

COMPLETE THIS SECTION FOR A PARENT NOT RESIDING AT FAMILY HOME

Mailing Title: (eg: Mr, Mrs, Ms)		Surname:	
Given Name:		Relationship to Student:	
Address:	House/Unit/Flat No:	Street Name:	
	Suburb:	Post Code:	
Home Phone Number:		Work Number:	Mobile Number:

Are there any Family Court Orders/ Parenting Plans that have been issued in relation to the enrolling student? Yes No
(Supporting Documents Must be Provided)

Are there any family matters that need to be disclosed so the College can provide care for your child?
(Please provide details. Where necessary, supporting documents and/or reports must be provided) Yes No

EMERGENCY CONTACT (OTHER THAN PARENTS)

Please nominate a person who may be contacted in an emergency, if parents cannot be contacted

Emergency Contact Name:

Emergency Contact Number(s):

Relationship to Student: (e.g. Uncle, Aunty, Friend)

Address:

KINDERGARTEN ENROLMENTS – STUDENT PROFILE

Has the child attended pre-school or childcare? Yes No

Name of pre-school or childcare centre:

How many days per week?

Please provide and attach the latest report Yes No

Can he/she dress themselves? Yes No

Can he/she go to the toilet independently? Yes No

Any separation anxiety displayed? Yes No

Any involvement with early intervention? Yes No

Describe your child's social skills (how do they mix with other children?):

Has the childcare recommended that your child is school ready?

IF YOUR CHILD IS ALREADY ATTENDING SCHOOL, PLEASE COMPLETE THE FOLLOWING

Name of school:						
Grade:						
School achievement:	Academically:	<input type="checkbox"/> V. Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> V. Poor
	Socially:	<input type="checkbox"/> V. Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average	<input type="checkbox"/> V. Poor
What are your child's special interests and achievements (cultural/sporting)?						
Is your child in need of/ or currently receiving any of the following forms of support? (You must provide details and any reports)	<input type="checkbox"/> English as a second language	<input type="checkbox"/> Language	<input type="checkbox"/> Mathematics			
	<input type="checkbox"/> Individual teacher aide time	<input type="checkbox"/> Visual or hearing impairment				
	<input type="checkbox"/> Speech therapy	<input type="checkbox"/> Occupational therapy				

STUDENT MEDICAL FORM

The purpose of this form is to help us adequately prepare for your child's program. This information is confidential and students will not normally be excluded for medical reasons. **(PLEASE COMPLETE IN FULL BLACK OR BLUE INK)**

STUDENTS NAME:

YEAR:

D.O.B / /

PLEASE CIRCLE:

Male / Female

Parent or Guardian – Primary Emergency Contact

Name: _____ Relationship: _____

Phone: (Home) _____ (Work) _____ (Mobile) _____

Medical Information

Doctors Name: _____

Doctors Address: _____

Telephone Number: _____

Medicare No: _____ Valid to: _____ Line #: _____

Private Health Fund: _____

Private Health Fund Number: _____

Medical History	Please tick Yes or No to all questions	Additional Information: Details regarding, seriousness, location, date, level of recovery, self-management strategies, required support
Asthma	() No () Yes	If YES, "you must provide an Asthma management plan"
Allergies/ Anaphylactic	() No () Yes	If YES, complete 'Allergenic Reaction Management Form'
Diabetes	() No () Yes	If Yes, attach current management/care plan. A 'Fitness to Participate' form signed by the treating doctor will also be required.
Epilepsy	() No () Yes	If YES, a Fitness to Participate form signed by the treating doctor will also be required.
Joint/Muscle/Skeletal Issues	() No () Yes	
Sight Impairment	() No () Yes	
Hearing Impairment	() No () Yes	
Any serious injuries/illness in the last 12 months	() No () Yes	Date and nature of illness/injury
Is your child currently on medication	() No () Yes	Name of medication, dosage and requirements (e.g. with food, AM or PM)

Other medical condition that may affect participation	() No () Yes	Any physical health issue that requires attention or special support
Physical activities e.g. sport/ PDHPE	() No () Yes	
Other: learning issues; psychological, emotional or behavioural issues	() No () Yes	Any concern that requires special attention or specific support (e.g. management strategies for a successful experience)
Dietary Requirements	() No () Yes	Details to assist in menu planning (e.g. vegetarian, gluten free) ALL FOOD IS HALAL

Permission to administer Panadol	() No () Yes	Additional Information:
Permission to administer Ventolin	() No () Yes	Additional Information:

STUDENT PRESCRIBED MEDICATION AUTHORITY

Doctor's Name:	Doctor's Telephone No:
Prescribed Medication:	Dosage:
	How often given?
Name of authorising parent/guardian:	Signature:
Contact No:	Date:

SWIMMING ABILITY (My child can swim 50m)	() No () With a struggle () Comfortably () Strongly
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I declare that the above information which I have provided on this form is complete and correct and that I will notify the school if any changes occur. I authorise the teacher to give consent where it is impractical to communicate with me and agree to my child receiving such medical or surgical treatment if necessary or appropriate. I give permission to Al Sadiq College to pass this information on to a third party (e.g. Doctor, Hospital) to facilitate the medical treatment of my child. I give permission for Al Sadiq College to retain this form for statutory archival requirements.

Name: _____ **Signature:** _____

Date: _____

Photography Consent: I consent to my child being photographed and/or visual images of my child being taken during activities. *(Please strike out this sentence if you do not give consent)*

Data Collection Form

This information is required for assessment and reporting purposes.

This confidential form asks for personal information about your child as well as family members that provide care for your child.

The main purpose for collecting this information is so that Al Sadiq College can register your child and allocate staff and resources to provide for their educational and support needs.

All staff at Al Sadiq College and the Department of Education & Training is required by law to protect the information provided in this form.

Name of student	First name	
	Last name	

Home address of student	No. and street name	
	Suburb	
	Postcode	

1. What is the student's sex? <i>Please [tick/mark/select] one box.</i>	
Male	[]
Female	[]

2. Is the student of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)</i>	
No	[]
Yes, Aboriginal	[]
Yes, Torres Strait Islander	[]

3. Does the student or their parent1/guardian1/carer1 or their parent2/guardian2/carer2 speak a language other than English at home?				
Language	Code	student	parent1/ guardian1/carer1	parent2/ guardian2/carer2
No, English only	1201	[]	[]	[]
Yes, Arabic	4202	[]	[]	[]
Yes, Cantonese	7101	[]	[]	[]
Yes, Italian	2401	[]	[]	[]
Yes, Vietnamese	6301	[]	[]	[]
Yes, Mandarin	7104	[]	[]	[]
Yes, Greek	2201	[]	[]	[]
Yes, Spanish	2303	[]	[]	[]

Yes, Tagalog	6511	[]	[]	[]
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Yes, Hindi	5203	[]	[]	[]
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Yes, Other – please specify	[] _____	[] _____	[] _____
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4(a). What is the highest year of primary or secondary school the parents/guardians/carers have completed?
(For persons who have never attended school, mark 'Year 9 or equivalent or below'.) Mark one box only in each column.

	parent1/guardian1/carer1	parent2/guardian2/carer2
Year 12 or equivalent	[]	[]
Year 11 or equivalent	[]	[]
Year 10 or equivalent	[]	[]
Year 9 or equivalent or below	[]	[]

4(b). What is the level of the highest qualification the parents/guardians/carers have completed?
Mark one box only in each column.

	parent1/guardian1/carer1	parent2/guardian2/carer2
Bachelor degree or above	[]	[]
Advanced diploma/Diploma	[]	[]
Certificate I to IV (including trade certificate)	[]	[]
No non-school qualification	[]	[]

LIST OF PARENTAL OCCUPATION GROUPS IS ON THE NEXT PAGE

5(a). What is the occupation group of the parent1/guardian1/carer1?

5(b). What is the occupation group of the parent2/guardian/carer2?

Please select the appropriate parental occupation group from the attached list (1, 2, 3 or 4).

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the space above.*

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defense, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or another large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

- **Health** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proofreader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proofreader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/childcare/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

Machine operators

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboards/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

Other worker (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

PAYMENT OF SCHOOL FEES

Please nominate the preferred method of payment of school fees:

- Yearly (in full at beginning of school year)
- Instalments – 4 per year (invoices will be issued with the due date) (does not apply to Year 12 students to pay invoice by term 3.)
- Monthly instalments via Direct Debit
- Centrepay (Centrelink deductions – please contact Administration Office for completion of required forms and further information)

Prompt payment of College fees is a requirement for continued enrolment of your child. A late payment fee of 2% will be payable for all outstanding accounts. In the event of non-payment of fees debt collection proceedings may follow and your child may have their enrolment place cancelled.

Please nominate person responsible for payment of school fees:

Name:

Relationship to student:

Address:

Phone:

DECLARATION

- I/we agree to be held jointly and severally responsible for the payment of all fees and charges to the College, as set from time to time by the College.
- I/we agree that all fees and charges will be paid in full and by the due date.
- I/we understand that I/we must contact the College if fees and charges cannot be paid by the due date.
- I/we understand that the College may commence debt collection proceedings if fees and charges are not paid within a reasonable time period after the due date, as determined by the College.

Parent 1/Carer:

Date:

Signature:

Parent 2/Carer:

Date:

Signature:

AL SADIQ COLLEGE INCORPORATED
DIRECT DEBIT REQUEST FORM

PARENT INFORMATION

SURNAME			GIVEN NAME (S)	
ADDRESS				
EMAIL				
HOME PHONE NUMBER		MOBILE NUMBER		

PAYMENT OPTION 1: DIRECT DEBIT FROM A BANK ACCOUNT

Financial institution name:			
Branch Address			
Name (s) on Account			
BSB Number		Account Number	

PAYMENT OPTION 2: DIRECT DEBIT FROM A CREDIT CARD

Credit Card Type		Visa		Mastercard		CCV NUMBER	
Cardholder name:							
Credit card number		Expiry date					

When your credit card expires, please ensure you contact the school on 8199 9600 to advise your new expiry date.

PAYMENT DETAILS

We will debit or charge your nominated account on the first day of every term and then every fortnight after that for: Fortnightly instalments of Tution Fees / Bus fees.

I / We request and authorise Al Sadiq College, until further notice in writing to arrange for funds to be debited from my / our account at the financial institution identified and as prescribed above.

By signing this Direct Debit Request Form, I / We acknowledge having read and understand the terms and conditions governing the debit arrangements between me / us and Al Sadiq College as set out in this authority and in the Direct Debit Agreement.

SIGNATURE - PARENT 1			DATE		
SIGNATURE - PARENT 2			DATE		

OFFICE USE ONLY

Account Reference Number		BUS		FEES	
STUDENT (s) NAME (S)					
PAYMENT START DATE		/	/	AMOUNT PAID FORTNIGHTLY	

ENROLMENT AGREEMENT

ENROLMENT IS GRANTED ON ACCEPTANCE OF THE FOLLOWING CONDITIONS:

Al Sadiq College is a comprehensive co-educational K-12 College providing holistic education underpinned by Islamic values and operating within the policies of the NSW Educational Standards Authority (N.E.S.A). Applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the College, siblings already attending the College, and other criteria as determined by the College from time to time, including but not limited to the College's ability to meet the applicant's educational, emotional, social physical and other needs.

Al Sadiq College has high expectations for both parents and students. Students are expected to behave in a manner that brings honour to themselves, their family, their faith, and the College, and to be fully involved in all areas of College life. Parents are expected to support the College by supporting the College philosophy and ethos, upholding all the College policies, and encouraging their children to uphold and support the College's values, expectations, and policies.

- In accepting a place of enrolment, parents agree to;
- Support the rules, policies and decisions of the College; including uniform and behaviour policies;
- Support the work and expectations of teachers, College leaders and College Board;
- Pay College fees in full by the due date; and
- Commit themselves to support and attend meetings in relation to their child's learning and College community events.

CONDITIONS OF ENROLMENT

In this Application for Enrolment, "College" means the Al Sadiq College and where the context permits, the Principal, and "my child" means the child referred to on the pages overleaf under the heading "Personal Details" being the child in respect of whom this Application is made. "The Principal" means the incumbent Principal or his/her delegate as may be required from time to time.

PART 1: EXPECTATIONS AND BEHAVIOUR

1. I/We acknowledge that the College is built on the foundations of the Muslim Alawite Faith, and on the behaviours and attitudes that these foundations reflect.
2. I/We agree that all communication between parents, students, community, and staff members should be conducted in a considerate, polite and respectful manner, and using the proper identified communication channels.
3. I/We agree to avoid confrontation and criticism of the College and/or College Staff and accept that there is no place in the College community for sarcasm, humiliation, intimidation, inappropriate familiarity or offensive, defamatory and/or derogatory remarks or any form of violence or threat of violence.
4. I/We agree to support the College ethos and to abide by the values, policies and rules of the College as set out in the College's publications, including but not limited to the Parent/Student Handbooks, the Student Code of Conduct, and the College Community Code of Conduct. We note that the student must do the same and we agree to encourage our child in this.
5. I/We acknowledge the College's requirements for behaviour, uniform, home study, attendance and leave and agree to abide by and support them.
6. I/We acknowledge that the College requires parents to attend parent-teacher interviews and parent meetings as advertised from time to time and may require parents to attend interviews at the College to discuss matters including but not limited to your child's behaviour, attendance and/or academic progress.
7. I/We understand that the College offers possible voluntary opportunities for parents to participate in their child's education (e.g. classroom help, parent help on excursions), and expects all parents to provide assistance to the College in a voluntary capacity from time to time.

8. I/We acknowledge and agree that the College will review the behaviour and academic needs of your child from time to time, including prior to commencing enrolment.
9. I/We acknowledge that my child may be required to undergo an entry assessment to determine their educational needs, and that no warranty or undertaking has been given by or on behalf of the College that this Application will be accepted.
10. I/We acknowledge that students must abide by the College rules and act in accordance with the directions of the College Principal and staff.
11. I/We acknowledge that the College reserves the right to take any disciplinary action thought appropriate by the College in relation to any child whose attitude, progress and/or behaviour is not, in the College's opinion, conducive to the welfare of that child, the welfare of other children, or is prejudicial to the reputation of the College or not in congruence with the Muslim Alawite Faith or the schools ethos.
12. I/We acknowledge that if the Principal or any person deputizing for the Principal, considers that a student is guilty of a serious breach of the College rules or has otherwise engaged in conduct which is prejudicial to the College or its students or staff, the Principal or any person deputizing for the Principal, may, at their absolute discretion, take whatever action is deemed appropriate and necessary which may include (but is not limited to) excluding the student permanently or temporarily from the College and/or from College related activities. In this case, all fees and charges will remain due and payable, and no refunds will be given.
13. I /We acknowledge that if the College Board or Principal believe that a mutually beneficial relationship of trust and co-operation between a parent and the College has broken down to the extent that it adversely impacts the College (or members of the College community) and/or the relationship between the parent and the College (or members of the College community), then the Principal may require the parent to remove the child from the College. Such a decision would be discussed with parents in the first instance. In this case, all fees and charges will remain due and payable, and no refunds will be given.
14. I/We acknowledge that students are required to be well-groomed and wear the full College uniform including the blazer neatly and correctly at College, on all College activities and excursions, and whilst travelling to or from the College.
15. I/We acknowledge that students must attend the College on all gazetted College days unless they have a medical illness, a medical appointment or have approved leave from the Principal or delegate as per the requirements of the Education Act 1990.
16. I/We understand that all requests for leave must be in accordance with the College's Student Leave Policy and submitted in writing to the College Principal at least 4 weeks in advance of any proposed leave. **Leave requests during the College term are strongly discouraged and will only be approved within the context of the relevant sections of the Education Act 1990.** Flight tickets and other arrangements must be made only if approval is given by the Principal.
17. I/We will ensure that our child will attend and participate fully in all College excursions, camps, outdoor education experiences and the like, as arranged by the College from time to time.
18. I/We understand that students must be punctual in attending College and all lessons and scheduled activities.
19. I/We understand that a child's extended absence may lead to the possibility of the child repeating the year.
20. I/We acknowledge the expectation that all students must make a genuine effort to work to the best of their ability, to complete homework, assessment and other tasks as required and attempt to make the best possible progress in each area of the College curriculum.
21. I/We agree to support the Behaviour Management policies as they apply and will ensure that students will attend any and all sanctions including but not limited to lunchtime detentions, after-College detentions and/or weekend detention sessions.
22. I/We acknowledge that the College reserves the right to amend its academic and other programs as necessary, and this may include the right to discontinue teaching courses and/or elective subjects and other programs from time to time.
23. I/We acknowledge that the College has the right to offer or decline enrolment based upon the ability of the College to support and meet the behavioural, academic, social, emotional, and other needs of the child.
24. I/We acknowledge that these Conditions of Enrolment may be amended at any time at the discretion of the College. Any amended Conditions of Enrolment shall be published on the website maintained by the College.

25. I/We acknowledge that prior to accepting a place at the College I/we will disclose all relevant information about my child that may need to be considered by the College including medical conditions, special gifts or talents, special needs, psychological test results or English as a second language, that may influence or determine whether the College has the capacity to meet the behavioural, academic, social, emotional and/or other needs of my child. Furthermore, I/We agree to provide any medical or specialist reports as requested by the College.
26. I/We acknowledge that my child must be involved in the co-curricular life of the College and that we will encourage and support such involvement.
27. I/We acknowledge that the College publishes information (including newsletters, letters from the Principal, class newsletters) which may contain information of importance to parents and/or carers. This information is sent home via email and other recognised electronic means and should be read by both parents/carers and students. It shall be deemed that information so communicated has been received by parents/carer.
28. I/We understand that failure to provide honest or relevant information in the completion of this enrolment form or before enrolment may result in the child's enrolment being terminated if the College believes the information not supplied to be such that it would have influenced the decision as to whether a place of enrolment was offered.

PART 2: FEES AND CHARGES-

1. I/We agree to lodge with the College an administration/application fee of \$100 and a non-refundable enrolment fee of \$200 as the College has determined to be applicable for the calendar year in which entry to the College is sought for my child. If the student does not commence enrolment, the enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enroll the student at another school will not, of itself, constitute special circumstances. The non-refundable enrolment fee may be used by the College at its absolute discretion, determines.
2. I/We agree that all College Fees as published by the College from time to time are payable and will be paid by the fourth Friday of each term, or as otherwise agreed to in writing by the College, upon an account being furnished by the College. All other College expenses incurred by my child whilst enrolled at the College will be paid by the date nominated by the College.
3. I/We understand that where any account has not been settled by the fifth week of term, unless special arrangements have been agreed to in writing by the College, my child may not be allowed to attend classes and/or other College activities until the account is paid in full. Notwithstanding such exclusion from classes and/or other College activities or other arrangements for payment permitted and agreed to in writing by the College, the liability to pay the account in full shall not be reduced. **The College reserves the right to charge interest and an administration charge on outstanding accounts of 5%.**
4. I/We understand that the College **may suspend or cancel the enrolment of a student whose fees and other charges are in arrears where no special arrangements have been agreed to in writing by the College.** I/We understand that the student will not be permitted to return to College or participate in other College activities if the fees for the previous billing remain unpaid. **The College reserves the right to initiate Bad Debt Collection procedures including Collections' Agents, legal action or reporting the debt to credit bureaus.**
5. I/We understand that **each parent/guardian is jointly and severally liable for the payment of fees and charges** including any fees and costs incurred by the College in recovering or attempting to recover any unpaid amounts due.
6. I/We understand that a minimum of one full term's notice in writing must be given to the Principal before any student is withdrawn from the College. The notice should be given no later than one week before the preceding term ends. If this notice is not given on time, I/we agree to pay one term's fees in lieu of notice.
7. I/we understand that any changes of relevant personal and/or family details, including address, telephone number or other information contained on the Application for Enrolment Form must be communicated to the College as soon as known.
8. I/we understand if my child's enrolment is terminated by either the College or by me/us, all outstanding fees and charges (the outstanding debt) must be paid in full. Furthermore, I/we understand that if the outstanding debt is not paid within 4 weeks of enrolment termination (or an alternative timeframe as agreed in writing by the College), the College will take action to recover the outstanding debt, which may involve debt collection and/or legal action. I/we understand that any fees incurred by the College in recovering the outstanding debt will be indemnified by ourselves.

PART 3: HEALTH AND SAFETY-

1. I/We acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place safely, efficiently and effectively. I/We also acknowledge that the Principal or their nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
2. We understand that the College requires parents and visitors to observe security procedures, including the use of the parking facilities and signing in and out at the College Reception when visiting the College.
3. We understand that the College has protocols for contacting students during the school day and that parents may only contact students during the school day through the College reception, not directly with them.
4. I/We acknowledge that the student's private property is not insured by the College and that the College does not accept any responsibility for any loss or damage.
5. I/We acknowledge that full disclosure of all medical and educational information as per the enrolment form is mandatory.
6. I/We acknowledge that in the event of injury or illness to my child necessitating hospital and/or medical treatment including but not limited to injections, blood transfusions, surgery and the like and if the parent or guardian is not readily available to authorise such treatment, I/we authorise the Principal or in their absence or by delegation, a member of the College staff, to give the necessary authority for such treatment without the College, or such person, incurring any legal liability to the parent, guardian or pupil in so doing. I/We indemnify the College, its employees and agents of all costs and expenses arising directly or indirectly out of such treatment.
7. I/We understand that the College does not take any responsibility for covering the cost of medical or dental expenses when an accident to a student occurs while playing sport or taking part in College activities. Parents/carer are advised to consider taking out appropriate insurance cover.

PART 4: COLLECTION NOTICE-

1. I/We understand that the College collects personal information, including sensitive information about students and parents or guardians before and during a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide education for your child.
2. I/We understand that some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. I/We understand that certain laws governing or relating to the operation of the College require that certain information is collected. These include Public Health and Child Protection laws.
4. I/We understand that health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child sometimes.
5. We understand that the College sometimes discloses personal and sensitive information to others for administrative and educational purposes. This includes other Colleges, government departments, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. I/We understand that if the College do not obtain the information referred to above, we may not be able to enroll or continue the enrolment of your child.
7. I/We understand that any personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, College's website, and other similar publications.
8. I/We understand that parents may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied to students and/or parents. Such occasions would include but is not limited to situations where granting access may have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where the College believes that granting access may not be in the best interest of the student or other students or staff, or where students have provided information in confidence.
9. We understand that the College sometimes will engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's

fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

- 10.** I/We understand that the College may include your contact details in a class list and College directory. We will seek your permission before such action is taken.
- 11.** I/We understand that If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.
- 12.** I/We understand that the College requires parents to sign the Enrolment Application thereby authorising the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare and/or development.
- 13.** I/We give permission for photographs and/or videos of the student to be placed in the College's records, displayed from time to time around the College, be published in College publications, on its website and in other marketing and/or promotional material unless the Principal has been advised or is advised in writing that the parents/guardians do not give this permission.
- 14.** I/We agree to provide to the College all current Family Court or other court orders relating to us and the student. We note that the College's Privacy Policy deals with the confidentiality of such information.

We adhere to the Discrimination Act. We do, however, prioritise applications according to the College's Enrolment Policy, giving preference to staff, sibling(s) already at the College and then in order of date of the receipt of the application form.

**PART 5 - STUDENTS CEASING THEIR ENROLMENT AT THE COLLEGE
(EXCEPT NON - COMPULSORY SCHOOLING AGE)**

Written confirmation from parents is required if a student ceases their enrolment at the College. If the student is within the age range of compulsory school attendance, parents must provide the details of the new school where enrolment is sought. If not forthcoming, the Registrar (or person responsible for enrolments) will inform the Principal and they will ensure that the Home School Liaison Officer at the local Department of Education and Training is informed.

The College has protocols for the induction of all students. All new students are introduced to the relevant staff members. The induction process may include contact with parents to ensure the initial settling period is sound and stable.

The College will email academic reports to the address and/or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is a court order or an agreement that reports are to be sent to only one of the Parents.

I/we accept the Enrolment Agreement as set out above and declare that all information provided on this Application for Enrolment is full, true and correct.

Parent 1/Carer's Name: _____

Parent 1/Carer's Signature: _____ Date: _____

Parent 2/Carer's Name: _____

Parent 2/Carer's Signature: _____ Date: _____