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>
	Hib–Haemophilus Influenza	<input type="checkbox"/>	<input type="checkbox"/>
6 months	DTPa–Diphtheria, Tetanus, Pertussis	<input type="checkbox"/>	<input type="checkbox"/>
	OPV–poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>
	Hib–Haemophilus Influenza	<input type="checkbox"/>	<input type="checkbox"/>
12 months	MMR–Measles, Mumps, Rubella	<input type="checkbox"/>	<input type="checkbox"/>
	DTPa–Diphtheria, Tetanus, Pertussis	<input type="checkbox"/>	<input type="checkbox"/>
	OPV–poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>
	Hib–Haemophilus Influenza	<input type="checkbox"/>	<input type="checkbox"/>
18 months	DTPa–Diphtheria, Tetanus, Pertussis	<input type="checkbox"/>	<input type="checkbox"/>
1-5 years	Meningococcal–Men C	<input type="checkbox"/>	<input type="checkbox"/>
Other: <input type="text"/>			

3.8 INTERNATIONAL STUDENTS ONLY

PLEASE ✓ TICK WHERE APPROPRIATE

Copy of Passport	Yes <input type="checkbox"/>	Copy of visa attached	Yes <input type="checkbox"/>	New visa required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Residency status	Visa <input type="checkbox"/>	Permanent Resident	Yes <input type="checkbox"/>	Australian citizen	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Country of birth: <input type="text"/>			Citizenship: <input type="text"/>			
First Language and/or other languages spoken at home: <input type="text"/>				Date of arrival in Australia: <input type="text"/>		
Schools attended: <input type="text"/>						
Has he completed an ELICOS course? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Where did he complete his ELICOS course? <input type="text"/>						
How many weeks did he spend completing his ELICOS course? <input type="text"/>						
Copy of recent Bandscale Levels Yes <input type="checkbox"/> or Other test details Yes <input type="checkbox"/> or						
Recent ISLPR (International Second Language Proficiency Ratings) Levels Yes <input type="checkbox"/>						
Speaking level <input type="checkbox"/> Listening level <input type="checkbox"/> Reading level <input type="checkbox"/> Writing level <input type="checkbox"/>						

As per enrolment policy, Senior students (Years 10-12) must achieve a level 3 equivalent to a Bandscale Level 6 ISLPR.**Middle school students (Years 7-9) must achieve a Level 2+ equivalent to a Bandscale Level 5 ISLPR.**

Agent Details (if applicable)	Contact Name:	Company:
	Work Phone Number:	Mobile Number:
Company Address:		
Post Code:	Phone Work:	
Email:		
Visa Application: (if applicable)	Date of Application:	Place of Application:
	OFFICE USE ONLY	
	Letter of Offer sent:	Invoice Sent:
	Invoice Paid:	ECOE Issued:
ESL Support: (if applicable)	Request for ESL:	Invoice for ESL:
	ESL Dept Notified:	Approved:

3.9 CO-CURRICULAR ACTIVITIES

Please indicate your son's areas of existing activities. If you require further space please attach a note to the application.

Music: (please detail examination results, current ensembles, or achievements that may be of interest)

Vocal:

Instrumental: (indicate instrument/s)

Sport: (please indicate the sports in which your child participates. You may detail your child's sporting achievements/experience)

Visual Arts: (please detail awards or prizes won by applicant)

Performings Arts: (speech and drama, dance and other)

SECTION 4

4.1 INFORMATION REQUIRED FOR GOVERNMENT REPORTING

In what country was the student born? (✓ tick where appropriate)

Australia <input type="checkbox"/> [1101]	New Zealand <input type="checkbox"/> [1201]	England <input type="checkbox"/> [2102]	China <input type="checkbox"/> [6101]
Philippines <input type="checkbox"/> [5204]	South Africa <input type="checkbox"/> [9225]	Hong Kong <input type="checkbox"/> [6102]	India <input type="checkbox"/> [7103]
United States of America <input type="checkbox"/> [8104]	South Korea <input type="checkbox"/> [6203]	Other (please specify) <input type="checkbox"/>	

4.2 Is the student of Aboriginal or Torres Strait Islander origin? (✓ tick where appropriate)

No <input type="checkbox"/> [4]	Yes, Aboriginal <input type="checkbox"/> [1]	Yes, Torres Strait Islander <input type="checkbox"/> [2]	Yes, both Aboriginal and Torres Strait Islander <input type="checkbox"/> [3]
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4.3 Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often). (✓ tick where appropriate)

No, English only	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[1201]
Yes, Italian	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[2401]
Yes, Cantonese	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[7101]
Yes, Arabic (inc. Lebanese)	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[4202]
Yes, Vietnamese	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[6302]
Yes, Greek	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[2201]
Yes, Mandarin	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[7104]
Yes, Tagalog (Filipino)	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[6506]
Yes, Spanish	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[2303]
Yes, Macedonian	student <input type="checkbox"/>	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[3504]
Yes, Other (please specify)				

4.4 Carer details - Education

What is the highest year of primary or secondary school the parent/carers have completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below').

✓ TICK ONE BOX ONLY IN EACH COLUMN

Year 12 or equivalent	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[4]
Year 11 or equivalent	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[3]
Year 10 or equivalent	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[2]
Year 9 or equivalent or below	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[1]

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

✓ TICK ONE BOX ONLY IN EACH COLUMN

Bachelor degree or above	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[7]
Advanced Diploma/Diploma	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[6]
Certificate 1 to IV (including trade certificate)	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[5]
No non-school qualification	mother/parent1/carer1 <input type="checkbox"/>	father/parent 2/carer2 <input type="checkbox"/>	[8]

4.5 Carer - Employment details

Please refer to the tables below in order to answer the following

What is the occupation group of mother/parent1/carer:

What is the occupation group of father/parent 2/carer2:

THE ONLY VALID RESPONSE TO THESE QUESTIONS COULD BE 1,2,3,4 OR 8

* 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 in the last 12 months, enter '8' in the box above.

List of parental occupation groups - for question 4.5

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/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

GROUP 2

Other business managers, arts/media/sportspersons and associate professionals.

Owner/manager of 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

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.

Tradesmen/women

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 clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

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, kitchenhand, 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 [trades' assistant, school/teacher's 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]

GROUP 8

If person has not been in paid work in the last 12 months.

SECTION 5

PRIVACY POLICY

The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary reason for collecting this information is to enable the College to provide a positive and supportive school environment, and/or to comply with government requirements.

Some of the information we collect is to satisfy the College's legal obligations. For example, certain laws governing or relating to the operation of Colleges require that particular information is collected.

We occasionally ask you to provide medical reports about students. This information is safeguarded under the College's Privacy Policy.

The College may be required to disclose personal and sensitive information for administrative and educational purposes. This includes disclosure to other schools, various government departments, AISQ (Association of Independent Schools Queensland), medical practitioners, and people providing services to the College (such as specialist visiting teachers, (sports) coaches and volunteers).

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines, our website and the mass media

Parents may seek access to personal information collected about them and their son by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil and/or to other pupils, or where pupils have provided information in confidence.

As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organizations that assist in the College's fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without obtaining your prior consent.

We may include your details in internal contact lists, for example, contact list for housemasters and College directory. If you do not agree to this you must advise us below.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

The College takes photographs of students for many purposes within the school's activities. If you have any objection to your son's photograph being used in association with school activities, please let us know.

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A MEMBER SCHOOL OF THE PRESBYTERIAN AND METHODIST SCHOOLS' ASSOCIATION