



**Office Use Only Tyabb and Mt Martha Campus**

Date : \_\_\_\_\_  
 Reference : \_\_\_\_\_  
 Fee (\$100 non-refundable) : \_\_\_\_\_  
 Student ID : \_\_\_\_\_  
 Debtor ID : \_\_\_\_\_

## ENROLMENT APPLICATION

**Definitions:**

For the purpose of this Enrolment Agreement, the Caregiver/s is/are defined as: 'the person/s legally responsible for the care, welfare and development of the student'. The Caregiver/s may be, but is/are not limited to, a parent or guardian or foster parent.  
 The student is defined as: 'the student named in the enrolment application, to whose enrolment this Agreement applies'.

**It Is Agreed:**

The Caregiver/s acknowledge/s that the terms and conditions of this Agreement together with the Board of Governance Contribution and Fee Schedule and College policies, as prescribed by the College and which may, at the College's discretion be amended from time to time, form part of a legally binding Agreement between the Caregiver/s and the College. The Caregiver/s agree to be bound by those terms and conditions.

**Student Details:**

Year level for entry:

3 Year Old Kinder       Year 1       Year 4       Year 7       Year 10   
 4 Year Old Kinder       Year 2       Year 5       Year 8       Year 11   
                                  Prep       Year 3       Year 6       Year 9       Year 12

Calendar Year for Entry (eg. 2018): \_\_\_\_\_

Student's surname \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age in Years \_\_\_\_\_

Given names \_\_\_\_\_ Male       Female

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Nationality \_\_\_\_\_ Is the Student of Aboriginal or Torres Strait Islander Origin? Yes/No

Non-Australian Nationals: Permanent Residency Status    Yes     Visa Number: \_\_\_\_\_    No

Language (other than English) spoken at home? \_\_\_\_\_

Do you require an interpreter to be available during the enrolment interview?    Yes     No

Student lives with:      Both Parents       Mother only       Father only       Other

Are there any current court orders relating to the student?    Yes     No     (If yes, please provide copies)

Present Year Level: \_\_\_\_\_ Present School/Pre School \_\_\_\_\_

Religion: \_\_\_\_\_

Church and Denomination currently attending: \_\_\_\_\_

Briefly outline your reasons for applying for a position for your child at Flinders College  
 \_\_\_\_\_  
 \_\_\_\_\_

Briefly outline student's special interests or hobbies  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Emergency and Medical Information *(Please specify any particular medical alerts)*

Medical condition: \_\_\_\_\_

Allergies: \_\_\_\_\_

Disability (e.g Physical, Social, Emotional) **Yes No** *Details if answered Yes* \_\_\_\_\_

Vision impaired (e.g Prescription glasses) **Yes No** *Details if answered Yes* \_\_\_\_\_

Hearing impaired (e.g Hearing aid) **Yes No** *Details if answered Yes* \_\_\_\_\_

Speech impaired (e.g Speech pathologist) **Yes No** *Details if answered Yes* \_\_\_\_\_

Learning difficulties **Yes No** *Details if answered Yes* \_\_\_\_\_

Other information for teaching staff \_\_\_\_\_

## Special Needs/Testing

Has your child received any of the following specialist services: *Speech Pathology, Physiotherapy, Occupational Therapy, Psychologist counseling or Psychiatrist?* (If so, please provide details in the space below).

**Yes No** \_\_\_\_\_

Has your child received any specialist education support: *e.g Integration Aide, modified curriculum, modified assessments\ reports, participated in a specialised education support program* (If so, please provide details in the space below).

**Yes No** \_\_\_\_\_

Has your child had a WISC (WPPSI, Preschool), CELF 4 at any stage, ASD (Autism Spectrum Disorder), adaptive behaviour tests, or BOT2? (If so, please provide details in the space below).

**Yes No** \_\_\_\_\_

Has your previous school received students with disability funding to support your child's individual needs? (If so, please provide details in the space below).

**Yes No** \_\_\_\_\_

Have you provided copies of these reports to the College? **Yes No** \_\_\_\_\_

## Family Members

Name(s) of children currently at Flinders \_\_\_\_\_

Name(s) of children planning to enter Flinders \_\_\_\_\_

Name(s) of previous children at Flinders and year left \_\_\_\_\_

## For marketing purposes, please complete the following questions:

### How did you first hear about Flinders? (Circle all that apply)

Word of mouth      Website      Banners in local area      Cinema  
Banners at College      Radio\Television      Local paper      Other \_\_\_\_\_

### Have you visited the College for:

A tour of Flinders      Open Day

What factors influenced your decision to submit this application? \_\_\_\_\_

## Father/Guardian/Caregiver (Circle one)

## Mother/Guardian/Caregiver (Circle one)

Title \_\_\_\_\_ First Name \_\_\_\_\_

Title \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (if different) \_\_\_\_\_

Postal Address (if different) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (M) \_\_\_\_\_

Phone (M) \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Phone (W) \_\_\_\_\_

Phone (W) \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Employers name \_\_\_\_\_

Employers name \_\_\_\_\_

Past student Yes/No Year left \_\_\_\_\_

Past student Yes/No Year left \_\_\_\_\_

## Terms and Conditions

### EDUCATION

1. The student must attend the College on the dates and between the hours advised by the College. In addition the student, and the Caregivers if required, must attend and participate in all co-curricular activities including camps, excursions and religious services which may be held on the weekend or before or after normal school hours.
2. Unless previously advised or with an otherwise reasonable excuse, the student must attend and participate in all scheduled classes at the College.
3. The Caregivers will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further their education.
4. The College does not guarantee a particular level of achievement for each student.
5. The College will endeavour to act in accordance with the Caregivers' requests, however the College will always act in the best interests of the student and/or the student body.
6. The College curriculum is delivered in accordance with the Christian Foundations of the College (as expressed in the College's statement of faith, which is available on request). The Caregivers accept that Flinders Christian Community College is a Christian College and education at the College will be presented from a Christian perspective and include the study of the Christian faith and the Gospel message in action.
7. The College is committed to the Core Values as set out in the Parent Handbook as provided and updated from time to time (and all College policies). For the College to reflect these values, it will require the partnership of all families.
8. The Caregivers understand that the use of technology, including computers, internet and other digital devices, is an important aspect of learning at Flinders Christian Community College. Your student has a responsibility to use technology (both College and personal) in a manner that does not contravene the standards and expectations of our Behaviour Management Policy. As the Caregivers, you agree to proactively support the College's Acceptable Use of Technology Policy that is located in the Parent Handbook.
10. The College requires Caregivers to provide full details of any significant learning/behavioural needs during the application process, this includes special needs, learning requirements, medical conditions and advice as to whether the student speaks English as a second language. Disclosure of this information assists us in preparing for the students entry to the College and discussing with Caregivers what steps need to be taken in relation to the prospective entry.
11. The student is permitted to access school specialists including the school nurse and school Chaplain. The Caregivers consent to those services being provided to the student and understands there is confidentiality between the student and specialist if the specialist deems that to be appropriate.
12. It is the responsibility of the student and the Caregivers to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing and the College is not liable for any loss or damage to this property. Other than those items listed above, the student is not permitted to bring to the school environment any valuable items except for the minimum of jewellery permitted under the uniform policy.
13. The College reserves the right to request further information regarding the student, including all academic information, school reports and all medical and other reports regarding the student, if applicable.
14. The Caregivers agree to provide transfer notes from previous schools prior to commencement at the College, if applicable.

### DISCIPLINARY ACTION

15. Enrolment at the College is conditional upon both the Caregivers and the student agreeing to, and continuing to comply with all school rules and policies. The College reserves the right to discipline the Student.
16. The College reserves the right to take disciplinary action against the student as necessary leading up to and including expulsion. For the avoidance of doubt, the College may require the student to attend the school for part of school vacation or may require the student to be suspended or excluded for a particular period time. Certain behaviours in breach of the student behaviour policy are considered to be so serious as to justify expulsion including the drinking of alcohol or taking of drugs, violence of any nature and serious breaches of the College's statement of faith.

### HEALTH

17. The Caregivers consent to the College arranging first aid and medical treatment in the event of an emergency and indemnify the College for the cost of any such treatment.

18. If, during the period of enrolment at Flinders Christian Community College, the physical and/or mental health of the student changes at any time, the Caregivers 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 in accordance with clause 10 of this Agreement.
19. In the event a student is involved in a medical emergency and the Caregivers 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 Caregivers agree that the College will act in accordance with its policy on student health and wellbeing and any other policies relating to the welfare of the student, copies of which are available on the College intranet and which may be revised from time to time.

### COMMUNICATION

20. The College will not disclose any information in relation to the student to any party other than the Caregivers, subject to our Privacy Policy. In the event the Caregivers are not the natural parents, copies of supporting documentation evidencing legal guardianship of a student must be supplied to the College on enrolment.
21. Unless the College is supplied with a Court Order, the College will proceed and act on the basis that each of the student's natural parent or legal guardian has equal rights and responsibilities in relation to the student.
22. The Caregivers represent to the College that they are the sole legal guardians of the student and are authorised to enroll the student at the College. If this situation changes, the Caregivers will immediately provide sufficient evidence detailing the change. The provision of misleading representation in relation to the guardianship of the student may result in the College:
  - a) refusing to enroll the student; or
  - b) suspending or terminating the enrolment of the student.
23. All information pertaining to the student and the College will be provided to you in accordance with the College Privacy Policy and Communication Policy which is available on the College website.
24. In order to ensure the ongoing health, wellbeing and enrolment of the student at the College, the Caregivers agree to keep the College informed and maintain open communication in regard to all relevant information and issues relating to the student.

### FAMILY LAW (if applicable)

25. The Caregivers agree to the terms and conditions as set out in the Family Court and Intervention Order Policy, a copy of which is available on request. The policy forms part of this Agreement and may be varied from time to time.

**CAREGIVER CONTRIBUTION AND FEES**

- 26. An enrolment form must be completed and submitted with a non-refundable \$100 per student to register the application. The final stage in the enrolment procedure is the payment of the \$600 bond Prep upwards, \$300 bond for Kinder. The Student Bond is only refundable after 12 month's tuition with one full term's written notice of withdrawal. The Bond is not refundable if the student does not commence.
- 27. The Caregivers agree to the terms and conditions as set out in the Contribution and Fee Schedule, a copy of which is attached.
- 28. The continuing enrolment of a student at the College is subject to compliance with these conditions of enrolment and any school rules as available on the College Website. Withdrawal from the College requires one term's notice in writing. In the event that the notice is not given then the Caregivers must pay the College the equivalent of one term's fees. Any withdrawal notice must be delivered to the registrar at the relevant campus of the College.
- 29. Both Caregivers shall be assumed to be the natural parents and equally responsible jointly and severally for the College fees and any other charges unless they advise the College otherwise in writing.
- 30. All fees are due and payable in full on the date set out in the contribution and fee statement unless another arrangement has been pre-agreed in writing between the Caregivers and the College.

- 31. Any overdue accounts may result in late fees, suspension of a student's enrolment, the exclusion of students from certain activities, the permanent exclusion from the College and recovery via legal action which shall involve both payment of the unpaid fees and charges and costs of recovery being charged to the Caregivers.
- 32. Even with prior notice, students who are absent from the College due to illness extended vacation withdrawal or truancy will not entitle the Caregivers to any refund of any fees applicable to that billing period or term.

**EXCURSION**

- 33. The College will arrange excursions from time to time. The College will inform the Caregivers of intended excursions involving the student. The Caregiver/s consent to the student attending excursions with the College during normal school hours.
- 34. Occasionally, specific consent forms in respect of excursions are not returned within time to allow the student to attend the excursion. In those circumstances, the College relies on the general consent given in this Enrolment Agreement as the basis to have the student attend the excursion. The Caregivers hereby agree that they will meet any charges applicable to the excursion as they are advised of them if they fall due and payable.
- 35. The College will obtain your specific consent to any overnight excursions/camps or where the excursion is scheduled outside normal school hours.

**PRIVACY**

- 36. The Caregivers agree to the terms and conditions as set out in the College's Privacy Policy.
- 37. The Caregivers will allow their student's photograph and any work produced, whilst a student at Flinders Christian Community College, to be utilised by the College, at its discretion, for College publications and Marketing. The Caregivers will allow their student's first name and year level to be disclosed in any published works.
- 38. It is the responsibility of the Caregivers to ensure the College holds up to date contact details and consents in relation to excursions, medical treatment and audio-visual consents. The Caregivers acknowledge that the College can best discharge its duty of care towards the student if information is up to date.

**TERMINATION**

- 39. The Agreement will be terminated in the event the student:
  - a) Graduates from their final year of education; or
  - b) Enrolment is terminated for any reason; and

All outstanding contributions and fees have been paid in full.

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**BETWEEN:** \_\_\_\_\_

*Names of parents, guardians or legal Caregivers ("The Caregivers") AND Flinders Christian Community College ("The College")*

I/We accept the obligations set out in this Enrolment Agreement for the duration of my/our student's education at the College as outlined in this and any attached documents. I/we warrant that all information provided by us to the College during the enrolment process is honest and correct and full disclosure has been made. By signing below I/we agree to all the terms and conditions contained in this Enrolment Agreement.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:**

This application requires the signature of both caregivers. Please ensure all relevant attachments are included.

 **Kinder students:** Entry age for 3 Year old program must turn 3 before commencement. 4 Year old program must turn 4 before 30th of April in year of commencement. Please attach copies of Birth Certificate and recent Immunisation statement.

**Prep students:** Entry age is 5 years by 30th April of the Prep year. Please attach copies of Birth Certificate and recent Immunisation Statement. **All other year levels:** Please attach a photocopy of the most recent student report and NAPLAN test.

This Enrolment Agreement will not bind Flinders Christian Community College until signed by an authorised officer of the College. The Caregivers will be provided with a copy of the Enrolment Agreement signed on behalf of the College. Please forward the Enrolment Application form together with the \$100 fee to:

**Flinders Christian Community College, 155 Mornington-Tyabb Road, Tyabb, VIC 3913**

**Office Use Only**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ on behalf of Flinders Christian Community College

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name of Authorised Officer