

SEVENTH DAY ADVENTIST SCHOOLS (SOUTH QUEENSLAND)

Enrolment Contract

This Enrolment Contract is an agreement which sets out the terms which apply to the enrolment of the student named in the Details at the College set out in the Details.

DETAILS
Student Legal Given Name Note: Please provide the student's name as it appears on their Birth Certificate and Passport. All official communication and College reporting will use this name.
Commencing Year Level:
Parent/ Carer 1
Parent/ Carer 2
Please write full names. In this contract, the student named above is referred to as "the student", Parents/Carers 1 and 2 are referred to as "you" and the College as "we" or "us".
ADVENTIST EDUCATION IDENSTATEMENT

This College is part of the worldwide Adventist Education system and embraces a Christ-centred, Bible-based identity; an identity that upholds the principles of the Seventh-day Adventist Church.

HEALTH

You assure us that you have given us full information about the health of the student and any physical disability or any special needs when applying for enrolment. You must let us know if there is any change in the health or physical abilities of the student while the student is at the College.

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

COMMUNICATION

In the absence of a court order or agreed parenting arrangements disclosed to the College, we will provide information about the student to both natural parents of the student and to any other person signing this enrolment contract. Under the Australian Education Act 2013 s77(2)(f) and the Australian Education Regulation 2013s59, the College will also provide reports to "persons having responsibility" for the student. The people signing this enrolment contract may request other arrangements relating to the provision of information about the student by all signatories giving notice in writing to us.

To communicate efficiently and effectively with parents, we will communicate with parents by electronic means. 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 reasonable for us to do so.

Where communication is to be with the entire College community or with identifiable sections of the College community, the communication may be effected through the College website.

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

You must keep the College informed of the student's details

- x Child's actual name
- x Child's preferred name
- x Evidence of Child's Identification. E.g. Birth certificate,

You must keep the College informed of any changes that may affect the student, including:

- x material changes to family circumstance (e.g. serious illness, separation or divorce);
- x changes to your contact details;
- x changes to emergency contact details;
- x 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.

You acknowledge and agree that if we need instructions from you then:

- x if more than one Parent has signed this enrolment contract, we may in our discretion act upon the instruction of either or both Parents;
- x if at any time we have been provided with a copy of a current Parenting Order of the Family Court of Australia or a Parenting Plan made by the Parents, relating to the care, welfare, education or development of the student, then we may act upon the sole instruction of the person on whom the Order or Plan confers duties, powers, responsibilities or authority in relation to the particular matter upon which we seek instruction, regardless of who executed this enrolment contract as a Parent.

If there is a Court order or other agreement which specifically alters or prevents a Parent or other person from

Unless there is a Court order restricting your access to College or the student, we will permit both Parents and other family members to enter the College grounds and to participate in college activities (whether those activities involve the Student) during this enrolment contract. We also have the right to give you directions about your conduct at and movement around the College under the Education (General Provisions) Act 2006 (Qld).

Where discipline may involve the exclusion of the student, the Principal or acting Principal will not exclude 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.

In keeping with the processes outlined in the relevant college-based policies, 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 us against any loss or damage caused by any failure by you or the student to comply with rules and policies. You also indemnify us against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

EXCURSIONS

STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. Note: If the College collects personal information from a third party, or the individual may not be aware that the College collects certain personal information, include here the fact and circumstances of collection. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.

2. 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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection]* laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.

5. A student's enrolment may be delayed or prevented if the College does not collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

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10. The School's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would 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 students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

11. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

12. The School may 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 marketing purposes.

SIGNED AS AN AGREEMENT

Parent 1/ Carers Signature:.....Date.....

Witness Name:.....Date.....

Witness Signature:.....

Parent2/ Carers2 Signature:.....Date.....

Witness Name:.....Date.....

Witness Signature:.....

Principal Signature

(on behalf of the College):.....Date.....

Witness Name:.....Date.....

Witness Signature:.....

APPLICATION FOR ENROLMENT

ENROLLING COLLEGE	
Preferred Commencement Date	

PART A: STUDENT AND FAMILY DETAILS

Name of Student		
	Legal Family Name	

PART C: MEDICAL & EMERGENCY INFORMATION

Medicare Number		Private Health Fund			
Reference Number	Expiry				
Family Doctor		Family Doctor contact phone			
Does the student have a physical disability? (If yes, please attach documentation)				Yes	No
Swimming ability of the student		Excellent	Satisfactory	Poor	
Medical Conditions					
	Yes	No		Yes	No
Heart problems			Phobia		
Respiratory problems			Migraines		
Operations			Blackouts		
Recent illness			Asthmatic		
Sleepwalking			Diabetic		
Fits, epilepsy			Hearing		
Special diet			Anaphylaxis		
Eyesight			Allergies		
Travel sickness			Other:		

Details of medical conditions or medical action plans

PART D: PARENT/CARER DETAILS

Parent 1/ Carer 1	Parent 2/ Carer 2
Title:	Title:
First name:	First name:
Surname:	Surname:
Residential Address:	Residential Address:
Postal Address:	Postal Address:
Home phone:	Home phone:
Mobile:	Mobile:
Email: <i>(newsletters and other communications are sent via email)</i>	Email: <i>(newsletters and other communications are sent via email)</i>
Relationship to student:	Relationship to student:
Religious Affiliation/Local Church Currently Attending:	Religious Affiliation/Local Church Currently Attending:
Is Parent 1/ Carer 1 an ex-student of Adventist Education? Yes College _____ No	Is Parent 2/ Carer 2 an ex-student of Adventist Education? Yes College _____ No

COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required for the collection and reporting of information on student background characteristics in all government and non-government Colleges by all Education Ministers.

What is the highest year of primary or secondary school the parents/ carers have completed? <i>(For persons who have never attended school, mark 'Year 9 or equivalent or below'.) Mark one box only in each column</i>		
	Parent 1/ Carer 1	Parent 2 /Carer 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		
What is the occupation group of:		
Parent 1/ Carer 1?*		
Parent 2/ Carer 2?*		

*Please select the appropriate parental/carer

Group 2: Other business managers/professionals and associate 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)

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PRIVACY STATEMENT

Northpine Christian College, operated by Seventh-day Adventist Schools (South Queensland) Limited, collects personal information about pupils and their parents/guardians before and during the course of a pupil's enrolment in the College. The purpose for collecting this information is to enable the College to provide schooling for your son/daughter.

on the privacy of others, where it may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.

Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (South Queensland) Limited Privacy Policy is available from your College.

PART E: PARENT/ CARER DECLARATION

I/We apply for admission of this student to **Northpine Christian College**;

I/We do hereby agree that **Northpine Christian College** can contact the student's previous school(s) for information;

I/We consent to the College obtaining a financial report about my/our credit worthiness from relevant credit agencies and former schools attended by the student;

I/We agree to advise the College of previous or pending bankruptcy actions that would compromise the payment of College fees;

If my child is enrolled in **Northpine Christian College Early Learning Centre**, I/we give permission for all relevant information (medical, legal documents and academic transition statements) to be shared with **Northpine Christian College** for the purposes of enrolling into the College.

I/We have attached relevant documentation (Applications will not be processed where relevant documentation is not supplied).

SIGNATURE OF PARENTS/CARERS

Parent 1/ Carers 1 Date

Parent 2/ Carer 2 Date

DOCUMENT CHECK LIST – CERTIFICATES, DOCUMENTS, RECORDS, REPORTS

Birth Certificate or Passport (ALL students)		Immunisation Record (ALL students)	
Medical Documents (as applicable)		Two most recent School Reports (Years 1 to 12)	
Medical/Diagnosis Reports (as applicable)		Educational Documents (as applicable)	

Custody Documents (as applicable)

PART F: MARKETING INFORMATION

How did you discover **Northpine Christian College**? *(Please number in priority if more than one)*

		Priority			Priority
Advertisement in print media			Electronic media (radio/television)		
News story in print media			Local Church		
Friend			Family member		
Internet search			School bus signage		
School Website			Local Christian Directory		
Referred by another school family (past or present)			Local Business Referrals		
Name of Referring Family:			Other (Description):		

OFFICE USE ONLY		
Date Application Received	Date of Interview	Outcome of Application
Date Outcome Letter posted	Registration Number	Date details entered into Synergetic
Class Allocated	Date to Commence	Referred by
Student ID	Debtor ID	Sporting House