



# Highlands

## Christian College

### APPLICATION FOR ENROLMENT



Prep to Year 12

# Welcome to Highlands!

We are so glad you are considering enrolling your child at our College.

We would love to show you around our Campus, if you haven't had a tour as yet, please contact the Campus Reception to book a time with our Principal.

## Our Enrolment Process is as easy as 1, 2, 3

### 1. Application for Enrolment:

An Enrolment Application needs to be filled out, honestly and accurately, for each child. We ask that you also include:

- Copy of your child's birth certificate / passport / visa / citizenship certificate
- Copy of reports – school report, specialist reports, medical reports and/or court orders, parenting plans
- Application Processing Fee of \$100 per child (non refundable)

### 2. Meet & Greet:

We would love to meet all your family and invite you to sit down with our Principal or Deputy Principal.

This is a relaxed time where we can get to know you, your child, and for you to ask any questions.

### 3. Acceptance of Offer:

As soon as possible after the meet & greet, we will send you a letter.

If your child is offered a place at Highlands, and you would like to accept that offer, we ask that you sign the Acceptance of Offer, return it to the College and, preferably within 10 working days, pay the Confirmation Fee of \$500 per family to secure that placement.

When you become part of our Tribe, you don't need to worry about organising school stationary - we will do that for you - book packs will be ordered and ready for you to collect from our local news agency.

We will also book a time at The College Shop for a uniform fitting.

On the first day of school, Class Buddies and Secondary timetables will be ready and waiting at Student Services.

If you have any questions or concerns, or are unsure about sections in the Application Form, please don't hesitate to make contact with us, either by phone or email.

We look forward to welcoming you to the Tribe at Highlands Christian College.

# Application for Enrolment

## Highlands Christian College

### PREP TO YEAR 12

These details will be used for the purpose intended. (Please refer to our Privacy Policy on the College website.)

**FAILURE TO MAKE FULL AND FRANK DISCLOSURE MAY RESULT IN A DENIAL OF ADMISSION OR ONGOING ENROLMENT**

#### STUDENT INFORMATION

##### PERSONAL (Name as stated on the student's Birth Certificate)

Legal Surname (as per Birth Certificate):	Legal First Names (as per Birth Certificate):		
Preferred Name:	Male	Female	Date of Birth:    /    /
Residential address:  Postcode	Country of Birth:		
Is the student of Aboriginal descent?	YES	NO	Please list all languages spoken at home:
Is the student of Torres Strait Island descent?	YES	NO	
Please circle: Are you an Australian Resident / Australian Citizen / Permanent Resident?			
Are you a holder of a Visa?	YES	NO	Visa Number:
Medicare Number			

##### EDUCATION

Current School/Kindy:		
Current School Phone:	Reason for leaving this school:	
Current Year Level:		
Proposed Year of commencement at HCC:	Proposed Year level:	<b>*Years 10,11,12 – Learner Unique Identifier</b>
		LUI No. _____

**Prep age students must turn 5 years by 30 June of the enrolling year.**

##### CHURCH AFFILIATION

Faith Background:	
Church attending:	Church address:

**FAMILY INFORMATION**

<b>LIVING WITH CHILD</b>	<b>FATHER / GUARDIAN</b>	<b>MOTHER / GUARDIAN</b>
<b>Relationship to child</b>	Father / Stepfather / Other .....	Mother / Stepmother / Other .....
<b>Surname</b>	Mr / Dr	Mrs / Ms / Miss / Dr
<b>First Names</b>	] Past Student	] Past Student
<b>Date of Birth</b>		
<b>Driver's Licence No.</b>		
<b>Residential Address</b>	Postcode:	Postcode:
<b>Postal Address (if different)</b>	Postcode:	Postcode:
<b>Occupation</b>		
<b>Home Phone</b>		
<b>Work Phone</b>		
<b>Mobile Phone</b>		
<b>Email</b>		
<b>Country of Birth</b>		
<b>Language spoken at home</b>		
<b>Marital Status</b>	Married    Single    Widowed	Divorced    Separated    De-Facto

- If parents are separated or divorced, please attach details of guardianship arrangements, i.e. copy of Parenting Plan, current Court Order, or write down what you agree is the way you share the upbringing of the children. Both parents need to sign this statement.

<b>NOT LIVING WITH CHILD</b>	<b>FATHER / GUARDIAN</b>	<b>MOTHER / GUARDIAN</b>
<b>Relationship to child</b>	Father / Stepfather / Other .....	Mother / Stepmother / Other .....
<b>Surname</b>		
<b>First Names</b>	] Past Student	] Past Student
<b>Date of Birth</b>		
<b>Driver's Licence No.</b>		
<b>Residential Address</b>	Postcode:	Postcode:
<b>Postal Address (if different)</b>	Postcode:	Postcode:
<b>Occupation</b>		
<b>Home Phone</b>		
<b>Work Phone</b>		
<b>Mobile Phone</b>		
<b>Email</b>		
<b>Country of Birth</b>		
<b>Language spoken at home</b>		
<b>Marital Status</b>	Married    Single    Widowed	Divorced    Separated    De-Facto

**ACADEMIC INFORMATION**

Is/has the student receiving learning support from the school/educational/childcare facility currently attended?		YES	NO
If YES, please provide details in writing.		Hours/week	
Has the student been placed on an Individual Education Plan? (Provide school with a copy)		YES	NO
Has the student been diagnosed with any of the following? Please circle:			
Physical Impairment	Hearing Impairment	Dyslexia	
Visual Impairment	Intellectual Impairment	Anorexia	
Autistic Spectrum Disorder	Social Emotional Disorder	Anxiety, Depression	
Has the student repeated a year level?	YES	NO	If so, which year
Has the student ever been expelled, suspended or asked not to return to any school?		YES	NO
If YES, please provide details in writing.			
Please describe briefly any other details which may have an influence on your child's education or which may be relevant to your enrolment at the College including residence/residential matters.			

**ADMINISTRATION INFORMATION**

How did you hear about the College? (Please circle)					
Website / Internet Search	Local Church	Current Family	Past Student	Word of Mouth	Staff Member
Please indicate the factors influencing your decision to enrol your child at this College:					
Christian Education		Caring Environment		Discipline	
Academic		Family Environment		Years Prep to 12 catered for	
Facilities		Other -			
If a parent is a past student of the College, please provide the relevant information below:					
Year of Graduation (Parent 1)					
Year of Graduation (Parent 2)					
Name at School					

**MEDICAL INFORMATION**

Does the student have any physical disability?	<b>YES</b>	<b>NO</b>
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If YES, please attach details and **include any copies of diagnoses and assessments.**

Does the student have or have had, any behavioural or intellectual difficulties?	<b>YES</b>	<b>NO</b>
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If YES, please advise in writing and **include any copies of diagnoses and assessments.**

**Please indicate below as necessary:**

	<i>Yes/No</i>	<i>Diagnosed Yes/No</i>	<i>Severity</i>	<i>Treatment</i>
<i>ADD, ADHD, ODD, ASD etc</i>			Mild / Extreme	
Anaphylactic <i>(please include a medical action plan)</i>			Mild / Extreme	
Asthma/respiratory condition <i>(please include a medical action plan)</i>			Mild / Extreme	
Bites/Sting Allergies			Mild / Extreme	
Blood Pressure			Mild / Extreme	
Conditions related to Birth			Mild / Extreme	
Diabetes/Hypoglycaemia			Mild / Extreme	
Drug/Ointment Allergies			Mild / Extreme	
Eczema			Mild / Extreme	
Epilepsy			Mild / Extreme	
Food Allergies/Intolerance			Mild / Extreme	
Headaches/Migraines			Mild / Extreme	
Hearing Problems			Mild / Extreme	
Heart Problems			Mild / Extreme	
HIV, Hepatitis A, B, C etc			Mild / Extreme	
Phobias			Mild / Extreme	
Recent Illness			Mild / Extreme	
Recent Operations			Mild / Extreme	
Speech difficulties			Mild / Extreme	
Travel Sickness			Mild / Extreme	

Visual Problems			Mild / Extreme	
Other – please list below			Mild / Extreme	

<b>FURTHER MEDICAL INFORMATION - PLEASE COMPLETE IF APPLICABLE TO YOUR CHILD</b>	
Specific medical condition/allergy	
Intolerance or behavioural reaction to food	
Symptoms experienced by child	
Actions you would like the school to take on behalf of your child	
Medication your child is on both at home and school. (Please give details of any regular medicines taken including dosage, frequency etc)	
Any side effects your child may experience from their medication	
Has your child been hospitalised: YES / NO	

IF YOU ANSWERED YES PLEASE PROVIDE DETAILS *(Including the date, reason and prognosis):*

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Does your child have a history of any serious illness or disability? *(Diagnosed/Undiagnosed):*

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**TETANUS**

When was your child's last tetanus injection? \_\_\_\_\_

## MEDICATION

Students must present and sign in all other medication to Student Services at the start of the term/day unless there has been a prior arrangement with the Principal. Medications such as EpiPen, Paracetamol, Ventolin and Antihistamines are to be kept at Student Services for use with parental permission and in conjunction with medical action plans.

I give my permission for the College to give medical assistance as deemed necessary including Epi-pens and/or asthma puffers as required.

### I give permission for my child to be administered:

Paracetamol **Yes  No**

\*In the event of an injury requiring professional attention an ambulance will be called.

## EMERGENCY CONTACTS (*OTHER THAN PARENT*)

In an emergency parents will be contacted first, however if both parents are unavailable, please name two contact people who are authorised to make any necessary decisions in the event of an accident.

1. Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Phone: \_\_\_\_\_

## CONSENTS

### ANNUAL CONSENT FOR EXCURSIONS

I/We give permission for my child to attend local excursions and events during school times within the local region throughout the school year. I understand that appropriate supervision will be provided by the school at all times and I agree to appoint the supervising teacher(s) as my agent in the case of a medical emergency.

**Yes  No**

Please note that further permission will be required for students to travel outside the local region or College hours. A separate letter and permission form may be issued for each of those activities.

### MEDIA CONSENT

In order to cater for the privacy and safety of our students please read carefully and select your preferred option:

**Yes  Media & Marketing (includes Yearbook, Website, Social Media, Marketing and College Catch-Up)**

**Yes  College publications ONLY (including Yearbook and College Catch-Up)**

**No  All Media Consent denied**

(For promotions/organisations outside of Highlands who would like to use your child for marketing purposes eg: USQ, Compass, Cobb & Co, these organisations will provide you with a separate Media consent form from their company)

### TRANSFER DOCUMENTS

I/We give consent for the College to contact the student's previous/current school to request all transfer documents in accordance with Section 386 and 387 of the Education (General Provisions) Act 2006.

**Yes  No**



**DATA COLLECTION FORM**  
**INFORMATION REQUIRED FOR ASSESSMENT AND REPORTING PURPOSES**

In accordance with the Australian National Goals of Schooling, the Government will use the following information for ongoing assessment and reporting purposes, and it is linked to Literacy and Numeracy assessments and other national assessments.

**What is the highest year of primary or secondary school the parents/guardians have completed?**

*Mark one box only in each column and for persons who have never attended school, mark 'Year 9 or equivalent or below'.*

	Mother/Parent 1/Guardian	Father/ Parent 2/Guardian
Year 12 or equivalent.....	△	△
Year 11 or equivalent.....	△	△
Year 10 or equivalent.....	△	△
Year 9 or equivalent or below.....	△	△

**What is the level of the highest qualification the parents/guardians have completed?**

	Mother/Parent 1/Guardian	Father/ Parent 2/Guardian
Bachelor degree or above.....	△	△
Advanced Diploma / Diploma.....	△	△
Certificate I to IV (including trade certificate).....	△	△
No non-school qualification.....	△	△

**Parental Occupation**

*Please select the appropriate parental occupation group from the following list and enter in the space to the right.*

What is the occupation group of the Mother/Parent 1/Guardian?	
What is the occupation group of the Father/Parent 2/Guardian?	

- NB:*
- 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 box above.*

## List of Parental Occupation Groups:

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**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, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

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

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants:**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers:**

**Defence Forces** ranks below senior NCO not included above

**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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

The Parties Are:

Parents/Guardians: \_\_\_\_\_

PLEASE PRINT NAMES

Name of Student: \_\_\_\_\_

DOB: \_\_\_\_\_

and

Christian Outreach Centre t/as Highlands Christian College

As a school approved under the Education (Accreditation of Non-State Schools) Act 2001, we provide regular instruction in Primary and Secondary school learning with accredited teaching programs that lead to the award of recognised certificates.

This enrolment contract is governed by the law of Queensland and forms the entire agreement between the Parents/Guardians and the College relating to the student's enrolment. This contract (as amended from time to time) will be binding and remain in force for the duration of the student's enrolment at the College.

**SPECIAL CHRISTIAN CHARACTER**

I/We

- Understand and accept that the College is a Christian school grounded in Biblical Faith values.
- Will support the College in its Christian teachings and its open encouragement of children to make a personal commitment to Jesus Christ as the son of God.

**ACADEMIC ATTAINEMENT**

- The College does not guarantee or warrant a particular level of achievement for any student. Achievement depends greatly on the individual attributes of the students and their individual willingness to do their best.

**PARTNERSHIP**

I/We

- Will work with the College in the spirit of co-operation, partnership and respect to promote the best interests of all students.
- Understand and accept that the College must act in the best interests of all students and that therefore, although the College values consultation with parents and guardians, this may mean that the College may not always act in accordance with the preferences and requests of Parents or Guardians.
- Will respect the informed professional advice and recommendations regarding the student's educational needs. NB: *A condition of enrolment is that parents will fulfil their obligations to take responsibility for their child's wellbeing.*
- Will endeavour to attend and support planned College functions e.g. sporting, cultural, Parent Association meetings and Parent-Teacher-Student interviews etc. Attendance at Parents Orientation Night (at the beginning of the school year) and Awards Night (at the end of the school year) are regarded as compulsory.
- Understand and accept that I/we have an obligation to keep the College informed of any changes which may affect our Student's well-being or progress at the College.
- Understand that we can access up to date copies of the key policies of the College from the website or main reception.
- Will abide by the College's policies and we will ensure compliance with them from our child.
- Have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:
  - a. Full and frank disclosure of the student's previous education or interrupted education, disabilities and learning difficulties
  - b. Behavioural issues
  - c. Medical condition and safety issues
  - d. Court orders and parenting arrangements

- Accept that we have an obligation to keep the school informed of any changes that may affect the student’s life at the College, including:
  - a. changes to family circumstances (e.g. separation or divorce);
  - b. changes to the address or addresses or contact details of the parents/guardians;
  - c. changes to emergency contacts;
  - d. any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent or other person has with the student.
- Changes in marital circumstances can cause confusion for the College when dealing with parents or guardians. The College will presume that, at all times, parents (including step-parents) are entitled to participate in College activities (whether or not those activities involve the student). Understand and accept that the College will recognise the legal guardianship obligations of both parents unless notified otherwise in writing (signed by both parents) or as may otherwise be decided by a Court Order.
- Agree to provide the College with copies of any Court orders relating to the Student that are currently in force or that are made at any time during the enrolment at the College which specifically alters or prevents a person/parent from spending time with, communicating with or otherwise having contact with the student, and to notify the College of any matter that might impact upon our Student’s school life and learning immediately. The obligation of providing such a Court Order lies with parents.
- Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parents complying with those orders.
- Understand and accept that unless there are exceptional circumstances, it is accepted that during the student’s enrolment at the College, the student will live in the care and control of the Parent(s)/Guardian(s). Any change in these arrangements or any change in contact details or address must be promptly reported to the College as mentioned above.
- Understand and accept that the College has the right, under law, to exclude any person irrespective of whether they are a parent or not, from entering or remaining on College property or participating in College excursions, camps and club activities where the College reasonably believes it is in the best interest of one or more children or the good running of the College that that person be excluded.
- I understand that the College has a number of mediums of communication and that it is my responsibility to read and keep informed of College updates and information. I understand that these will be communicated through various electronic or hardcopy formats (including, but not limited to, the College Handbook, the College Catch-up, general emails, written notes, social media, the College App) and is my responsibility to ensure that my details for receiving such communications is up to date.

## **STUDENT CONDUCT AND APPEARANCE**

### **I/We**

- Will provide our child with the approved College uniform and ensure they attend the College and College activities neatly and modestly dressed in that uniform.
- Will ensure that where at all possible my child attends and participates in all required College’s programs and any extra curricula activities signed up to.
- Agree to make every effort to ensure that my/our student will not be absent from school without leave of absence being granted by the College and that term dates, as advertised by the College will be strictly adhered to.
- Acknowledge that a Student absent from the College without leave being granted may forfeit any credit for assessments missed during their absence.
- Understand that frequent or unexplained absences of the Student may lead to a breach of contract.
- Will undertake to ensure that the Student, while at school representing the school, or while wearing uniform in public, will behave in a God-honouring manner including not consuming alcohol, smoking tobacco or otherwise using or consuming illicit drugs.
- Will indemnify the College for any loss or damage caused by our own or the Student’s failure to comply with expectations as provided in these documents, including wilful or reckless behaviour of the Student. This includes damage caused by the Student either to College property or to other property for which the College may be liable. NB: *The cost to repair any such damage may be recovered from the Parents/Guardians by the College as a debt due to the College.*
- Understand and accept that should the conduct of our student or any other person be such that it is assessed by the Principal as “harmful” to other students the matter could be referred to State Authorities as required by law.

## **DISCIPLINE**

### **I/We**

- Fully subscribe to the Biblical concepts as set forth in the College Prospectus and agree to my/our student submitting to the College academic policies and code of conduct as published by the College. (This is subject to amendment by the Principal and the faculty of the College.)
- Support the College in disciplining our child in accordance with the College's behaviour plans. NB: *This does not include corporal punishment in any form.*
- We acknowledge that the Principal (or by delegation Deputy Principal, Assistant Principal and Directors) has the authority to use whatever disciplinary measures deemed necessary in relation to the conduct of the student inside the College precincts and also outside the College precincts if the student brings the College into disrepute.
  - a. Serious discipline responses from the College may include Show Cause, Suspension and Expulsion.
- Understand that in disciplinary matters, particularly matters where Show Cause, Suspension and Expulsion are considered, prior to any decision, the student and Parents/Guardians will be provided with clear details of the allegations to make sure that they have a full opportunity to provide their side of the story. In legal terms this is called "Natural Justice".
- Understand that the College will search lockers, bags and other property of the Student (either randomly or individually) where there is reasonable cause to do so. Prohibited and dangerous property will be confiscated.
- We understand that should the conduct of our Student be such as is assessed by the Principal (or by delegation Deputy Principal, Assistant Principal and Directors) as 'harmful' to other students, the matter will be referred to State Authorities as required by law.
- We understand that the College may suspend or terminate an enrolment at its discretion for failure of the Student to comply with the College's code of conduct.

## **FINANCE**

The College relies on the payment of fees to fund its educational services to students. The College seeks to be a good steward of monies received and to keep fees as reasonable and economical as possible.

### **I/We**

- Will pay all fees and charges levied by the College in respect of the Student's enrolment and tuition on or before the due date.
- Understand that a non-refundable enrolment application fee per student is payable upon submission of each application form to cover administration expenses regardless of the result of the application.
- Understand and accept that following the Offer and Acceptance of a place in the College, the payment confirmation fee for each student will secure enrolment places. This fee is non-refundable whether or not the student takes the offer of a position at the College.
- Understand that any outstanding fees will attract interest based on the current business overdraft rates daily and an administration fee plus any cost incurred by the College in recovering outstanding fees.
- Understand and accept that a minimum of one-month term time's notice in writing to the Principal prior to removal of any student from the College is necessary, otherwise 4 weeks fees are payable.
- Understand and accept that no remission of fees, either in whole or in part will be made if a student is absent due to illness, leave or suspension.
- Understand and accept that if experiencing difficulty in paying fees I/we must inform the College as soon as possible so that options can be canvassed.
- Understand and accept that, unless otherwise agreed in writing with the College, we the parents or guardians are jointly and severally liable for the payment of fees and levies.
- Understand and accept all textbooks and library books are to be returned in good condition otherwise the cost of replacement will be charged to the Parents/Guardians account.
- Understand and accept that the College has the right and will use that right to recover debts incurred by way of debt recovery agencies.

## **PRIVACY & SECURITY**

### **I/We**

- Understand and accept that in accordance with the College's Privacy Policy (available on the College Website), the primary purpose of this information is for the use in the application and enrolment process at this College for your Student. The information is kept for the period of time necessary for its primary purpose. The information may be disclosed to others only for the purposes of the Student's enrolment.

- Understand and accept that failure to disclose requested information may well affect the enrolment status of my/our child.
- Acknowledge that the College does not insure student property of any description. All personal property brought to the College (or College activity) is at the sole risk of the Student.

## **MEDICAL & OTHER MATTERS**

### **I/We**

- Authorise the College to arrange any emergency medical treatment for the Student and will reimburse the cost of any such treatment to the College.
- Understand and accept that if the Student shows symptoms of any communicable disease, illness or medical condition he/she may be excluded from further attendance at the College until such time as deemed appropriate by the College in its absolute discretion.
- Hereby grant their permission for the Student to travel to and from the venue of any College activity on transport provided by the College.
- Understand that the College offers an entry level counselling and chaplaincy service to all students as a service to the College community

## **ENROLMENT PROCESS**

In deciding whether to offer enrolment to an applicant, the College takes into account several aspects of an application:

- The number of available places based on good practice and up to date educational guidelines.
- Family or other association with the College. This may include older or younger siblings enrolled at the College or association with the Highlands Campus either through the Church or the Kindy and Early Learning Centre.
- Evidence of the student's ability to contribute to and benefit from all aspects of the academic and extracurricular programs offered by the College.
- Initial date of receipt of the Application Form and the Application Fee.
- Operational Considerations

With regard to Prep students, a child's readiness for beginning formal schooling at Highlands will be taken into consideration.

A second interview may be requested and will communicate with parents if necessary.

## **TERMINATION OF ENROLMENT**

The College Principal may terminate this contract when:

- The Student is excluded /expelled
- There has not been a full and frank disclosure of all information requested by the College at time of enrolment
- Mutual trust and the condition that both the College and the parent/guardian(s) work in partnership and co-operation in the best interests of the College breaks down
- There is a breach of contract by the Applicant(s) (including non-payment of fees and failure of the parent/guardian(s) to support the faith or ethos of the College)
- There is a failure of the Student to attend College on a regular basis.
- There is a failure or unwillingness to pay fees or to honour payment options entered into.
- There is a failure on the part of student or parent/guardian to comply with these conditions of entry or the College Policies.

## **WITHDRAWAL OF ENROLMENT**– (Please refer to the Finance Section of the Terms & Conditions)

The Parent/Guardian may terminate this contract of enrolment in the following manner:

- Supply formal written notification of 4 weeks' term notice in the manner of a letter addressed to the Principal or Deputy Principal;
- Attend a meeting with the Principal (or by delegation Deputy Principal or Assistant Principal) in the event of an early departure;
- Provide one-months' (term time), equivalent to 4 weeks' notice. If less than the required notice is given, a pro-rata amount of 4 weeks tuition will be added to the final balance of the fee account.
- All fees owing will be due and payable on the final day of enrolment, unless otherwise negotiated with the Principal and/or the Campus Board.

## AGREEMENT

I acknowledge that failure to make full and frank disclosure may result in a denial of admission or ongoing enrolment. It is required that both parents sign, other than in the case of Legal Guardian or Sole Parent.

I have read, understood and agree to abide by the Terms & Conditions of Enrolment:

**Father/Guardian**

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mother/Guardian**

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student**

(If over 12 years)

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Principal**

(Delegate)

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Checklist for Enrolment	✓	For Office Use Only
1. Have all parties read, understood and <b>signed</b> the Conditions of Enrolment?		<b>Date Application Received:</b>
2. Have you included a copy of the Student's most recent school report?		
3. Have you enclosed a Pastor's reference or character reference?		<b>Date Application Fee Paid:</b>
4. Have you enclosed a copy of the child's Birth Certificate, and if not born in Australia the child's passport / visa / citizenship certificate?		<b>Application Fee Receipt No:</b>
5. Have you provided written details of scholastic/medical information affecting enrolment?		<b>Date Confirmation Fee Paid:</b>
6. Have you provided a Parenting Plan or Court Order if necessary?		<b>Confirmation Fee Receipt No:</b>
7. Have you included your \$100 application fee?		