

Father only Guardian

STUDENT INFORMATION

Family Name: _____ Given Name: _____ Middle Name: _____
Yes → If Yes, please provide legal documents to the Enrolments Officer

Date of Birth: _____ Gender: Male Female Country of Birth: Australia Other: _____

Australian Citizen Aboriginal Origin Torres Strait Islander

Other Nationality: _____ Permanent Visa Temporary Visa Visa Number: _____

Address: _____ Suburb: _____ Post Code: _____

Who does the student reside with? Both parents Mother only

Are there any custody restrictions i.e. Intervention Orders? No

Is the student an EAL (English as an Additional Language) student? No Yes → If Yes, specify arrival date to Australia: _____

Current School: _____ Current Year Level: _____

Proposed Entry Level to My College: _____ Proposed Year of Entry: 20_____

Main language spoken at home: _____

FAMILY INFORMATION

CONTACT 1 Primary contact for SMS alerts

Parent Guardian Relation to Student: _____

Title: _____ Family Name: _____

Given Name: _____ Country of Birth: _____

Language/s spoken at home: _____

Nationality: _____ Religion: Islam Other: _____

Residential Address: _____

Postcode: _____

Postal Address (as above): _____

Postcode: _____

Telephone: (H) _____ (W) _____

(M) _____

Email: _____

Occupation: _____

Highest level of education/qualification completed including overseas:

Bachelors Degree or above Diploma/Advanced Diploma

Certificate I to IV inc. Trade Cert Year 12 Year 11

Year 10 Year 9 No school qualification

CONTACT 2 Primary contact for SMS alerts

Parent Guardian Relation to Student: _____

Title: _____ Family Name: _____

Given Name: _____ Country of Birth: _____

Language/s spoken at home: _____

Nationality: _____ Religion: Islam Other: _____

Residential Address: _____

Postcode: _____

Postal Address (as above): _____

Postcode: _____

Telephone: (H) _____ (W) _____

(M) _____

Email: _____

Occupation: _____

Highest level of education/qualification completed including overseas:

Bachelors Degree or above Diploma/Advanced Diploma

Certificate I to IV inc. Trade Cert Year 12 Year 11

Year 10 Year 9 No school qualification

BILLING DETAILS

School fees will be paid by: Contact 1 & 2 Contact 1 Contact 2 Other (please list below)

Title: _____ Given Name: _____ Family Name: _____ Relation: _____
Address: _____ Postcode _____
Contact Number: _____ Email: _____ Signature _____

EMERGENCY CONTACT DETAILS

Please provide three emergency contact details other than the mother, father and guardian.

Full Name: _____ Contact Number: _____ Relation: _____
Full Name: _____ Contact Number: _____ Relation: _____
Full Name: _____ Contact Number: _____ Relation: _____

MEDICAL INFORMATION

Medicare Number: _____ Name on Card: _____ Expiry: _____
Health Care/Pension Card Number: _____ Name on Card: _____ Expiry: _____
Family Doctor's Name: _____ Name of Clinic: _____
Address: _____ Postcode: _____ Contact Number: _____
Do you have Ambulance Cover for any Emergency? No Yes → Ambulance Cover Number: _____ Expiry: _____
Does the child suffer from any of the following (*If YES to any, please make sure to provide an updated Action Plan*):
 Asthma Allergies Diabetes Anaphylaxis Epilepsy Other: _____
Does the child have any disabilities or impairments? No Yes → Details: _____
Is the child on any long term medications? No Yes → Details: _____
Has the child previously attended Counselling? No Yes Do you feel your child may need to be referred to a School Counsellor? No Yes
Does your child attend any Specialist Services i.e. Speech Therapy, Behaviour Management? No Yes → *If YES, please list below...*
Type of service: _____ Name of Service: _____ Contact Person _____
Address: _____ Postcode: _____ Contact Number _____

DATABASE PHOTOGRAPHS

School database photographs are used internally within the school's student management system, therefore is compulsory for enrolment and security purposes.

PHOTOGRAPH & VIDEO CONSENT

Do you consent to your child's photos/videos being used for **internal** school publications (ie. internal school displays and school yearbook)?
 Yes No

Do you consent to your child's photos/videos being used for **external** school publications (ie. newspapers), school social media, school newsletter and promotional material (ie. advertising, promotional documents/magazines, etc.)?
 Yes No

DECLARATION

By signing this Application for Enrolment Form, you agree to the Enrolment Terms and Conditions.

Full Name: _____ Relation to child: _____
Signature: _____ Date: _____
Full Name: _____ Relation to child: _____
Signature: _____ Date: _____

ENROLMENT TERMS AND CONDITIONS

1. INTRODUCTION

- 1.1 To accept an offer of enrolment provided by the College, the Applicant must sign and return to the College the Enrolment Terms and Conditions within the specified time period.
- 1.2 In signing the Enrolment Agreement, the Applicant agrees to the College's policies which may be changed during the period of enrolment at the discretion of the College.
- 1.3 The College's policies, except for the Parent Code of Conduct, do not form part of the Enrolment Agreement.
- 1.4 The College will encourage the Student to achieve their personal best but does not make specific promises or representations of any kind regarding specific academic outcomes or individual student achievement, and no such representations are to be implied on the basis of the College accepting the Student for enrolment. We attempt to support all our students, whatever their abilities, in the pursuit of excellence.
- 1.5 For the purposes of these terms and conditions:
 - (a) "Applicant" means the person or persons named in the Application for Enrolment seeking to enrol their child at the College.
 - (b) "Student" means the child named in the Application for Enrolment.
- 1.6 Disciplinary action may be implemented against the Student (including suspension, detention and up to expulsion from the College) if in the opinion of the Principal (or their nominated representative) the student is found to have breached the College's policies or is found to have engaged in behaviour detrimental to the College, its staff or students.

2. FEES & CHARGES

- 2.1 An offer of admission must be accepted within the period prescribed in the letter of offer and the acceptance fee has been paid in full.
- 2.2 The Applicant shall at such times as the College may require, pay to the College such fees as the College may determine, and reimburse any expenses incurred by or on behalf of the student.
- 2.3 If there is more than one Applicant, both persons will be equally responsible jointly and severally for all fees and charges payable under the Enrolment Agreement.
- 2.4 All fees and charges are due and payable in full on the date set out in the fee schedule published annually.
- 2.5 If the Student is admitted to the College during a term, tuition fees will be charged on a pro rata weekly basis.
- 2.6 No refund of fees paid or waiver of any fees outstanding will be made if the Student is withdrawn from the College during a term or is absent for any reason.
- 2.7 If the Student is withdrawn at the insistence of the College (e.g. due to the unsatisfactory conduct or behaviour of the Student), the Applicant is liable for all fees and charges to the date of notification of the Student's enrolment at the College being terminated.
- 2.8 If fees and expenses are not paid in accordance with the College's requirements, including any expenses incurred by or imposed on the Student as a result of any breach of the College rules or other misconduct by the Student, the College may refuse to allow the Student to attend, or may remove the Student from the College.
- 2.9 The Principal is authorised to take such action deemed necessary to recover unpaid fees or charges.
- 2.10 The Applicant agrees to pay all costs incurred by the College in recovering or attempting to recover unpaid fees including, but not limited to, legal costs and disbursements incurred by the College.

3. DISCLOSURE

- 3.1 The Applicant acknowledges that the Application for Enrolment has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Application for Enrolment.
- 3.2 The Application for Enrolment forms part of the Enrolment Agreement, and failure to complete the Application for Enrolment honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the College.
- 3.3 Prior to and during enrolment, the College reserves the right to obtain (at the cost of the Applicant) further information regarding the Student including all academic information, College reports and all medical and other reports regarding the Student, if applicable.
- 3.4 The Applicant declares that the student is either an Australian citizen; has Australian residency status; or, has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

4. DISCIPLINE

- 4.1 The continued enrolment of the Student is dependent on their behaviour being in accordance with the College's policies, rules and regulations, as amended from time to time, as well as the behaviour of the Applicant being in accord with relevant policies.
 - 4.2 The Applicant acknowledges that attendance of the Student at the College shall be at the sole discretion of the College irrespective of whether the Applicant or the Student are in breach of any of these conditions.
 - 4.3 The College reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the College.
 - 4.4 The Applicant agrees that the proper and effective operation of the College requires the College to be able, in its sole discretion:
 - (a) to terminate the right of the Student to attend the College; and
 - (b) to discipline or suspend the Student.
 - 4.5 If the Principal (or their nominated representative) suspends the Student, the Applicant shall be notified to that effect and the period for which the suspension shall operate.
 - 4.6 If suspended, the Student shall not enter upon any of the College's grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of the Applicant during such period.
 - 4.7 If the Student is suspended or expelled, the College shall retain or be entitled to receive the fees for the term in which suspension or expulsion occurs and the Applicant shall forfeit all right to recovery of those fees. The Applicant acknowledges that such payment of fees will be a proper and genuine estimate of the loss and damage suffered by the College caused by such suspension or expulsion and that such payment shall properly be considered to be by way of payment of liquidated damages.
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- 4.8 Where the Student is suspended or expelled, and the fees are unpaid at the date of suspension or expulsion, the Applicant agrees that they shall be liable to immediately pay to the College all fees and expenses outstanding in relation to the Student up to and including fees payable to the end of the term in which such suspension or expulsion occurs.
- 4.9 The Applicant is expected to support the aims, objective, beliefs, rules and policies and discipline of the College. Disciplinary action may be implemented against the Applicant if in the opinion of the Principal the Applicant is found to have breached the Parent Code of Conduct.

5. HEALTH AND MEDICAL TREATMENT

- 5.1 The College will notify the Applicant of any injury or illness the Student may suffer at the College, which warrants staff intervention or a visit to the College First Aid. If requested, the Applicant will collect their child from First Aid within a reasonable period of time, otherwise the Applicant agrees to satisfy all costs associated with providing the Student with the required care and medical assistance.
- 5.2 If, during the period of enrolment, the physical and/or mental health of the Student changes at any time, the Applicant will notify the College and provide any relevant medical information or reports in a timely manner. The College reserves the right to assess and determine its ability to provide ongoing education to a student and reserves the right to require the Applicant to provide the College with information as requested.
- 5.3 The Applicant will advise the College of any changes to their details at the beginning of each school year, and as required from time to time, and as requested for specific activities, including details relating to health and medical treatment.
- 5.4 In the event the Student is involved in a medical emergency and the Applicant or nominated contact person cannot be reached, the College can take action and incur expenditure as it considers necessary in the best interests of the Student. The Applicant will indemnify the College for the cost of any such treatment or action taken (e.g. Ambulance expenses).
- 5.5 The Student is permitted to access College specialists. The Applicant consents to those services being provided to the Student and understand there is confidentiality between the Student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations). In line with College policy, age appropriate permission will be sought.
- 5.6 It is the responsibility of the Applicant to provide appropriate insurance cover should the Student be injured or taken ill at the College. Student Accident Insurance is currently provided for all registered students at the College. It is recommended that families take out Ambulance Victoria membership in the event of an emergency situation occurring at College.
- 5.7 The Applicant will ensure that the Student is appropriately immunised in accordance with the applicable laws. The College reserves its right to exclude a student in certain circumstances if the Student is not appropriately immunised and this will be strictly enforced in line with the College's legislative obligations.
- 5.8 The Applicant shall be responsible for all medical, hospital, dental and other medical expenses incurred by or on behalf of the Student arising from or in connection with any injury or illness suffered by the Student while attending the College or taking part in the College activities, and the Applicant authorises the College to obtain such treatment for the student as the College in its sole discretion may determine.

6. PERSONAL POSSESSIONS

- 6.1 It is the responsibility of the Student and the Applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing.
- 6.2 The College shall not be liable for any loss, theft or damage to a Student's personal belongings.
- 6.3 The Applicant will indemnify the College for any loss or damage to College property arising from the use or possession of such property by the Student.

7. ATTENDANCE

- 7.1 The Student must attend the College on the dates and between the hours advised by the College, unless the College enters into a different agreement with the Applicant.
- 7.2 The Student, and the Applicant if required, must attend and participate in all co-curricular activities which may be held on the weekend or before or after normal College hours including sporting activities, camps, excursions, prayers, celebrations, debating, open days, drama rehearsals and performances, and music rehearsals and performances.
- 7.3 After holiday periods it is expected that the Student will join and return to College on the dates published for resuming unless permission is obtained from the College.
- 7.4 The Student is not permitted to leave the College at the end of term until the published closing date unless permission is obtained from the College.
- 7.5 It is the responsibility of the Applicant to advise the College as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.
- 7.6 The Student will not be able to attend College for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.
- 7.7 Students are only permitted on College grounds during hours of operation as determined by the College and advertised to the Applicant. Outside of the formal school hours, students will be required to be in designated supervised areas. Students on the grounds outside these hours for an event must follow the directions of the supervising staff member.
- 7.8 The Applicant will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education.
- 7.9 If the Applicant wishes to withdraw the Student from the College the Applicant must give to the Principal six weeks' notice. The Principal may request an appointment with the Applicant to discuss the withdrawal and provide any necessary documents.
- 7.10 Failure to give the required notice will result in a charge of ten weeks' notice. Any outstanding fees will be fully due and payable on the date of withdrawal. Payment by instalment will not be permitted.

8. COMMUNICATION AND PRIVACY

- 8.1 The Applicant is required to provide copies of all existing court or parenting orders at the time of enrolment and during the period of enrolment. The College will make reasonable efforts to abide by such orders.
 - 8.2 From time to time the College may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the College community. The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the College.
 - 8.3 The College will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.
 - 8.4 The Applicant consents to the College using their personal information and the Student's personal information for the purposes of receiving marketing communication. The Applicant may at any time opt out of receiving any marketing communication by emailing the College. There is no charge or penalty for opting out from any marketing communication. Marketing material does not include fundamental information, including the College Newsletter delivered to the Applicant whilst the Student is enrolled at the College.
 - 8.5 All information pertaining to the Student and the College will be provided to the Applicant in accordance with the Privacy Policy.
 - 8.6 In order to ensure the ongoing health, wellbeing and enrolment of the Student at the College, the Applicant agrees to keep the College informed and maintain open communication in regard to all relevant information and issues relating to the Student (including relevant court orders).
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KINDERGARTEN/SCHOOL CONTACT PARENT CONSENT

I give permission for My College to contact the current Childcare, Kindergarten or School of my child to obtain information related to his/her learning, development and behaviour.

Student Name: _____

Kindergarten/School Name _____

Kindergarten/School Address: _____
_____ Postcode: _____

Kindergarten/School Number _____

Kindergarten/School Teacher: _____

<p>Kindergarten Only</p> <p>Days attending: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday</p> <p>Session times: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Other: _____</p>
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Parent/Guardian Full Name: _____

Signature: _____ Date: _____

COMMENTS/NOTES

OFFICE USE ONLY

STUDENT ID: _____

ENROLMENT OFFICER: _____

DOCUMENTATION

- | | |
|--|--|
| <input type="checkbox"/> COMPLETE APPLICATION FOR ENROLMENT FORM | <input type="checkbox"/> MOTHER/GUARDIAN PHOTO ID (PASSPORT / LICENCE) |
| <input type="checkbox"/> RECENT SCHOOL REPORT | <input type="checkbox"/> FATHER/GUARDIAN PHOTO ID (PASSPORT / LICENCE) |
| <input type="checkbox"/> STUDENT AUSTRALIAN BIRTH CERTIFICATE / PASSPORT | <input type="checkbox"/> CUSTODY RESTRICTIONS (<i>IF APPLICABLE</i>) |
| <input type="checkbox"/> 2 X PASSPORT PHOTOS | <input type="checkbox"/> VISA DOCUMENTATION (<i>IF APPLICABLE</i>) |
| <input type="checkbox"/> IMMUNISATION CERTIFICATE | |

FEES AND LEVIES

- | | | |
|---|---------------------|-------------------|
| <input type="checkbox"/> APPLICATION FEE | DATE ENTERED: _____ | RECEIPT NO: _____ |
| <input type="checkbox"/> ACCEPTANCE FEE | DATE ENTERED: _____ | RECEIPT NO: _____ |
| <input type="checkbox"/> SCHOOL FEES DEBTOR ACCOUNT CREATED | | |

COMMENTS/NOTES

