



# AUSTRALIAN CHRISTIAN COLLEGE

## Application for Student Enrolment

Please choose your school:

☐

**Burnie**

☐

**Hobart**

☐

**Launceston**

### **Please Note**

This document is interactive and may be completed digitally, but must be printed, signed and returned to the school office for legal requirements

Office Use Only

Customer Code

Date Received

	/ /
--	-----

# Student Enrolment Student 1

Gender

- ☐ Male  
☐ Female

Attach a  
passport photo  
of the student here

First Name		Preferred Name	
Last Name			
Address			
Suburb			Postcode
Date of Birth / /	Country of Birth		Nationality
Language Spoken at Home			Phone (H)
Religion		Church	
Expected Year Level Entry		Attendance Start Date	
Name of Previous School			
Reason for Leaving		Has the student ever been suspended, expelled or refused enrolment at another school?	

**Known Learning Difficulties**  
Please attach applicable reports

**Known Medical Issues**  
Please attach applicable reports

**Known Allergies**  
Please attach applicable reports

please continue on the next page

# Student Enrolment Cont. Student 1

## Indigenous Status

- ☐ Neither Aboriginal or Torres Strait Islander
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Both Aboriginal & Torres Strait Islander

## Citizenship Status

- ☐ Australian Citizen
- ☐ Permanent Resident of Australia
- ☐ Temporary Resident of Australia
- ☐ Overseas Student

Visa

Visa

If the child entering the College is under a Visa, the College has permission to check Vevo for visa status of this enrolment for the duration of the enrolment.

The College has a First Aid Policy and Distribution of Medicine Policy. If a student has additional medication requirements to be issued during schools hours please submit the Distribution of Medicine Form in addition to this application for enrolment.

Medicare Number	exp.	/	/
Permission to administer Panadol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency Contact Person			
Phone Number	Relationship to Student		
Other Children Attending ACC			

## Child's place in the family

- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Other \_\_\_\_\_

## Does the student live with both natural parents?

- ☐ Yes
- ☐ No

## Does the family have a government healthcare/pension card?

- ☐ Yes
- ☐ No

## Required Documentation

- ☐ I have attached a photocopy of the student birth certificate
- ☐ I have attached a photocopy of the student medicare card
- ☐ I have attached a photocopy of the student immunisation records

## Optional

- ☐ Distribution of Medicine Form
- ☐ Student Custody Arrangements

# Student Enrolment Student 2

Gender

- ☐ Male  
☐ Female

Attach a  
passport photo  
of the student here

First Name		Preferred Name	
Last Name			
Address			
Suburb			Postcode
Date of Birth / /	Country of Birth		Nationality
Language Spoken at Home			Phone (H)
Religion		Church	
Expected Year Level Entry		Attendance Start Date	
Name of Previous School			
Reason for Leaving		Has the student ever been suspended, expelled or refused enrolment at another school?	

**Known Learning Difficulties**  
Please attach applicable reports

**Known Medical Issues**  
Please attach applicable reports

**Known Allergies**  
Please attach applicable reports

please continue on the next page

# Student Enrolment Cont. Student 2

## Indigenous Status

- ☐ Neither Aboriginal or Torres Strait Islander
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Both Aboriginal & Torres Strait Islander

## Citizenship Status

- ☐ Australian Citizen
- ☐ Permanent Resident of Australia
- ☐ Temporary Resident of Australia
- ☐ Overseas Student

Visa

Visa

If the child entering the College is under a Visa, the College has permission to check Vevo for visa status of this enrolment for the duration of the enrolment.

The College has a First Aid Policy and Distribution of Medicine Policy. If a student has additional medication requirements to be issued during schools hours please submit the Distribution of Medicine Form in addition to this application for enrolment.

Medicare Number	exp.	/	/
Permission to administer Panadol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency Contact Person			
Phone Number	Relationship to Student		
Other Children Attending ACC			

## Child's place in the family

- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Other \_\_\_\_\_

## Does the student live with both natural parents?

- ☐ Yes
- ☐ No

## Does the family have a government healthcare/pension card?

- ☐ Yes
- ☐ No

## Required Documentation

- ☐ I have attached a photocopy of the student birth certificate
- ☐ I have attached a photocopy of the student medicare card
- ☐ I have attached a photocopy of the student immunisation records

## Optional

- ☐ Distribution of Medicine Form
- ☐ Student Custody Arrangements

# Student Enrolment

Student 3

Gender

- ☐ Male  
☐ Female

Attach a  
passport photo  
of the student here

First Name		Preferred Name	
Last Name			
Address			
Suburb			Postcode
Date of Birth     /     /	Country of Birth		Nationality
Language Spoken at Home			Phone (H)
Religion		Church	
Expected Year Level Entry		Attendance Start Date	
Name of Previous School			
Reason for Leaving		Has the student ever been suspended, expelled or refused enrolment at another school?	

**Known Learning Difficulties**  
Please attach applicable reports

**Known Medical Issues**  
Please attach applicable reports

**Known Allergies**  
Please attach applicable reports

please continue on the next page

# Student Enrolment Cont. Student 3

## Indigenous Status

- ☐ Neither Aboriginal or Torres Strait Islander
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Both Aboriginal & Torres Strait Islander

## Citizenship Status

- ☐ Australian Citizen
- ☐ Permanent Resident of Australia
- ☐ Temporary Resident of Australia
- ☐ Overseas Student

Visa

Visa

If the child entering the College is under a Visa, the College has permission to check Vevo for visa status of this enrolment for the duration of the enrolment.

The College has a First Aid Policy and Distribution of Medicine Policy. If a student has additional medication requirements to be issued during schools hours please submit the Distribution of Medicine Form in addition to this application for enrolment.

Medicare Number	exp.	/	/
Permission to administer Panadol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency Contact Person			
Phone Number	Relationship to Student		
Other Children Attending ACC			

## Child's place in the family

- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Other \_\_\_\_\_

## Does the student live with both natural parents?

- ☐ Yes
- ☐ No

## Does the family have a government healthcare/pension card?

- ☐ Yes
- ☐ No

## Required Documentation

- ☐ I have attached a photocopy of the student birth certificate
- ☐ I have attached a photocopy of the student medicare card
- ☐ I have attached a photocopy of the student immunisation records

## Optional

- ☐ Distribution of Medicine Form
- ☐ Student Custody Arrangements

# Additional Student Enrolment

Student

This page is for Student 4 or more and may be downloaded separately on the ACC School website for additional students. Once completed, please attach to the full application.

## Gender

- ☐ Male  
☐ Female

Attach a  
passport photo  
of the student here

First Name		Preferred Name	
Last Name			
Address			
Suburb			Postcode
Date of Birth / /	Country of Birth		Nationality
Language Spoken at Home			Phone (H)
Religion		Church	
Expected Year Level Entry		Attendance Start Date	
Name of Previous School			
Reason for Leaving		Has the student ever been suspended, expelled or refused enrolment at another school?	

**Known Learning Difficulties**  
Please attach applicable reports

**Known Medical Issues**  
Please attach applicable reports

**Known Allergies**  
Please attach applicable reports

please continue on the next page



# Additional Student Enrolment Cont. Student

This page is for Student 4 or more and may be downloaded separately on the ACC School website for additional students. Once completed, please attach to the full application.

## Indigenous Status

- ☐ Neither Aboriginal or Torres Strait Islander
- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Both Aboriginal & Torres Strait Islander

## Citizenship Status

- ☐ Australian Citizen
- ☐ Permanent Resident of Australia
- ☐ Temporary Resident of Australia
- ☐ Overseas Student

Visa

Visa

If the child entering the College is under a Visa, the College has permission to check Vevo for visa status of this enrolment for the duration of the enrolment.

The College has a First Aid Policy and Distribution of Medicine Policy. If a student has additional medication requirements to be issued during schools hours please submit the Distribution of Medicine Form in addition to this application for enrolment.

Medicare Number	exp.	/	/
Permission to administer Panadol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Emergency Contact Person			
Phone Number	Relationship to Student		
Other Children Attending ACC			

## Child's place in the family

- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Other \_\_\_\_\_

## Does the student live with both natural parents?

- ☐ Yes
- ☐ No

## Does the family have a government healthcare/pension card?

- ☐ Yes
- ☐ No

## Required Documentation

- ☐ I have attached a photocopy of the student birth certificate
- ☐ I have attached a photocopy of the student medicare card
- ☐ I have attached a photocopy of the student immunisation records

## Optional

- ☐ Distribution of Medicine Form
- ☐ Student Custody Arrangements

# Father/Guardian

<input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Rev <input type="checkbox"/> Other _____			<input type="checkbox"/> Natural Parent		<input type="checkbox"/> Legal Guardian	
First Name				Last Name		
Residential Address						
Suburb					Postcode	
Postal Address <input type="checkbox"/> Same as residential						
Phone (H)		Phone (W)			Phone (M)	
Email						
Occupation				Occupation Code:   1   2   3   4 <small>Please refer to page 12 for codes</small>		
Country of Birth				Nationality		
Language(s) Spoken at Home						
Religion				Church		
Frequency of Church Attendance <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Not at All						
Are you responsible for the payment of the account? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Is natural father living with student/s? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Address (if different from above)						

## Indigenous Status

- ☐ Neither Aboriginal or Torres Strait Islander  
☐ Aboriginal  
☐ Torres Strait Islander  
☐ Both Aboriginal & Torres Strait Islander

## Citizenship Status

- ☐ Australian Citizen  
☐ Permanent Resident of Australia  
☐ Temporary Resident of Australia   Visa   
☐ Overseas Student   Visa

## Highest Level of Secondary Schooling

- ☐ Year 12  
☐ Year 11  
☐ Year 10  
☐ Other

## Highest Level of Qualification

- ☐ BA or Above  
☐ Advanced Diploma  
☐ Diploma  
☐ Cert I-IV  
☐ No Qualification

# Mother/Guardian

<input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____			<input type="checkbox"/> Natural Parent		<input type="checkbox"/> Legal Guardian	
First Name				Last Name		
Residential Address						
Suburb					Postcode	
Postal Address <input type="checkbox"/> Same as residential						
Phone (H)		Phone (W)			Phone (M)	
Email						
Occupation				Occupation Code:   1   2   3   4 <small>Please refer to page 12 for codes</small>		
Country of Birth				Nationality		
Language(s) Spoken at Home						
Religion				Church		
Frequency of Church Attendance <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Not at All						
Are you responsible for the payment of the account? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Is natural mother living with student/s? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Address (if different from above)						

## Indigenous Status

- ☐ Neither Aboriginal or Torres Strait Islander  
☐ Aboriginal  
☐ Torres Strait Islander  
☐ Both Aboriginal & Torres Strait Islander

## Citizenship Status

- ☐ Australian Citizen  
☐ Permanent Resident of Australia  
☐ Temporary Resident of Australia   Visa   
☐ Overseas Student   Visa

## Highest Level of Secondary Schooling

- ☐ Year 12  
☐ Year 11  
☐ Year 10  
☐ Other

## Highest Level of Qualification

- ☐ BA or Above  
☐ Advanced Diploma  
☐ Diploma  
☐ Cert I-IV  
☐ No Qualification

# 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/refugee/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]

# Personal Learning Device



All students at Australian Christian College\* are required to have their own iPad or Macbook Air to support their learning at school and at home.

We require Apple products because it is the platform that all of our teachers use and the platform that we believe will best support your child in the classroom.

For primary students, the iPad is the most suitable device for learning. Every ACC primary teacher has their own iPad and they will send home a list of required apps at the beginning of the school year.

For secondary students, the Macbook Air would be the most suitable device for learning or an iPad if there is another computer in the home.

You can purchase your iPad or Macbook Air from the vendor of your choice. ACC parents also have access to an education discount if you choose to purchase your device through Comp Now by following the web store link below.

**Web:** [www.compnow.com.au/australianchristiancollege](http://www.compnow.com.au/australianchristiancollege)

**Password:** Enter **acc2014** in the token field and click Start.

# 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.

There is a section at the end of this contract for terms and conditions that are specific to On-Campus or Distance Education.

Please read the Contract in its entirety before signing.

## College Responsibilities

The mission of Australian Christian College\* (ACC or The College) is to provide a Biblical foundation for life, to encourage each student to have a personal relationship with Jesus Christ, and to encourage each child to reach their spiritual, academic, social and physical potential. ACC also promotes values and attitudes as defined by the ACC Student Learner Profile available on the college website.

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

The College 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

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

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 the College. I/We understand that because of the College'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 the College.
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 student while enrolled at the College and will refrain from all conduct that might not be in the best interests of our and other students, and that I/We will refrain from all conduct that could bring the College into disrepute.

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

## Enrolment Contract Cont.

### **Behaviour & Expectations**

I/We are aware that College Policies and rules are readily available on the College website.

I/We understand that during the student's enrolment at the College, the student will be bound by all rules, regulations and Policies authorised by the College. 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 the College.

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 College 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 the College policies and rules.

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

The Principal may expel the student from the College 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).

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

I/We understand that the College takes no responsibility for the actions of the student on the internet in the home environment. I/We understand that the College 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.

The College may confiscate forbidden or dangerous property.

### **Your Relationship with ACC**

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

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

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

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

## Enrolment Contract Cont.

### Health

I/We have disclosed completely to the College 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 the College community. I/We agree to disclose promptly any emergent circumstances or conditions arising whilst the child is attending the College. Such information may result in special consideration of his/her education needs.

I/We understand that, unless in exceptional circumstances, the student 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 College during an epidemic or other serious circumstance affecting the health and safety of the College community.

### Insurance & Limited Liability

The College provides limited personal accident insurance for students.

I/We understand that the College 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 student will be used in all forms of school media and marketing. Please submit written advice to the college if you do not wish to have these details published.

### Child Protection & Pastoral Care

The College 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 the College 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 the College by other staff, people outside the College, 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.



## Enrolment Contract Cont.

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

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

The College will arrange excursions from time to time. The College 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 the College.

### **Notice of Withdrawal**

I/We understand that my/our student can leave the College 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 the College (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 the College if:

1. The student is expelled from the College.
2. At the end of a school year the College 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 the College 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 the College requiring them to do so.

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

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

## Enrolment Contract Cont.

### **Fees & Financial Responsibilities**

The College 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 College Fees and other Payments.

I/We will be responsible jointly and severally for the payment of all specified College fees applicable to the education of the student/s named on this form during their enrolment at the College. I/We undertake to meet all fees and charges addressed in payment options.

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 the College. I/We understand that the termination of enrolment on the basis of non-payment of fees will be at the sole discretion of the College. Where the enrolment is discontinued, the unpaid fees will still be a debt due and owing to the College.

In the event that there is an outstanding debt owing to the College, the College will report the outstanding debt to VEDA\* which will record the debt on the consumer credit file.

\* VEDA – For more information go to [www.veda.com.au](http://www.veda.com.au)

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 the College, the College will not be obliged to refund any pro rata proportion of the fees.

### **Policies & Procedures**

The current versions of the College's policies can be accessed via the 'Community' tab of the ACC Schools website.

# Terms and Conditions

## **College Responsibilities**

The College hours of service and supervision are posted in the community section of the school website.

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

## **Attendance**

I/We understand that the College's attendance policy is available on the school website.

I/We agree to advise the College 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. The College will not be able to make up lessons or instructions for unexplained or unauthorised student absences.

## Uniform Fitting

Uniform sizing forms to be completed by college staff when student attends uniform fitting at the campus.

# 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 the College.

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

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

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

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

Signature	Print Name	Date     /     /
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Signature	Print Name	Date     /     /
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