



AFL Cape York House

Application for Enrolment Information Letter and Check List

Dear Parent/ Guardian,

Thank you for your interest in enrolling your child at AFL Cape York House in Cairns. Below is information and an application kit to be completed and returned.

Please ensure all documentation is completed and returned as per the checklist to proceed to the interview process.

Contacts			
Sean Hunter	Boarding Manager- Girls House	0438 939 722	sean.hunter@aflcy.com.au
Sodyla Kris	Enrolments Officer- Business Support Officer Girls House	07 40351 200 (option 3)	sodyla.kris@aflcy.com.au
Kane Richter	Boarding Manager- Boys House	0407 045 171	kane.richter@aflcy.com.au
Jeda Nash	Enrolments Officer- Student Services Coordinator Boys House	07 4035 1200 (option 2)	admin.house@aflcy.com.au

Things to do:		Information:	
Boarding	ABSTUDY	Application for Boarding Claim/ Check Eligibility	To find out more about ABSTUDY and how you can claim: Go to: humanservices.gov.au/abstudy Free call 1800 132 317 (option 6, option 1) Nb. claims can take up to 21 days to process
		Eligibility	The full cost of boarding is \$30,000 per student/ per year . However, your child may be eligible for ABSTUDY allowances and/ or subsidies that could reduce the full/ partial cost of boarding. Should you be income tested and not 100% ABSTUDY eligible, we will ask you to pay the difference each term , payment options are available. <i>ABSTUDY covers the cost of boarding and school fees only, depending on your eligibility. Private schools will incur a school and boarding shortfall. Please discuss fees and payments with the boarding facility and school, during the interview process.</i>
		Not ABSTUDY eligible	Private boarding fee = \$30,000 per student/ per year
Boarding Expenses	Cost to parent	\$1,000.00 per student/ per year, due prior to student commencing boarding. Please discuss with Boarding Manager during boarding Interview/ boarding induction	Payment options: <ul style="list-style-type: none"> ▪ Credit card ▪ Bank direct debit ▪ Cash ▪ Centrepay deduction Please discuss with Boarding Manager/ Enrolments Officer during boarding induction
School/ Boarding & Sports	Cost to parent	Please refer to 'What are Boarding Expenses?' Information Sheet	



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Bursary / Grant / Funding	Possible options: <ul style="list-style-type: none"> ▪ WCCCA Trust ▪ SETs ▪ Ely Trust ▪ Doug Hall Foundation 	Apply directly to the Bursary / Grant / Funding organisation. If you are eligible for a Bursary / Grant or Funding; please ensure you apply in preparation for your child/ren to commence boarding and inform the boarding facility.
Allowance	Cost to parent	Weekly allowance, \$30.00 per week as a suggestion for personal items and spending money. Student bank accounts with a key card must be organised prior to commencement of boarding.
Tax File Number	Australian Tax Office	Student 15 years+ please apply for TFN prior to commencement of boarding Student 16 years, it is an ABSTUDY requirement to have a TFN https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/ Phone: 13 28 65 Original birth certificate is required for students who are 15 years+
Identification	<ul style="list-style-type: none"> ▪ Birth certificate ▪ Medicare card ▪ Centrelink reference number ▪ Bank account + keycard (in the child/ren's name) ▪ TFN 15 years+ 	Please ensure all identification is organised prior to boarding and in the same name. Copies are required for the enrolment application Original birth certificate is required for students 15 years+. Your application will not progress to the interview process without the required identification and documentation.
Key Dates	Term 2	AFLCY House for Boys and Girls - Accepting enrolments
	Term 2	Please complete your preferred school option, enrolment application and attach (available on the school websites). Please advise ABSTUDY that school confirmation will be decided during the interview process. AFLCYH will notify ABSTUDY of school and boarding commencement.
	Term 2	Please request early processing, as we will interview in Term 3.
Travel	Please direct all enquiries to the Enrolments/ Travel Officer at each House	admin.house@aflcy.com.au 07 4035 1200 Option 2 Boys House Option 3 Girls House



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Student Full Name	
Enrolment Year	
Year Level	

To assist you with your student application, please find below a list of things required from you to complete as the parent/ guardian.

To proceed to the interview process, all items must be completed and returned with the enrolment application.

Enrolment Checklist		Action
Application for Enrolment Information Letter	<input type="checkbox"/>	Please read
Application for Enrolment	<input type="checkbox"/>	Fill in and complete 2 pages, read page 3
ABSTUDY Authority to Enquire	<input type="checkbox"/>	Part A: 1. Student Centrelink Reference Number 2. Student Name(s) 3. Student Date of Birth 4. Student Home Address 5. Organisation (X) 10. AFLCYH to Complete (Questions 10-12) 13. Persons Permitted to Enquire (X) 14. Person claiming ABSTUDY for student- bank account details 15. Voluntary (X) 16. Indefinitely (X) 17. Student and Parent/ Guardian to Read 18. Student Signature and Date 19. Parent/ Guardian Details, Signature and Date (Please complete Third Party Authorisation) 21. AFLCYH to complete 23. AFLCYH to sign
Student Medical Information and Consent Form	<input type="checkbox"/>	Fill in and complete 2 pages, signature required
Attach immunisation register report	<input type="checkbox"/>	Available from doctor or medical clinic
Excursions Activities Conditions and Consent Form	<input type="checkbox"/>	Fill in and complete, signature required



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Photo Publicity and Social Media Consent Form	<input type="checkbox"/>	Fill in and complete, signature required
Birth Certificate	<input type="checkbox"/>	Colour copy required for boarding and school Original required if 15 years+
Medicare Card	<input type="checkbox"/>	Colour Copy required
Health Care Card or Student Centrelink Reference Number	<input type="checkbox"/>	Colour copy required Centrelink Reference Number: 407 _ _ _ _ _
Semester 1 School report	<input type="checkbox"/>	Most recent, Semester 1 report
Semester 2 School report	<input type="checkbox"/>	Most recent, Semester 2 report
NAPLAN results	<input type="checkbox"/>	Most recent
Reference letter	<input type="checkbox"/>	School or Community organisation
ABSTUDY	<input type="checkbox"/>	Call 1800 132 317 (option 6,1) for claims and eligibility ABSTUDY claims can take 21 days for processing
Students 15 years+	<input type="checkbox"/>	Apply for a TFN online or phone: 13 28 65 https://www.ato.gov.au/Individuals/Tax-file-number/Apply-for-a-TFN/ Original birth certificate required
Have you chosen a school?	<input type="checkbox"/>	School Name: Partner School Video to help you select and apply for a school: https://www.youtube.com/watch?v=i0tFAclDWc&t=110s
School enrolment application	<input type="checkbox"/>	Please complete and attach
Parent/ Guardian Drivers' Licence or Proof of Age Card	<input type="checkbox"/>	Please attach a colour copy
Funding i.e., SETS, WCCCA, ELY Trust (Please apply directly)	<input type="checkbox"/>	Funding Name:
Centrepay deduction form for Boarding Expenses 'what is covered' \$1000.00 Boarding Expense Levy per student/ per year	<input type="checkbox"/>	Boarding and school expenses. Boarding Manager will discuss during the interview/ induction process
AFLCY Complaints Process	<input type="checkbox"/>	Please Read & Keep