

# Enrolment Contract



By signing this Contract, parents will be accepting the Offer of a place for their child at Australian Christian College and the conditions detailed in this Contract.

Please read the Contract in its entirety before signing.

## **School Responsibilities**

The mission of Australian Christian College (ACC) is to provide a Biblical foundation for life, to encourage each student to have a personal relationship with Jesus Christ, and to help each student to succeed in whatever God wants them to do. ACC also promotes values and attitudes as defined by the ACC Student Learner Profile.

Although ACC supports families and students in achieving the best possible outcome, the school cannot guarantee a particular level of achievement for each student.

ACC will take reasonable steps as defined in the Duty of Care Policy and the Child Protection & Mandatory Reporting Policy to ensure the safety of all students.

## **Parent/Guardian Responsibilities**

Parents/Guardians acknowledge that they seek a Christian education for their child and that ACC is a faith-based school. Accordingly, it is expected the student will participate fully through their attendance and effort in faith-based activities and subjects as planned by ACC.

I/We understand that the enrolment of my/our child is conditional upon this full participation and attendance in the set curriculum and related activities, including those of a specifically Christian nature, including camps, excursions, pastoral care and sport programs.

I/We understand that Biblical values as articulated will form the basis of the education that my/our child will receive at ACC. I/We understand that because of ACC's Christian ethos certain attitudes and standards of behaviour are expected, which include:

1. Support of the student's participation in faith-based activities and teaching including the ACC Statement of Faith.
2. Respect for the practices of all Christian denominations.
3. Support and respect for Christian values, morals and ethics of ACC.
4. Respectful interactions in our dealings with staff and students.

I/We understand that we as parents/guardians are primarily responsible for the conduct and attitudes of my/our child while enrolled at ACC and will refrain from all conduct that might not be in the best interests of our child and other students, and that I/We will refrain from all conduct that could bring ACC into disrepute.

I/We will endeavour at all times to work in partnership with ACC.

## **Behaviour & Expectations**

I/We are aware that ACC Policies and rules are readily available on the parent portal.

I/We understand that during the student's enrolment at ACC, the student will be bound by all rules, regulations and Policies authorised by the school. I/We as far as is practical, will ensure that the student complies with those policies and rules. I/We also agree to support and/or comply with these policies and rules developed for the good running of ACC.

I/We understand that there are risks associated with the use of technology and that students must be particularly careful to avoid all misuse of technology which, if it occurs, will attract school penalties and also may attract offences under Criminal Law.

I/We understand also that the Principal or their delegate may initiate reasonable disciplinary measures for student failure to comply with directions given by a person in authority, or for failure to comply with ACC policies and rules.

Student conduct, out of school hours, which brings ACC into disrepute will be disciplined.

The Principal may expel the student from ACC for conduct considered sufficiently serious or harmful whether that is a single incident or an on-going series of behaviours.

Where discipline may involve expulsion of the student, the Principal or delegate will not proceed to expulsion until allegations of misconduct have been put to the student, or the student's parents and the student has been allowed an adequate opportunity to respond (natural justice).

ACC may conduct a search of the student's personal property including all technology where it is reasonable for ACC to do so, or as part of a general or random search of a place where ACC conducts its activities.

I/We understand that ACC takes no responsibility for the actions of the student on the internet in the home environment. I/We understand that ACC strongly encourages all parents to install software to monitor and block inappropriate content on the internet.

At times student conduct will be reported to State Authorities as mandated by law.

ACC may confiscate forbidden or dangerous property.

## **Your Relationship with ACC**

It is important to emphasise that the basis of the Enrolment Contract with parents for their child's education is a partnership based on mutual support of ACC's Christian values, goals and mission. These values are entrenched in ACC's documentation and are themselves, non-negotiable.

Concerns need to be addressed as they arise to enable ACC and parents to respond transparently and fully.

I/We, as parent's or guardian's, acknowledge that should I/We engage in conduct which ACC considers to be prejudicial to the interest and/or reputation of the school, or sufficiently breaches the contractual relationship, ACC may terminate this Enrolment Contract. This clause includes but is not limited to communication via all forms of social media.

ACC will communicate with and provide educational information to both parents unless otherwise directed by Court Order.

## **Health**

I/We have disclosed completely to ACC any medical, learning, psychological or other condition that my/our child has that affects academic performance, health, safety or ability to participate fully as a member of ACC community. I/We agree to disclose promptly any emergent circumstances or conditions arising whilst the child is attending ACC. Such information may result in special consideration of his/her education needs.

I/We understand that, unless in exceptional circumstances, the child will live in the care and control of the family. I/We agree that the Principal or delegated representative, in the event of any medical or other emergency involving my/our child, where it is impossible or not practical to communicate with me/us, will act as considered appropriate and expedient, and that I/we will be responsible for any medical cost/outlay incurred in such process.

A parent or emergency contact person will be contacted where a student needs to be sent home. This may also occur if the student has an infectious illness or condition.

The Principal has discretionary right to close the school during an epidemic or other serious circumstance affecting the health and safety of the ACC community.

## **Insurance & Limited Liability**

I/We understand that ACC will not accept liability for the damage or loss of personal effects and does not insure student property.

## **Publication**

I/We understand that the name and image of my/our child will be used in all forms of school media and marketing. Please submit written advice to ACC if you do not wish to have these details published.

## **Child Protection & Pastoral Care**

ACC recognises its legal duty of care toward its students and that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the student will always be the primary consideration. Therefore, Pastoral Care is offered and recommended to every student as required where the Pastoral Care team sees fit.

I/We understand that ACC has a Child Protection Policy that covers the actions to be taken if a member of staff or a parent/guardian becomes aware or reasonably suspects that harm has been done to a student of ACC by other staff, people outside the school, or by other students. Actions taken include the mandatory reporting to the relevant authority.

I/We understand that it is reasonably expected of parents and guardians to support measures adopted by Pastoral Care staff for my/our child's best outcome.

## **Academic & Co-Curricular Programs**

I/We understand that ACC may alter its academic and other programs at any time.

ACC will arrange excursions from time to time. ACC will inform parents/guardians of intended excursions involving the student. Additional permission forms may be required from time to time by subject or class teachers for excursions requiring specialised permission. Notification of excursions, camp details and activities will be advised to parents/guardians prior to the event.

I/We consent to the student attending excursions and camping activities with ACC.

## **Online WACE Conditions**

I/We understand that WACE subject fees are payable on a term basis.

I/We understand that if a subject is dropped after the commencement of the term, full term fees will be incurred.

I/We understand that switching between subjects after the commencement of the term will incur a \$100 administration fee.

## **Notice of Withdrawal**

I/We understand that my/our student can leave ACC without penalty in the event that there is at least six term weeks or more notification prior to withdrawal.

Failure to provide the minimum of six term weeks notification will result in the parent/guardian being liable for 6 term weeks' fees in lieu of notice.

I/We understand that student academic reports are only issued to students who have attended a complete semester at ACC (Term 1 & Term 2 or Term 3 & Term 4). Partial academic reports will not be issued.

I/We understand that the school cannot provide copies of existing academic reports that have been issued to students. The archiving and maintenance of these records is solely the responsibility of the parent/guardian.

## **Termination of Enrolment**

I/We understand that the Enrolment Contract may be terminated by ACC if:

1. The student is expelled from ACC.
2. At the end of a school year ACC does not wish to continue the Agreement for the following school year for sufficient reason.
3. Mutual trust and cooperation between the parents/guardians and ACC breaks down.
4. Parents/guardians are in breach of this Agreement and fail to remedy the breach within a reasonable time after receiving written notice from ACC requiring them to do so.

I/We understand that parent/guardians may terminate this Contract at any time, with notice to ACC in writing if:

1. Parents/Guardians can no longer afford to pay school fees
2. Parents/Guardians consider ACC is in breach of the Contract and fails to remedy the breach within a reasonable time after written notice from the parents/guardians requiring ACC to do so.

## **Fees & Financial Responsibilities**

ACC will determine the fees annually before the commencement of the relevant school year.

By entering this Contract I/we have determined that as parents/guardians I/we have the resources to pay for the student's school fees and other payments.

I/We will be responsible jointly and severally for the payment of all specified school fees applicable to the education of the student/s named on this form during their enrolment at ACC. I/We agree to meet all fees and charges when due.

Should payment of fees become difficult, I/we agree to discuss the matter promptly with the Principal and adhere to any individual arrangements as set down by the Principal or nominee.

Should the payment of fees not be made, I/we understand that the offer of enrolment may be suspended or terminated, and my/our child will no longer be enrolled at ACC. I/We understand that the termination of enrolment on the basis of non-payment of fees will be at the sole discretion of ACC. Where the enrolment is discontinued, the unpaid fees will still be a debt due and owing to ACC.

Should fees in arrears be recovered by a collection agency I/we, the undersigned, understand that I/we will be liable for all associated fees and charges.

I/We undertake to have all fees paid in full by the conclusion of each academic year.

If the Enrolment Contract is terminated by ACC, the school will not be obliged to refund any pro rata proportion of the fees.

## **Policies & Procedures**

The current versions of ACC's policies can be accessed via the parent portal. A select number of commonly cited policies can also be accessed via the school website.

## **School Responsibilities**

ACC hours of service and supervision are posted in the parent portal.

ACC will inform parents/guardians regularly about how their child is progressing and will contact parents/guardians as soon as possible if ACC is concerned about the child's school work, behaviour, attendance or punctuality.

## **Attendance**

I/We understand that ACC's attendance policy is available on the parent portal.

I/We agree to advise ACC of any absenteeism as soon as possible on the first day of absence.

I/We understand that a leave of absence needs to be in accordance with the attendance policy and relevant state requirements.

I/We understand that unexplained or extensive absence from school may have educational and contractual consequences. ACC will not be able to make up lessons or instructions for unexplained or unauthorised student absences.

I/We understand that attendance in distance education is defined by the completion of a record of attendance by the onsite supervisor and the completion of work in the online program.

Failure to complete the attendance record or to complete work in the online program is grounds for withdrawal from ACC.

I/We understand that as parents/guardians we are responsible for providing active onsite supervision of my/our student including supporting and mentoring of learning in daily lessons and ensuring the regular return of work.

I/We understand that contact with teachers must be maintained during the enrolment period.

I/We understand that engagement in the online program is defined by the completion of regular formative and summative assessments/activities online or in workbooks as evidenced by submissions made to ACC.

## **Access to ACC Resources**

I/We understand that the student's enrolment in online distance education includes access to programs and content that are copyrighted by ACC or used under license by a 3rd party provider. I/We will not misuse these resources including but not limited to copying resources for the purpose of using the resources without maintaining enrolment in ACC.

## Parent/Guardian Declaration

I/We have read and understood the above statements and hereby accept the offer of enrolment of my/our child/children to attend ACC.

I/We warrant that all information provided by me/us to ACC during the enrolment process is honest and correct and that full disclosure has been made.

I/We have provided payment of the application fee and understand that the application fee is non-refundable and non-transferable.

I/We are aware of the relevant school policies below and their availability on the school website.

· Privacy Policy    · Child Protection Policy    · Complaints Policy    · Enrolment Policy

I/We accept the conditions in this Contract and believe our student understands these policies and expectations of ACC such that the student can abide by the responsibilities, expectations and school rules.

Student 1 name:

Student 2 name:

Student 3 name:

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Student 4 name:

Student 5 name:

Student 6 name:

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Parent/Guardian 1 name:

Parent/Guardian 1 signature:

Date

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Parent/Guardian 2 name:

Parent/Guardian 2 signature:

Date

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Principal's name:

Principal's signature:

Date

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