



Tombolo Academy

Return form to admissions@tombolo.org.au or drop in or post printed copy to 125 Charman Road, Beaumaris, Vic 3193

Application for enrolment

Tombolo Academy

Tombolo Academy is an Independent School in Melbourne Australia, that caters for twice exceptional (2e) students performing at year levels 7 – 10. Twice-exceptional learners are students who demonstrate the potential for high achievement or creative productivity in one or more domains such as math, science, technology, the social arts, the visual, spatial, or performing arts or other areas of human productivity and who manifest one or more disabilities as defined by federal or state eligibility criteria. These disabilities include specific learning disabilities; speech and language disorders; emotional/behavioural disorders; physical disabilities; Autism Spectrum Disorders (ASD); or other health impairments, such as Attention Deficit/Hyperactivity Disorder (ADHD). These disabilities and high abilities combine to produce a unique population of students who may not demonstrate either high academic performance or specific disabilities. The combination of ability and disability may result in either being hidden, exaggerated or neutralised by the other.

Enrolled twice exceptional students are able to function within the Victorian Curriculum at age level, or above, in a majority of academic areas but also at level 3 or above in their area of disability. Prior to filling in this form you will have completed the expression of interest form and toured the school.

After completing this form and returning it, you are likely to be asked to attend an interview at the school with the Principal. All students are required to show good cause as to why they should be admitted to the school. This hurdle may be modified to be a video piece, a letter or some other manner if the student has issues that would cause this situation to be discriminatory. However, the student should attend the interview even if this is uncomfortable for them.

Fees and Charges

The Tombolo Academy Enrolment Form must be completed by all families to accept a place in the school. Parents sign to indicate that they understand the requirement to pay the school fee as set by the Board.



The fee for 2020 is set at \$6700 +gst with an annual increase of 2% in subsequent years.

Fees are set annually by the Board and are published on the Tombolo Academy website.

Fees are subject to change at any time without notice. Any change in fees during enrolment will apply to new and continuing students. A pro rata charge is made for new students entering Tombolo Academy for the first time after a school year has commenced.

Signatories to the enrolment application acknowledge that they are jointly and separately responsible for all fees, of whatsoever nature and kind, payable as a result of enrolling their child at Tombolo Academy. Responsibility for these fees exists with both or either of the signatories irrespective of what may happen to the relationship (if any) of enrolling signatories. The signatories or signatory guarantee payment of the full fees for the period their child attends Tombolo Academy.

School fees can be paid annually or quarterly in advance. Fees will be invoiced prior to the first day of term and must be paid within 14 days of the start of the school term.

Parents/guardians of students that are unable to pay fees due to financial distress are urged to contact the business manager so that alternative payment arrangements can be put in place where possible.

A debt collection process will be initiated at the end of each term to recover unpaid fee and expenses invoices. Where a parent/guardian has not declared financial distress, this will consist of:

- a) Reminder email (30 days after invoice due date)
- b) Final reminder email (45 days after invoice due date)
- c) Telephone reminder call (60 days after invoice due date)
- d) Referral to debt collection agency (90 days after invoice due date)

Fees for activities and excursions must be paid in advance.

No discounts apply to school fees in relation to sibling discounts or early payment.

Signatories to the enrolment application shall be responsible for the payment of all fees, avoidable breakages and damage to Tombolo Academy properties (eg library books, musical instruments, sporting equipment, computers etc) by a student.

Charges in addition to the published fees may be incurred if students require additional support workers.

No student will be permitted to return to Tombolo Academy while any part of the fee instalment is in arrears, unless the Academy Board expressly waives this condition.



Student Withdrawal and Absence

A term's notice in writing to the Principal must be given before the removal of a student from the school, otherwise a charge equivalent to a term's fees will apply. Fees paid in advance of the notice period will be refunded.

If a student leaves during a term without giving a term's notice, no refund will be made for the remaining portion of that fee instalment.

A holding fee of 25% of the applicable tuition fees for the year level is required if students take leave of absence from their studies at Tombolo Academy. The amount charged is calculated according to the time on leave. It is applicable for leave covering a minimum of one term to a maximum of one year. One term's notice in writing to the Principal is required.

Admission

Please note that admission to Tombolo Academy is subject to availability of places, satisfactory interview, assessment and the school's capacity to provide an appropriate program and environment for the student.

Further information

For policy documents and further information please refer to the Tombolo Academy web site at <https://tombolo.org.au> or contact the Business Manager or Principal



Details of student (please write clearly)

Family name:

Given name(s):

Preferred name:

Gender: female

male

other

Date of birth (please attach copy of birth certificate)

Main home address

Postcode

Other home address (if applicable)

Postcode

Student lives with: both parents

mum

dad

other

Is there any court order or agreement regarding contact with, or responsibility for, the child?

Yes (please attach details).....

No

Does your child have a Victorian Student Number (VSN)? (All students who have been enrolled in a Victorian school have a VSN Please see

<https://www.vcaa.vic.edu.au/administration/schooladministration/student-numbers/Pages/Index.aspx?Redirect=1>

Yes (please specify)

Yes, but the VSN is unknown

No, the student has never been issued a VSN

This form may collect personal information about you or another person. Where you provide information about another person, you should obtain that person's consent to you providing this information to Tombole Academy. You and the other person have a right to access personal information that Tombole Academy holds about you. Tombole Academy handles all personal information in accordance with its Privacy Policy.



Details of parents/guardians (please write clearly)

Parent /Guardian 1

Title (Mr/Mrs/Ms/Dr/other)

Family name

Given name/s

Preferred name/s

Relationship to student

Address for this parent/guardian

Number, street name, suburb

postcode

Home phone

Business phone

Mobile

Email

If you have more than one email address, please provide the one most suitable for school notices

Parent /Guardian 2

Title (Mr/Mrs/Ms/Dr/other)

Family name

Given name/s

Preferred name/s

Relationship to student

Address for this parent/guardian

Number, street name, suburb

postcode

Home phone

Business phone

Mobile

Email

If you have more than one email address, please provide the one most suitable for school notices



Medical and emergency details (please write clearly)

Doctor's name

Practice name Suburb + post code of practice

Doctor contact phone number

Current Ambulance subscription number

Current Medicare number

In the event of illness or injury to your child whilst at school, on an excursion, or travelling to or from school; do you authorise the Principal or teacher-in-charge of your child, where the Principal or teacher-in-charge is unable to contact you, or it is otherwise impracticable to contact you to:

Consent to your child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner? Yes No

Administer such first aid as the Principal or staff member may judge to be reasonably necessary? Yes No

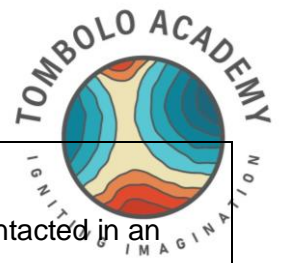
Does the child have asthma? Yes No
Please attach a detailed asthma management plan

Could your child every need to use an EpiPen? Yes No
Please attach a detailed management plan indicating clearly the course of action to be taken

If your child suffers from severe medical reactions, epilepsy, asthma, allergy or similar condition, do you consent to that information being displayed in the school Staff Room and First Aid room? Yes No

Does your child have medical /other conditions that require attention at school? Yes No
Please attach a detailed explanation

Does your child need to take medication whilst at school? Yes No
Please attach a detailed management plan indicating the methods of administration of medications



Emergency contacts: please clearly list at least two people who could be contacted in an emergency if parents are unavailable.

Name..... Relationship to student

Phone number

Name..... Relationship to student

Phone number

Name..... Relationship to student

Phone number

How will the student travel to school?

Are they able to travel independently? Yes No

Does the student have a mobile phone? Yes No

Please provide the phone number



Declaration

I/we declare that the information provided on this form is accurate and that I/we will notify Tombolo Academy of any changes in student's medical details, residential address, email address and contact telephone numbers and including emergency contact details within seven days of a change occurring.

I/we accept responsibility for full payment of the school fees as set by the Board, at the start of each year or from the point when my child is enrolled if this is part way through a year for the period my child attends Tombolo Academy. The fee for 2020 is \$6700 +gst

Parent /Guardian 1 name.....

Relationship to student

Signature

Date

Parent /Guardian 2 name.....

Relationship to student

Signature

Date

Have you attached:

Victorian Student Number Yes No

Disability assessment Yes No

Birth certificate Yes No

Immunisation Certificate Yes No

Detailed asthma management plan Yes No

EpiPen management plan Yes No

Medical /other conditions details Yes No

Medication management plan Yes No



Office use

	where is information stored	date
Victorian Student Number		
Disability assessment		
Birth certificate		
Immunisation Certificate		
Detailed asthma management plan		
EpiPen management plan		
Medical /other conditions details		
Medication management plan		