



Navigator College  
 61 Windsor Avenue  
 PO Box 3199 Port Lincoln SA 5606  
 Office: 08 8682 5099  
 Fax: 08 8682 5088  
[enrolments@navigator.sa.edu.au](mailto:enrolments@navigator.sa.edu.au)  
[www.navigator.sa.edu.au](http://www.navigator.sa.edu.au)

## APPLICATION FOR ENROLMENT

Starting Year – ELC, Rec, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 (please circle)

Starting Term \_\_\_\_\_

Calendar Year of Entry (i.e. 2015) \_\_\_\_\_

### STUDENT DETAILS

Gender  Male  Female

Family Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Given Names \_\_\_\_\_

Place of Birth \_\_\_\_\_

Preferred Name \_\_\_\_\_

Religion \_\_\_\_\_

Is your child Baptised? Yes  No

Congregation \_\_\_\_\_

Previous Navigator Scholar Yes  No

Current/Intended Kindergarten attended \_\_\_\_\_

Does the student receive School Card? Yes  No

Current School attending \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Family Details	Parent 1	Parent 2	Guardian
Title (Mr/Mrs/Ms/Miss)			
Surname			
Given Names			
Preferred Name			
Address - home			
Address – postal (if different from above)			
Telephone - home			
Telephone - work			
Telephone - mobile			
Email			
Occupation			
Employer			

## FAMILY CIRCUMSTANCES

Married  Defacto  Separated  Divorced  Single  Widowed

Applicant lives with:  Both Parents  Mother  Father  Guardian  Other (please specify)

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Is there a Custody Order in place for your child? Yes  No

Name of Custody Parent (if applicable): \_\_\_\_\_

If parents are separated, should correspondence be addressed to both parents/guardians? Yes  No

If no, please specify name of parent to receive correspondence: \_\_\_\_\_

Is there a Guardianship of the Minister (GOM) in place for this student? Yes  No  (please attach a copy of the order)

## SIBLINGS CURRENTLY AT NAVIGATOR COLLEGE

Name \_\_\_\_\_ Year Level \_\_\_\_\_

Name \_\_\_\_\_ Year Level \_\_\_\_\_

## SIBLINGS ON WAITING LIST (Including Accompanying Applications)

Name \_\_\_\_\_ Year Level \_\_\_\_\_ Year of Entry \_\_\_\_\_

Name \_\_\_\_\_ Year Level \_\_\_\_\_ Year of Entry \_\_\_\_\_

The College Newsletter is issued fortnightly. It is available on the College Blog via our website and twice a term it is also printed in the Port Lincoln Times. As part of completing this application form we will subscribe our new families to the College website using the entered email address of parent 1.

If you *do not* wish us to subscribe you to the College Website please tick the box.

## INFORMATION TO HELP DETERMINE A STUDENTS EDUCATION NEEDS

The following information is requested by Navigator College, from parents to help establish the educational needs of your child and give consideration to how the College can best meet those needs.

The Principal/ Heads of School will arrange a meeting with parents and (if necessary) other relevant/appropriate professionals to discuss the educational program the College can offer.

## SPECIAL STUDENT NEEDS AND CONSIDERATIONS

Does your child have a known disability or learning difficulty? (e.g. intellectual, physical, emotional, hearing, vision) Yes  No

If yes, please provide the name of disability or learning difficulty: \_\_\_\_\_

Does your child receive support from others? (e.g. tutor, psychologist, speech pathologist, occupational therapist) Yes  No

If yes, please provide details: \_\_\_\_\_

Does your child require any special provisions to be made by the school?

(e.g. asthma, allergies, required medications, restrictions on physical activities)

Yes  No

If yes, please provide details, including details of any regular prescribed medication: \_\_\_\_\_

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Is your child from an Indigenous background? No  Yes, Aboriginal  Yes, Torres Strait Islander

Independence – Can your child manage personal care needs independently, e.g. dressing, eating, toilet: Yes  No

English Speaking  Yes  No Languages spoken at home other than English: \_\_\_\_\_

Second Language Experience – Has your child attended formal classes in a language other than English Yes  No

Language: \_\_\_\_\_ Number of years learnt: \_\_\_\_\_

## CURRICULUM ISSUES

What support did your child receive in his/her previous setting?

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What support did your child receive for behaviour, learning or emotional issues?

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Does your child require particular supervision or management?

To and from school  In the classroom

Moving between classrooms  In the yard

Will your child require particular arrangements to participate in sports, games, camps, excursions?

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## HOMESTAY

Will your child require Navigator College Homestay Accommodation? Yes  No

If yes, have you completed a College Homestay Application form Yes  No

## MOBILITY

Will your child be needing to apply to use the one of the Navigator College Bus runs? Yes  No   
(Tumby Bay – North Shields) (Cummins – Wanilla)

Will your child be needing to apply to use the DECD (government schools) Bus Yes  No

Who will transport your child to school? \_\_\_\_\_

Are there any issues that need to be addressed by the school? Yes  No

- Access to the classrooms, e.g. ramps Yes  No
- Access to the playground Yes  No
- Access to toilet facilities Yes  No
- Access to general school facilities, e.g. library Yes  No

What are the Occupational Health, Safety and Welfare and Duty of Care issues for your child and others?

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## TO ASSIST US WITH FUTURE PLANNING PLEASE COMPLETE THE FOLLOWING

What has prompted you to enroll your child at Navigator College?

Reputation/academic excellence of the College  Christian Education  College Community

Location  Positive Feedback  Other \_\_\_\_\_

## HOW DID YOU LEARN ABOUT THE COLLEGE

Family/friends  Newspaper  Other Advertisements  Cleve Field Days

Website  Current Navigator Parents  Other \_\_\_\_\_

## CONDITIONS OF ENROLMENT

In enrolling my child at this school:

I/we accept that he/she will be educated within the Lutheran faith in a Christian educational environment.

I/we accept that support of college staff and co-operation concerning college activities is essential.

I/we accept that we will abide by college policies as amended from time to time.

I/we accept that participation in all curricular and extra-curricular activities prescribed as part of the learning program is compulsory, e.g. camps, excursions, etc.

I/we accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the College.

I/we accept the standards the College sets regarding grooming, uniform and personal presentation.

I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the College

I/we agree that we are both jointly and severally liable for the payment of all fees (including Navigator Bus fees if applicable), charged by the College, including any costs incurred in the recovery of fees, should the need arise.

I/we give consent for the College to contact any other schools which my child has previously attended for the purpose of ascertaining my/our fee-paying record.

I/we accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.

I/we give permission for the College to access information about my child from a previous school, kindergarten or specialist.

I/we accept that if a student is to be withdrawn from the College, at least one term's full notice must be provided in writing to the College, otherwise an additional one full term's tuition fee will be charged in lieu of notice.

I/we accept that if the college needs instructions from the Parent, then if more than one parent/Guardian has signed the Application for Enrolment as Parent/Guardian, the College may in its discretion act upon the instruction of either or both Parents.

Upon completion, please forward this form to the College with the non-refundable Registration Fee of \$25. Please note this application does not guarantee a placement for your child.

Upon acceptance of the student's enrolment, a \$200 (*non-refundable*) deposit will be required, of which, \$150 will be redeemable against the student's first term's fees and \$50 will be held as payment for the College Old Scholars lifetime membership fee.

*I hereby declare that the information provided is true and correct and that I have read and understand the College's Conditions of Enrolment and agree to abide by these conditions.*

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

***This Application must be signed by each parent/guardian listed on the application form. Where only one person has signed, he/she acknowledges that they will be responsible for all fees and charges.***

Please bring a copy of the following documents to your interview:

- A copy of the birth certificate or extract from it
- Latest school report and/or reference from previous schools (if applicable)
- Documentation relating to special needs (any reports, action plans, assessments, etc. if applicable).

***Before forwarding this Application Form, please ensure that ALL sections are completed. If necessary N/A (not applicable) should be used where appropriate. Failure to accurately complete all sections of the Application Form may result in the school's inability to accommodate your child's needs and may affect your child's continued enrolment.***

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ \$25 Application Fee Paid  MAZE Entry Date: \_\_\_\_\_ Enquiry ID number: \_\_\_\_\_

Application Received letter sent to the family  Copy of letter in student file

## COLLECTION NOTICE

Navigator College collects personal information about students, school employees, school governors and others who interact with the organisation. The primary purpose of collecting this information is to enable the organisation to provide services to students, schools or others. The organisation may from time to time disclose personal information to others for advisory, administrative or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purpose, related to the primary purpose, and which the individual would reasonably expect. If the organisation does not receive the information referred to above, it may not be able to provide the relevant service to the school, student, school employee or others. Any questions in relation to the collection, use and disclosure and retention of personal information collected by the organisation can be directed to the Principal.

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