



ST THOMAS MORE SCHOOL
Ben Lexcen Drive, Sunshine Beach Qld 4567
PO Box 810, Noosa heads Qld 4567
Ph. 5449 2022 Fax. 5449 2770
Website: www.stmsunshine.qld.edu.au

Dear Parent/Caregiver

Thank you for considering St Thomas More School for your child's Primary education. To make an application for enrolment please complete the Enrolment Application form. You will need to refer to the **Notes Booklet** to assist you in completing each section.

The enrolment form has been designed to include an extensive data base on students, as the information given/recorded will go with them as they progress from primary to a secondary school to further their education within the Brisbane Catholic Education system. Some of the information we collect is not used by the school but is a requirement of State or Commonwealth Governments

Successful applicants will be required to lodge a \$400 (per family) Acceptance Fee, \$200 of which is refunded to families in your first term's school fee account. This fee is payable when the Enrolment Acceptance form is returned to St Thomas More, as payment will secure a placement for your child at St Thomas More School.

The \$400 Enrolment Acceptance fee is **NON REFUNDABLE** should your child not take up the position.

Note: Existing families do not pay an enrolment acceptance fee for younger siblings.

PLEASE ENSURE THAT:

All fields of the application form are to be fully completed with particular reference to the following:

- Parents/Carers and the nominated Emergency contact person/s are to be recorded by their **Legal name** – not the 'preferred' or 'known as' name.
For example, **Jennifer Smith** is to be noted **as Jennifer Smith** not **Jenny, Jen etc.**
- The Parent/carers **occupation and full details of their work place** is also required.
- Telephone number/s and address/es are to be included for the nominated 'Emergency Contact' person/s.
- The checklist on page 17 is to be completed along with all necessary documentation attached.
- The document is to be signed by both nominated parents/carers etc.

Thank you for your attention to this requirement, as this will ensure our information is correct and the application can progress through the various stages.

Mr Glen Bucklar

Principal