

ENROLMENT PROCESS

This is an explanation of the process for enrolling a student atschool, If you have any questions about this process, please contact our Enrolments Registrar on telephone.....

Step 1

You fill out the application for enrolment form and send it to us with payment of an application fee of \$.....

The application fee helps us to pay for the administration of the enrolment process at the school. It will not be refunded.

Payment can be made by cheque drawn to the school or by transfer of funds to our account with.....
Bank BSB..... Account No.....

Step 2

If your application is successful, we will confirm that the student is enrolled for the year you have nominated on the application form. The enrolment will still depend on a final interview with you and the student as well as review of current information about the student at the time of entry. It is also possible that all places for the year of entry will have been filled. Where this is the case, we will give you as much notice as we reasonably can.

Step 3

Prior to the year of entry, we will contact you to arrange an interview, We will ask you to provide the student's academic history including details of any special education provided, English as a second language report and any other material relevant to the student's past and future academic performance.

Following the interview, the Principal will notify applicants whether their application has been successful or not. Where your application is successful, we will require payment of a confirmation fee which is currently \$.....

We will also require payment of a family levy which is currently \$..... This levy will be retained by the school until you no longer have a student enrolled at the school,

Step 4

When we inform you that your application has been successful, we will send you an enrolment contract for you to sign and return to us. We in turn will sign the contract **and** send one part of the signed contract to you for your records.

If you would like to see the current form of the enrolment contract, please telephone our Enrolments Registrar or send us an email requesting a copy.

Enrolment Contract

Details

Student (full name)

Parent / Carer 1 (full name).....

Parent / Carer 2 (full name).....

(Parents / Carer 1 and 2 are "you")

Education

We will educate the student with due care and skill. Our curriculum is delivered in accordance with the ethos of the Catholic faith.

You will encourage the student to take full advantage of the curricular and co-curricular opportunities we will provide to further their education.

We do not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student's willingness to work for their own education. We will act in the best interests of the student and the student body generally. This may mean we do not always act in accordance with your requests.

Health

You assure us that you have given us full information about the health of the student when applying for enrolment. This information includes any unusual psychological or psychiatric assessment. You will let us know if there is any change in the health or physical abilities of the student while the student is at the school which may require special consideration of their education needs.

If something happens to the student in any medical or other emergency and if it is impossible or impractical to communicate with you, the school may take action and incur expenditure as it considers necessary in the best interests of the student. You must refund to us any expenditure we incur protecting the student.

Communication

The school will provide information about the student to both natural parents of the student and to any other person signing this enrolment contract. You may request other arrangements relating to the provision of information about the student by giving written notice to us.

To communicate efficiently with parents, and as a cost saving measure, we will communicate with parents at the email addresses they provide to us. If you do not provide an email address or if you request in writing that we provide information other than by electronic means, we will communicate by the other means reasonably requested. In this contract 'written' includes communication by email.

Where communication is to be with the entire school community or with identifiable sections of the school community, we may communicate through the school website.

We will display on our website the policies and rules with which you and the student are expected to comply.

Fees

We will determine the fees for each term before the commencement of the term to which the fees apply.

You must pay the fees in advance of the term to which they apply and not later than fourteen (14) days after the date of invoice for the fees. If you do not pay fees by the due date for payment, we may charge interest on the fees at 12% per annum from the due date for payment until they are paid.

If we increase the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to **us** given within fourteen (14) days of the date on which we notify you of the increase.

If you terminate this enrolment contract for any reason other than for:-

- our breach; or
- because of an increase in fees within the time limited by this Contract,

you must provide us with at least one *term's* notice. If you do not provide us with one term's notice, you must nevertheless pay to us one full term's fees. We commit resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. We may have difficulty filling the student's position at short notice.

If we expel the student you must pay fees for the whole of the term in which the student is expelled.

Discipline

You must comply with policies and rules we adopt from time to time. You must ensure, as far as practicable, that the student complies with those policies and rules. Copies of the policies and rules do not form part of this contract.

We may discipline the student for failure to comply with directions given by a person in authority or for failure to comply with the school policies and rules. These failures may occur on or off the school campus. The Director of the Catholic Education Office may expel the student from the school for misconduct considered by the Principal or Acting Principal to be serious enough to warrant expulsion.

Where discipline may involve expulsion of the student, the Director of the Catholic Education Office will not expel the student until the allegations of misconduct have been put to the student or the student's representative and the student has been allowed an adequate opportunity to respond.

We may search lockers, bags and property of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities.

We may confiscate forbidden or dangerous property.

Indemnity

You indemnify the school against any loss or damage caused by any failure by you or the student to comply with our rules and policies. You also indemnify us against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

Excursions

We will arrange excursions from time to time. We will inform you of and obtain your consent for intended excursions involving the student. You consent to the student attending excursions with the school. We will obtain your consent to any excursions where the student will be away for one or more nights.

Privacy

We collect personal information about students at the school, their parents and people who care for them. The primary purpose of collecting the information is to enable us to use the information for all actions connected with educating our students.

You consent to the personal information being used for educational and ancillary purposes including the marketing of the school as per media consent in Application form.

Any medical information will be used discreetly and in accordance with the school's privacy policy. The privacy policy may be viewed on our website. We will provide a hard copy of the privacy policy to anyone who requests it.

Contract

Your obligations under this contract are joint and several.

You authorise us to act on the direction of any one of you.

Termination

We may terminate this contract if:-

- o we expel the student from the school;
- o we decide at the end of a school year that we do not wish to continue the contract for the following school year;
- o mutual trust and co-operation between us breaks down;
- o you are in breach of this contract and you fail to remedy the breach within a reasonable time after written notice from us requiring you to do so.

You may terminate this contract at any time, for any reason, with one clear term's notice to us in writing,

You may also terminate the contract when:-

- we are in breach of the contract and we fail to remedy the breach within a reasonable time after written notice from you requiring us to do so; and
- there is an increase in fees of the kind referred to in an earlier clause of this contract and you give us notice as required by the earlier clause.

SIGNATURES

Parent 1: Date: / / Parent 2: Date: / /

Principal: Date: / /