



# Enrolment Application



ELC-Yr 12 College Campus: 9-15 Link Road, St Ives

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Masada College ABN 61 000 544 758 | Cricos Provider No. 00401E



Masada  
College



[masada.nsw.edu.au](http://masada.nsw.edu.au)

# Student Application Information

please note a copy of the applicant's birth certificate must be included

Date of Application: \_\_\_\_\_

Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

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

Hebrew name(s) (if applicable): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender:  M  F  Indeterminate  
*(please provide copy of birth certificate)*

Address: \_\_\_\_\_

Languages spoken at home: \_\_\_\_\_ Religion: \_\_\_\_\_ If Jewish - do you wish to enrol in the Torah Stream? Yes / No

Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

How did you hear about Masada College: \_\_\_\_\_

Please attach a current  
passport size photo  
of the student

## Masada Early Learning Centre Applicants Only

Proposed entry level room: \_\_\_\_\_  2 year old  3 year old  4 year old In the calendar year: \_\_\_\_\_

For ELC applicants a copy of your child's AIR Immunisation History Statement must be included with the application.

## Junior / Senior School Applicants Only

Junior / Senior School: \_\_\_\_\_ Proposed entry year level: \_\_\_\_\_ In the calendar year: \_\_\_\_\_

Present School: \_\_\_\_\_ Present Grade: \_\_\_\_\_ Time there: \_\_\_\_\_

I give permission for Masada College to contact my child's previous school if necessary  Yes  No

## Residential Status please indicate below:

(copies of originals must be included with application form)

- Australian citizen (Birth Certificate or proof of citizenship i.e. Australian passport/naturalisation certificate)
- Permanent resident (Australian Birth Certificate or proof of citizenship status i.e. Australian passport or visa)
- Temporary resident (Copy of passport and visa to be included with application. Please complete details below)
- International student (Copy of passport and visa to be included with application. Please complete details below)

## International Students and Temporary Resident Applicants Only

Passport Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_  
**(please provide copy of passport and visa)**

Passport Expiry Date: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Visa Number: \_\_\_\_\_ Visa Class: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

Private Health Care Fund: \_\_\_\_\_ Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
**(please provide copy of medical cover)**

Date arrived in Australia: \_\_\_\_\_

Student lives with:  Mother  Father  Both Parents  Guardian (Immigration approved) **(please tick appropriate box)**

**If applicable - Copy of the Guardian visa and the Guardian's passport must be included.**

# Family Information

## Parent 1

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Bus Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_ Religion: \_\_\_\_\_

With which congregation, if any, are you affiliated: \_\_\_\_\_

**Residential Status:** (please tick relevant box)

Australian citizen  Permanent resident  Temporary resident

Is Parent 1 a Masada alumni?  Y  N Former Name: \_\_\_\_\_ Year Started: \_\_\_\_\_ Year Left: \_\_\_\_\_

## Parent 2

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Bus Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_ Religion: \_\_\_\_\_

With which congregation, if any, are you affiliated: \_\_\_\_\_

**Residential Status:** (please tick relevant box)

Australian citizen  Permanent resident  Temporary resident

Is Parent 1 a Masada alumni?  Y  N Former Name: \_\_\_\_\_ Year Started: \_\_\_\_\_ Year Left: \_\_\_\_\_

## Guardian Details (if not same as parent)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Bus Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_ Religion: \_\_\_\_\_

## Details of Siblings of Applicant (if applicable)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School: \_\_\_\_\_

Additional Siblings Details: \_\_\_\_\_

## Special Needs

This information allows Masada College to facilitate the smooth transition of your child into the College.

**Please provide any assessment documentation as well as documentation to support diagnoses. This will assist the College to develop appropriate strategies to meet the particular needs of your child.**

If the information is incomplete or misleading the decision regarding your child's enrolment may be revised.

### Diagnosis / Condition

Acquired Brain Injury  Y  N

\*\* Allergies  Y  N

Anxiety  Y  N

Asthma - mild or severe  Y  N

Attention Deficit Disorder  Y  N

Attention Deficit Hyperactivity Disorder  Y  N

Autism Spectrum Disorder  Y  N

Behaviour Disorders  Y  N

Depression  Y  N

Diabetes  Y  N

Hearing/Vision/Visual Processing Difficulties  Y  N

English as a Second Language  Y  N

### Diagnosis / Condition

Epilepsy  Y  N

Giftedness  Y  N

Gross or fine motor skill difficulties  Y  N

Hearing Impairment  Y  N

Heart Problems  Y  N

Intellectual Disability  Y  N

Language Disorder  Y  N

Mental Health Issues  Y  N

Physical Disability  Y  N

Respiratory Problems  Y  N

Vision Impairment  Y  N

Other  Y  N

**\*\* If yes, please specify:**

**Has your child in the past received any of the following:**

### Diagnosis / Condition

Development Physiotherapy  Y  N

Individual Teacher Aide Time  Y  N

Intervention for Behaviour  Y  N

### Diagnosis / Condition

Occupational Therapy  Y  N

Speech Therapy  Y  N

Vision / Hearing Impairment Support  Y  N

## Additional Learning Support Needs and Health Concerns

Does the student require any additional support for learning because of learning support needs and or health concerns?  Y  N

If yes, please indicate any learning adjustments that may be required to allow the student to participate at school:

Changes to learning programs and/ or strategies  Y  N

Communication e.g. Speaking and/ or listening  Y  N

Modification to equipment, furniture, learning spaces and/ or learning materials  Y  N

Support for personal care needs e.g. hygiene, mealtimes and/ or health care needs  Y  N

Social support to engage safely with other students and teachers  Y  N

Other (please specify): \_\_\_\_\_

Is there anything that you do or modify at home that may help Masada College meet the student's educational needs?

Y  N If yes, please specify:

Has any previous education provider prepared a document plan to support the student's additional learning needs?

Y  N If yes, please provide the College with a copy or provide details with whom to contact:

### **In addition, please give:**

Details of any other information of which the College should be aware, including serious illnesses, accidents, operations, disabilities or disorders (please attach forms if applicable):

Please provide details of any family arrangements, including Family Court Orders, of which the College should be aware:

## Student's History Relevant to Risk Assessment

Masada College has a responsibility to assess and manage any risk of harm to its staff and students.

This application gives you the opportunity to provide information that will help facilitate the smooth transition of the student to this College. This may include preparing behaviour management plans or other appropriate strategies directed at meeting the specific needs of the student.

To your knowledge, is there anything in the student history or circumstances (including medical history not listed in this document) which might pose a risk of any type to this student, other students or staff at this school?  Y  N

If yes, please specify: \_\_\_\_\_

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues:

Does the student have any history of violent behaviour?  Y  N

## For Junior/Senior School Applicants:

Has the student ever been suspended or expelled from any previous school?  Y  N

If yes, what was this for:

Actual violence to any person?  Y  N

Possession of a weapon or any items used to cause harm or injury?  Y  N

Threats of violence or intimidation of staff, students or others at the school?  Y  N

Illegal drugs?  Y  N

Are you aware of any other incidents of the kind listed above in which the student has been involved outside of the school setting?  Y  N

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Parent/Guardian Declaration for all Students

### In submitting this application form, I/we agree and acknowledge that:

1. All clauses listed are for the enrolment from Masada Cottage Early Learning Centre through to Year 12.
2. This Application for Enrolment does not bind Masada College (or “the College”) to accept my/our child, nor me/us to send my/our child to Masada College.
3. Any offer of enrolment is made conditionally on all details on this application being correct.
4. Masada College requires all prospective students to attend interviews at the College, with the Principal or relevant Head of School or their delegate before an offer of enrolment can be made and admission can be confirmed. Prospective students applying from overseas will be granted conditional admission until such time as they have attended interviews.
5. It is at the Principal’s discretion to request that any applicant undergo a language proficiency test.
6. As part of the enrolment process parents/guardians of K-12 students will be expected to read and sign the Masada College Parent Agreement.
7. The Board of Management, through the Principal, may require the removal of any student from the College, whether permanently or temporarily, at any time. No remission of fees will be given in such cases.
8. Nil remission of fees, either whole or in part, will be made should the student be absent from the College or mandatory College events.
9. All parents/guardians of K-12 students have a responsibility to perform Parent Security Guard duty as and when required by the College. Failure to do so will result in an additional charge being added to my/our account.
10. Upon a place being offered at Masada Cottage Early Learning Centre, a Bond of \$500 is payable. Once paid, this Bond is forfeited if your application is withdrawn. Upon withdrawing from Masada Cottage Early Learning Centre, the \$500 Bond will be refunded if fees are paid in full and correct Notice Period has been provided, or if continuing through to Masada College Junior School, the \$500 Bond will roll over to become the non-refundable Acceptance Fee to hold the student’s place in Kindergarten.
11. Upon a place being offered at Masada College, a non-refundable Acceptance Fee of \$1,000 will be payable for all K-12 local students and a non-refundable Acceptance Fee of \$5,000 for International Students.
12. Fees are determined by the Board of Management and accounts are rendered prior to the commencement of each term (or at such time as the College determines). All accounts are payable by the first day of each term. Subject to arrangements at the discretion of the College, and the provision of a bank automatic debit authority, fees may be paid by instalment. Late payment of fees will attract an administration fee.
13. **K-12:** Upon withdrawal a full term’s notice is required – except in the year prior to Year 7, where two full terms notice in writing is required, otherwise 25% plus GST (currently 10%) of the annual fees will be payable. Written notice needs to be received by the first day of each Term.

**Masada Cottage Early Learning Centre families:** Upon withdrawal, four (4) weeks’ notice must be given. This is the same should the student reduce the number of days attending. Failure to give appropriate notice will result in the loss of fees in lieu of notice.

## Additional Conditions of Enrolment for International Students only

### **In enrolling in Masada College, I understand that it is conditional on:**

1. The student participating fully in the life and program of the College, and all other mandatory events such as excursions, camps and presentation evenings.
2. The Parents fully supporting both the student and College in all activities.
3. Ensuring my child adheres to the College's academic, dress and disciplinary regulations as may be instituted by the College Principal and staff of the College.
4. My child demonstrating effort and maintaining a proper attitude towards their academic studies during their time at Masada College.
5. All fees being paid at the start of each term. All fees are to be paid in Australian Dollars. Tuition fees are not transferable.
6. Attending English as a second Language (EAL/D) classes as per enrolment agreement.
7. The student having a current passport.
8. All students are required to live in an approved Australian Homestay accommodation as part of their enrolment conditions. Enrolment will be terminated if students breach this condition.

### **I understand that:**

1. Students must advise Masada College of any change in their contact details.
2. Masada College reviews its fees annually.
3. Masada College shall not be liable for any loss on damage to persons or property. Students are advised to take out personal insurance to cover themselves against accident and/or illness.
4. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the College's rules and regulations.
5. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the College's rules and regulations.

### **Transferring from other Institutions Policy:**

Masada College will only enrol a student who has completed another relevant course (a course provided by a registered provider and listed on CRICOS) if the College is satisfied that:

- 1) The student had demonstrated a commitment to studies in that previous course;
- 2) Attendance was above that required by ESOS legislation; and
- 3) All fees have been paid for that course.

Enrolment into Masada College will only be considered if the student who has not completed a previous course has DIAC approval that attests to the three matters stated above.

## Refund Policy for International Students only

1. Should all Activities and Materials fees not be used in a given year the unused portion will be credited to the fee account by the end of the school year.
2. If there is a credit balance on the fee account after the student has left and all charges have been processed then a refund cheque is automatically drawn. International students leaving the country soon after leaving the school should contact Accounts Receivable in the Business Office to arrange a refund prior to their departure.
3. If the student does not commence at the College, then the Acceptance Fee paid to secure a place at the College is forfeited. If the student's visa application is denied, Masada College will refund 80% of the Acceptance Fee.
4. If the College is unable to deliver school education for a period longer than one week due to unforeseen events then school fees paid in advance will be refundable for the period the school was unable to deliver the education. Should the College be able to make up the lost time with other acceptable alternatives then the refund will not apply.
5. For international students, the College will refund within 28 days all tuition fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian consumer protection laws.

## Other Information for International Students only

It is the responsibility of the international student and their family to arrange and pay for Private Medical Insurance and provide proof of cover to Masada College prior to the CoE and CAAW being issued.

### Complaints and Appeals Policy

The purpose of Masada College's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

In the first instance, Masada College requests there is an attempt to informally resolve the issue. If this is unsatisfactory or does not result in a resolution of the matter, the College's internal formal complaints handling procedure will be followed.

The process of this grievance procedure is confidential and any complaints are a matter between the parties concerned and those directly involved in the complaints handling process.

If the student or parent(s)/legal guardian remain dissatisfied with the outcome, the College will advise of access to an independent external appeals process. Grievances brought by a student against another student will be dealt with under Masada College Code of Conduct.

For conditions which apply to handling of a complaint or appeal arising from the College's suspension or cancellation of a student's studies, please see Section 7 of the College's Deferment, Suspension and Cancellation Policy.

## Indemnity for International Students only

- If my/our son/daughter is accepted as a student at Masada College, I/we give permission for my/our son/daughter to take part in all activities associated with attending Masada College.
- I/We agree to delegate our/my authority to the College Principal of Masada College. I/We agree that such person may take whatever reasonable disciplinary action is deemed necessary in ensuring the safety, well being and successful conduct of the students of the school as a group or individually. I/we authorise the College Principal or his/her delegates (guardians/agents or Homestay parents ) to obtain all such medical assistance as required and to make all such decisions as they deem necessary to preserve the health and well being of my/our child.
- I/We declare that I/we am/are not aware of any other conditions which may affect my/our child ability to study or live in Australia or take part in College activities.
- K-12: Upon withdrawal a full term's notice is required – except in the year prior to Year 7, where two full terms notice in writing is required, otherwise 25% plus GST (currently 10%) of the annual fees will be payable. Written notice needs to be received by the first day of each Term.
- The information provided by the student to the provider (Masada College) may be made available to Commonwealth and State agencies and the fund manager of the ESOS Assurance fund, pursuant to obligations under the ESOS Act 2000 and the National Code.
- The provider is required, under Section 19 of the ESOS Act 2000, to tell the Department about:  
(1. Any change in student's accommodation details or guardian representation and/or visa status; and 2. Any breach by the student of a visa condition relating to attendance or satisfactory academic performance).

## THE MASADA MISSION STATEMENT

To enable every Masada College student from Masada Cottage Early Learning Centre, Kindergarten to Year 12 to achieve their full potential in a co-educational, independent Jewish Day School which strives to achieve educational excellence in a caring environment.

Masada College aspires to teach children Australian Orthodox Jewish values in a tolerant and inclusive manner and to develop in them a love of Israel and a strong sense of Community, Australian identity and Citizenship.

Masada College will achieve this mission in a fiscally responsible manner, thus ensuring the well-being of the College and Jewish continuity on Sydney's North Shore for generations to come.



# To be completed by the Parent/Guardian of the Applicant

- I have read the Declaration carefully on pages 6, 7 and 8 (please tick box and sign)
- A copy of my child's birth certificate (passport and visa if required) is attached (as requested on page 2)
- Copies of my child's last two school reports are attached (if applicable)
- ELC applicants have attached the Immunization statement

## Parents/Guardians must sign below

I/We hereby accept jointly and individually the above terms and conditions.

Signature of Parent 1: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Full Name: \_\_\_\_\_

Signature of Parent 2: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Full Name: \_\_\_\_\_

Signature of Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Full Name: \_\_\_\_\_

## Payment Details

A non-refundable application fee of **\$150 for ELC** or **\$200 K-12** for Local Students or **\$350 K-12** for **International Students** is payable on submission.

The following Acceptance Fee is payable on confirmation of enrolment:

- Kindergarten – Year 12 \$1,000 (non-refundable)
- International Students \$5,000 (non-refundable)
- Masada Cottage Early Learning Centre \$500 (Bond)

A cheque for Application Fee \$ \_\_\_\_\_ is attached OR

I request Masada College to debit my credit card for Application Fee \$ \_\_\_\_\_ : MasterCard / Visa

Card Number: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Expiry date: \_\_\_\_\_ CCV: \_\_\_\_\_

Signature: \_\_\_\_\_

Please sign the Declaration above and return the completed form together with the Application Fee to:  
**Masada College (PO Box 235, St Ives NSW 2075) or [enrolments@staff.masada.nsw.edu.au](mailto:enrolments@staff.masada.nsw.edu.au).**

## Office Use

Application fee received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Student Code: \_\_\_\_\_ Family Code: \_\_\_\_\_