



# Lowther Hall

ANGLICAN GRAMMAR SCHOOL  
A School for Girls

## FORM OF APPLICATION AND ENTRY

17 Leslie Road  
Essendon  
Australia 3040

**Postal Address**  
PO Box 178  
Essendon Australia 3040

**Telephone**  
(03) 9325 5000

**Email**  
admissions@lowtherhall.vic.edu.au

[www.lowtherhall.vic.edu.au](http://www.lowtherhall.vic.edu.au)

ABN 35 006 660 984

**Please return this  
SIGNED AND INITIALLED  
(where indicated)  
application form and  
conditions of entry  
together with a \$100.00  
(GST inclusive)  
Application Fee to:**

The Director of Admissions,  
Lowther Hall Anglican  
Grammar School,  
PO Box 178  
Essendon Australia 3040

ENROLMENT DESIRED: Year Level \_\_\_\_\_ Year \_\_\_\_\_

(to be completed, signed and initialled (where indicated) by both parents or the legal guardians of the child and forwarded to the Director of Admissions unless the child lives with one parent or guardian only)

Girl's Family Name \_\_\_\_\_

Given Names in Full \_\_\_\_\_

Date and Place of birth \_\_\_\_\_

If born overseas please state date of arrival in Australia \_\_\_\_\_

Nationality \_\_\_\_\_ Does your daughter identify as Aboriginal and/or Torres Strait Islander  Yes  No

Religious Denomination \_\_\_\_\_ Name of Parish \_\_\_\_\_

Present School or Pre-school \_\_\_\_\_

Present Year Level \_\_\_\_\_ Victorian Student Number (VSN) if known \_\_\_\_\_

Probable Length of Stay at Lowther Hall \_\_\_\_\_

Position in Family (i.e. 1st, 2nd, etc.) \_\_\_\_\_

No. of sisters \_\_\_\_\_ Ages \_\_\_\_\_ No. of brothers \_\_\_\_\_ Ages \_\_\_\_\_

Name/s of any sister/s currently attending the School \_\_\_\_\_

Name/s of any sister/s who has/have previously attend the School and years attended \_\_\_\_\_

Name/s of any sister/s on a waiting list to attend the School \_\_\_\_\_

**IF A CLOSE RELATIVE IS AN OLD GRAMMARIAN OR CURRENT STUDENT PLEASE STATE:**

Name when at school \_\_\_\_\_ House \_\_\_\_\_

Years Attended \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name when at school \_\_\_\_\_ House \_\_\_\_\_

Years Attended \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

**ANY SPECIAL CIRCUMSTANCES:**

Medical \_\_\_\_\_

Any Special needs \_\_\_\_\_

English as a second language \_\_\_\_\_

PARENTS/GUARDIANS:	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
<b>Title</b>	(Mr, Dr, Prof, The Revd, etc.)	(Ms, Mrs, Miss, Dr, Prof, The Revd, etc.)
<b>Family Name</b>		
<b>Given Names</b>		
<b>Address</b>		
	Postcode	Postcode
<b>Occupation and Industry</b>		
<b>Employer</b>		
<b>Telephone Home</b>		
<b>Telephone Business</b>		
<b>Telephone Mobile</b>		
<b>Country of Birth</b>		
<b>Nationality</b>		
<b>Email address</b>		

**FOR OFFICE USE ONLY**

Date Application Form sent

Received

**FORM OF APPLICATION AND ENTRY**

Please complete this section if this application relates to an Overseas Student. "Overseas students" are students who are not: Australian Citizens, New Zealand Citizens, Australian permanent residents.

Tick where appropriate:

- Permanent Residency Status                       Temporary Residency Status  
 Exchange Student

I/We enclose herewith the application fee and agree henceforth to pay such fees and other charges as herein after from time to time may be fixed by the school authorities in respect of enrolled students accepted into the school.

I/We desire to enrol the aforementioned child as a student at Lowther Hall Anglican Grammar School on the basis of the endorsed conditions of entry attachment and I/we acknowledge that I/we have read and understood the conditions 1 to 17 of the said attachment.

I/We further acknowledge that we understand that two (2) full terms' notice in writing or the payment of two (2) terms' fees in lieu, are required to be paid if a student is removed from or ceases to attend the School.

Date

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If there are two parents/guardians of the proposed student then **both** must sign this application.

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Signature of Parent/Guardian 1

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Signature of Parent/Guardian 2

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**Credit Card Payment**

- Visa       MasterCard      (please note that all credit card payments attract a 1% surcharge)

Card Number

Expiry Date

Amount \$

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Cardholder's Name

Signature

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**We would appreciate it if you would take the time to give us the following information.**

Did you hear of Lowther Hall through: (Choose as many as apply)	(a) Recommendation	Yes	No
	(b) Live or work locally	Yes	No
	(c) Magazine/Newspaper. If so please nominate which publication/s		
	1.		
	2.		
	(d) School signage	Yes	No
(e) Website	Yes	No	
Reasons for choosing Lowther Hall (Choose as many as apply)	(f) Other		
	1.		
	2.		
	(a) Academic reputation	Yes	No
(b) Looking for a girls' school	Yes	No	
(c) Closest school to home	Yes	No	
(d) Closest school to work	Yes	No	
(e) Other			
1.			
2.			

**Thank you**



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## CONDITIONS OF ENTRY AS A STUDENT

1. Each prospective student's name will be placed on the School's waiting list on lodgement of a *Form of Application and Entry*. Such placement of name does not constitute enrolment. Receipt of an Application will be confirmed in writing.
2. Each prospective student will be interviewed by the Principal, or her representative, prior to enrolment.  
The School also reserves the right to require the student to undertake any pre-enrolment academic testing that it considers necessary.  
A place at Lowther Hall is not assured until it is offered in writing by the Principal or her representative.
3. Applicants may elect to defer the point of entry to a later year. Deferred applications will be transferred to the nominated waiting list and will be considered according to the original date of lodgement of the Form of Application and Entry. Deferral made after a formal offer of enrolment has been made does not guarantee a place in a later year.
4. It is a condition of enrolment that: a) a copy of a student's birth certificate is provided at the time of enrolment, b) proof of Australian residency is provided (if the student is born overseas) at the time of enrolment and c) evidence of Immunisation Status is provided for any student who is attending the School from Preparatory to Year 6.
5. Subject to the right of the Principal to decline an application for enrolment of any prospective student, an offer for enrolment may be made after the interview abovementioned (and any academic testing if required); whereupon an enrolment fee of \$2,000.00 shall be payable within 21 days of an offer of enrolment being made. Such fee will not be refundable notwithstanding that the child subsequently may not attend the School.

## PAYMENT OF FEES AND CHARGES

1. Fees are strictly payable in advance. The School has EFTPOS facility including credit card payments: Mastercard and Visa. Other payment options include BPay facility or direct debit via one nominated bank account or credit card. Fees may also be paid by crossed cheque in favour of Lowther Hall Anglican Grammar School. If the payments are not made on or before the due date then upon such default, a late payment fee of \$100.00 will become immediately due and payable by the person(s) responsible for the payment of the fee. If the default continues, additional liquidated damages in the sum of \$100.00 will become immediately due and payable on the 30th day after the first day of the default and every 30th day afterwards until the initial default is remedied and all sums payable by way of liquidated damages have been paid. The School reserves the right to discontinue the enrolment of a student whose fees have not been paid by the due date.
2. **Two (2) full terms' notice in writing or the payment of two (2) terms' fees in lieu, are required if a student is removed or ceases to attend the school.**
3. Students are required to participate in the School's whole program of lessons, of outdoor activities and of camps and in the religious life of the school.  
Students are required to attend the School at the dates and hours nominated by the Principal as well as attend any other School event that the Principal may deem compulsory. Parents'/guardians' co-operation in the matter of punctuality is expected.
4. Parents are expected to co-operate with the School management in all matters of discipline and observance of school rules. The School reserves the right to suspend or expel any student. School fees shall not be waived during a period of suspension.
5. It is essential that the School be kept informed of any changes to the information supplied on this form. The School cannot take responsibility for non-delivery of its communications and will not maintain places on the waiting lists if correspondence is unanswered. Parents or Guardians should keep the Director of Admissions informed of any changes of address or the like.
6. In accordance with the requirements of the Federal Government's Privacy Legislation, the School has in place policies and procedures intended to guarantee the integrity of enrolment and other details provided.
7. The School may at any time prior to or after acceptance of an offer of enrolment, in its sole discretion and without the requirement to give notice, add to or vary any of the aforementioned conditions.
8. Signatories to this application (where more than one) shall be jointly and severally bound by the conditions herein set out.

Initials Parent/Guardian 1:

Initials Parent/Guardian 2:

I acknowledge receipt of the Form of Application and Entry dated     /     /

Director of Admissions, Lowther Hall Anglican Grammar School

Date:

\*\*NOTE a copy of this contract will be sent to the applicants together with a receipt and acknowledgement letter.

