

MARIST COLLEGE EMERALD

Catholic Education – Diocese of Rockhampton



APPLICATION FOR STUDENT ENROLMENT

Enrolment Fee \$100.00

Year of Entry: 20.....

Student's Surname

Student's Given Names

In which year level is the student enrolling?

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Is Student repeating year? YES NO

This College is part of Catholic Education – Diocese of Rockhampton. We welcome your student and family to schooling in the Diocese. We are committed to providing a quality education in a caring environment. The Catholic School is a community of faith and the Gospel values are essential to the life of our schools. Each student is important and the curriculum is directed at the total formation of the individual.

ASSISTANCE WITH COMPLETING THE FORM

If you require assistance completing this form, including translation services, please contact the College.

WHO SHOULD COMPLETE THIS FORM?

Enrolling Parties of students enrolling at Marist College Emerald, in the Diocese of Rockhampton.

KEEPING STUDENT RECORDS UP-TO-DATE

Please inform the College if information provided on this form (such as contact details, address and medical information) needs to be changed at a later date.

RESPECTING YOUR PRIVACY

Catholic Education – Diocese of Rockhampton, together with your school, respects your privacy and is bound by privacy rules to protect the information you provide.

Before completing this form, please read the 'Respecting your Privacy' information on page 15.

Section 1

STUDENT DETAILS

Student's Legal Name:
Surname First and Middle Names

Preferred First Name: D.O.B. / /

Gender: Male Female

Religion (please tick one only):

Roman Catholic <input type="checkbox"/>	Methodist <input type="checkbox"/>	Buddhist <input type="checkbox"/>
Anglican <input type="checkbox"/>	Baptist <input type="checkbox"/>	Australian Indigenous Traditional <input type="checkbox"/>
Uniting <input type="checkbox"/>	Greek Orthodox <input type="checkbox"/>	Jewish <input type="checkbox"/>
Lutheran <input type="checkbox"/>	Russian Orthodox <input type="checkbox"/>	Non-Denominational <input type="checkbox"/>
Apostolic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Other, please specify
Presbyterian <input type="checkbox"/>	Islamic <input type="checkbox"/>
Church of Christ <input type="checkbox"/>	Hindu <input type="checkbox"/>	

Parish:

Sacraments (Documentary evidence required)

	Date	Church	Place
Baptism <input type="checkbox"/>
Eucharist <input type="checkbox"/>
Confirmation <input type="checkbox"/>

Section 2

STUDENT BACKGROUND INFORMATION

Country of Birth

In which country was the student born?

Australia
 Other

Country of Citizenship

In which country does the student currently hold citizenship?

Australia
 Other

Proof of the student's Australian Citizenship must be provided if:

- the student was not born in Australia or
- the Student was born in Australia and the student's parents were not born in Australia or were not Australian Citizens at the time of the student's birth

If the student is not an Australian Citizen please provide the following information and supporting documentation:

Country of Passport Issue: Date of Entry into Australia / /

Current Visa Class For principal holders write "P" in the last box, for subordinate holders write "S"

Current Visa Sub-Class Permanent Visa OR Temporary Visa which expires on / /

Is the student AN Overseas Student who holds a Visa sub-class 570, 571, 572, 573, 574 or 575? YES NO

If 'Yes', the student may not attract recurrent funding and may be required to pay full fees.

Do you consent to the school verifying the student's Visa status with the Australian Department of Immigration and Border Protection, if required? YES NO

What was the student's first language? (What was the language/s used most by the student when he/she was learning to talk?)

..... (Please specify)

Does the student speak a language other than English at home?

No, English only Yes, Other (Please specify).....

Is the student currently enrolled at another school pending enrolment at Marist College Emerald?

No Yes (Please specify Name/State/Year Level)

Student's Indigenous Status – Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Torres Strait Islander
 Yes, Aboriginal Yes, Both Aboriginal & Torres Strait Islander

If 'Yes', please indicate the Student's Indigenous tribal grouping/clan name/skin name/other:.....

Section 3

EDUCATIONAL ADJUSTMENT PROGRAM INFORMATION

Has the student been verified through profiling for Education Adjustment Program (EAP).

No Yes If "Yes" please indicate the category(ies) under which your student has been verified.

Category	Tick	Level (if applicable)
Intellectual Impairment	<input type="checkbox"/>	
Speech Language Impairment	<input type="checkbox"/>	
Autistic Spectrum Disorder	<input type="checkbox"/>	
Social Emotional Disorder	<input type="checkbox"/>	
Hearing Impairment	<input type="checkbox"/>	
Vision Impairment	<input type="checkbox"/>	
Physical Impairment	<input type="checkbox"/>	

Indicate any other physical, social/emotional or intellectual conditions which may affect learning or school activities or which may require additional or emergency attention at school:

.....

.....

.....

Section 4

SPECIALIST ASSESSMENT

Has the student been assessed or treated by any of the following specialist services?

SERVICE	YES/NO	NAME OF CENTRE/ PRACTITIONER	REPORT ATTACHED YES/NO	DATE OF MOST RECENT VISIT	IS YOUR STUDENT ATTENDING NOW?
Student Guidance					
Speech Pathologist					
Occupational Therapist					
Physiotherapist					
Psychiatrist					
Psychologist					
Specialist Clinic					
Audiology Clinic					
Learning Support Teacher					
Paediatrician					
Optometrist					
State Education Guidance					
Other					

Section 5

STUDENT IMMUNISATION RECORD

It is highly recommended that the authorising Enrolling Parties complete this section.

Under the Queensland Public Health Act 2005, Chapter 5, legislation is in place to protect all students against a vaccine preventable contagious condition. Please indicate which of the vaccinations, listed, your student has received.

Yes Tick those given

No Leave blank

Usual vaccinations up to 5 years or age

Hepatitis B Vaccine (HEB)	<input type="checkbox"/>	Measles, Mumps & Rubella (MMR)	<input type="checkbox"/>
Combined Diphtheria Tetanus Pertussis (DTP)	<input type="checkbox"/>	Meningococcal Group C (MEN)	<input type="checkbox"/>
Poliomyelitis Oral or Injectable (OPV)	<input type="checkbox"/>	Varicella (Chickenpox) (VZV)	<input type="checkbox"/>
Haemophilus Influenzae Type B (HIB)	<input type="checkbox"/>	Pneumococcal (PCV)	<input type="checkbox"/>

Additional vaccinations

Diphtheria and Tetanus (CDT)	<input type="checkbox"/>	Departmental Record Provided Yes <input type="checkbox"/> No <input type="checkbox"/>
Twinrix vaccine (combined Hepatitis A & B vaccine)	<input type="checkbox"/>	
Influenza (FLU)	<input type="checkbox"/>	

Section 6

STUDENT MEDICAL INFORMATION

Indicate if the student has been affected by or suffers from any of the following? (Please circle Yes or No)

Pre-natal concerns	Yes / No	Asthma	Yes / No	Stomach complaints	Yes / No
Birth concerns	Yes / No	Headaches	Yes / No	Very high temperatures	Yes / No
Post-natal concerns	Yes / No	Head injury	Yes / No	Glandular fever	Yes / No
Vision concerns	Yes / No	Frequent colds	Yes / No	Ross River Virus	Yes / No
Hearing concerns	Yes / No	Ear infections	Yes / No	Rheumatic fever	Yes / No
Speech concerns	Yes / No	Epilepsy	Yes / No	Anorexia nervosa	Yes / No
Allergies	Yes / No	Diabetes	Yes / No	Bulimia	Yes / No
Anaphylaxis	Yes / No	Specific learning difficulty	Yes / No	Other (state below)	Yes / No
Knocked unconscious	Yes / No	Mental Health Issues	Yes / No		

If you answered "Yes" to any of the above, please provide additional medical information, for example, the severity of the condition and whether the condition is still current (attach a separate sheet if necessary):

.....

Students in Year 8 study the rotational subject, Food Technology, for one semester. This subject involves preparing and eating food. If your student has diagnosed food allergies or intolerances, please list the foods your student should not prepare or eat in Food Technology, to assist with planning:

.....

List any medical alerts, diseases, surgery, disorders or recurring illnesses:

.....

Does the student require an individual health or action plan for their medical condition?
 (If this situation changes, the College must be advised in writing) No Yes

Is the student taking any medication regularly? No Yes
 (If Yes – please specify and obtain a Medication Parent Request Form from the College)

.....

Are there any sports in which the student should NOT participate? No Yes (If Yes – please specify)

.....

Any other medical information of which the College should be aware:

.....

Family Doctor: Phone No:

Family Dentist: Phone No:

Section 7

SIBLING INFORMATION

List all children in the family from ELDEST to YOUNGEST – including the enrolling student. (Indicate HOUSE, only if enrolling student has another sibling already enrolled at the College.)

Example

Brother's/Sister's Given Names	Surname	DOB	Current School	House (If applicable)	Current Yr Level
John	Smith	2/3/1986	Left School		
Sandra	Smith	1/4/2000	Marist College Emerald	Moore	10
Peta	Smith (Enrolling Student)	28/6/2004	St Brigid's Primary School		6
Georgia	Smith	8/7/2010	St Patrick's School		Prep

Brother's/Sister's Given Names	Surname	DOB	Current School	House (If applicable)	Current Yr Level

DETAILS OF THE PERSON(S) ENROLLING THE STUDENT

Enrolling Party #1	Enrolling Party #2 (if applicable)
<input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	<input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Full Name (e.g. Peter Smith)	Full Name (e.g. Peter Smith)
Date of Birth/...../.....	Date of Birth/...../.....
Proof of Identification: Type (e.g. Driver's Licence) Document Number	Proof of Identification: Type (e.g. Driver's Licence) Document Number
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single <input type="checkbox"/> De facto <input type="checkbox"/> Other.....	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Single <input type="checkbox"/> De facto <input type="checkbox"/> Other.....
Relationship to Student <input type="checkbox"/> Biological Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Guardian	Relationship to Student <input type="checkbox"/> Biological Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Guardian
Religion	Religion
Occupation	Occupation
Place of Work	Place of Work
Residential Address	Residential Address <i>(If same as Enrolling Party #1, write 'same')</i>
Postal Address	Postal Address <i>(If same as Enrolling Party #1, write 'same')</i>
School Fees Account Address Email:	School Fees Account Address <i>(If same as Enrolling Party #1, write 'same')</i> Email:
Home Phone	Home Phone
Work Phone	Work Phone
Mobile No <i>Please tick:</i> <input type="checkbox"/> SMS Absentee <input type="checkbox"/> SMS General (e.g. school closure)	Mobile No <i>Please tick:</i> <input type="checkbox"/> SMS Absentee <input type="checkbox"/> SMS General (e.g. school closure)
Email Address <i>Please tick:</i> <input type="checkbox"/> Newsletter <input type="checkbox"/> E-Communication (from Teachers) <input type="checkbox"/> General (e.g. Exams, Sports) <input type="checkbox"/> Academic Reports	Email Address <i>Please tick:</i> <input type="checkbox"/> Newsletter <input type="checkbox"/> E-Communication (from Teachers) <input type="checkbox"/> General (e.g. Exams, Sports) <input type="checkbox"/> Academic Reports

Do you wish these details to be changed for all siblings? Yes No

The Enrolling Parties are jointly and individually liable for the payment of fees and levies. Refer to School Fees (Page 10) for the

Diocesan Policy Guidelines regarding responsibility for School Fees.

Alternative Emergency Contacts

In a medical or transport emergency, if the Enrolling Parties cannot be contacted, who else may be contacted to collect your student from school:

	Name	Emergency Phone 1 <i>Please state whether this is a work or home number.</i>	Emergency Phone 2 <i>Please state whether this is a work or home number.</i>	Relationship to Student
1				
2				
3				

Does a multi-parenting arrangement apply to this student?

This means that a person, other than the Enrolling Parties, has an active role in, or is responsible for, the education of the student.

- Yes If "Yes", please complete the section "Families with Multi-Parenting Arrangements" below.
- No If "No", proceed to Page 7.

Families with Multi-Parenting Arrangements

Families with multi-parenting arrangements may require a person other than the Enrolling Parties to receive correspondence from the College. If this applies to your family circumstances, please provide details:

Full name including title (e.g. Mr Peter Smith, Ms Anne Jones)

Relationship to Student (e.g. Biological Father, Biological Mother, Carer)

Postal Address State..... Postcode

E-mail address

- Please tick (as appropriate)*
- Newsletter
- E-Communication (from Teachers)
- General (e.g. Exams, Sports)
- Academic Reports

Mobile Number

- Please tick (as appropriate):*
- SMS Absentee
- SMS General (e.g. school closure)

Does the student live with this person for part of the school year? Yes No

If "Yes", briefly describe the living arrangements (e.g. Shared Parenting Arrangement – student lives with Enrolling Parties and Person detailed above on alternate weeks.)

.....

.....

.....

If you would like a 'split payment' agreement between parties, please arrange to see the Business Manager for a Split Payment Form.

Do supporting legal documents exist (e.g. Family Court Orders, Access Restrictions, Parenting Plans)

- Yes (please attach relevant documents) No

Is the Student in the care of the State?

- Yes (please attach relevant documents) No

Section 10

PREVIOUS EDUCATION DETAILS

Student's previous education details including Pre-Prep, Kindergarten and/or other schooling. (Attach additional sheet if necessary)

Name of Previous Schools/Services attended	State or Territory	Country (If not Australia)	Date of Leaving	Year/Grade/Level Attained

Section 11

COLLEGE COMMUNITY INVOLVEMENT

Enrolling Parties - Involvement in College Community (Please tick areas of possible involvement):

- College Board Member
- P & F Committee
- Tuckshop Assistance
- Extra-curricular (e.g. Sport) - please specify:

Section 12

ENROLLING PARTIES - BACKGROUND

As required under the Australian Government Schools Assistance Act 2004

<p>Enrolling Party #1 (as indicated on Page 5)</p> <p>Name.....</p> <p>Language Background Does the Enrolling Party #1 speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes – please specify</p> <p>What is the highest year of primary or secondary school Enrolling Party #1 has completed (mark one box only) <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent</p> <p>What is the highest qualification the Enrolling Party #1 has completed (mark one box only) <input type="checkbox"/> No non-school qualification* <input type="checkbox"/> Certificate I – IV (including trade) <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Bachelor Degree or above <small>*No non-school qualification means you have gained no further qualification since leaving school</small></p> <p>What is the occupation group of the Enrolling Party #1? To answer this question, please refer to the list of Parental Occupation Groups on page 8. If the person is not currently in <u>paid</u> work but has had a job or retired in the last 12 months, please use the person's last occupation.</p> <p>If the person has not been in paid work in the last 12 months, please write "8" in the box below.</p> <p><input type="checkbox"/> (Write 1, 2, 3, 4 or 8 – referring to the Groups on Page 8)</p>	<p>Enrolling Party #2 (as indicated on Page 5)</p> <p>Name.....</p> <p>Language Background Does the Enrolling Party #2 speak a language other than English at home? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes – please specify</p> <p>What is the highest year of primary or secondary school Enrolling Party #2 has completed (mark one box only) <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent</p> <p>What is the highest qualification Enrolling Party #2 has completed (mark one box only) <input type="checkbox"/> No non-school qualification* <input type="checkbox"/> Certificate I – IV (including trade) <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Bachelor Degree or above <small>*No non-school qualification means you have gained no further qualification since leaving school</small></p> <p>What is the occupation group of the Enrolling Party #2? To answer this question, please refer to the list of Parental Occupation Groups on page 8. If the person is not currently in <u>paid</u> work but has had a job or retired in the last 12 months, please use the person's last occupation.</p> <p>If the person has not been in paid work in the last 12 months, please write "8" in the box below.</p> <p><input type="checkbox"/> (Write 1, 2, 3, 4 or 8 – referring to the Groups on Page 8)</p>
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Office Use Only – if unknown, enter 9

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 operator, 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, kitchen hand, 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/teachers' aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- Labourers and related workers:**
- 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)
- Defence Forces** ranks below senior NCO not included above

To assist the College in providing for your student’s education, it would be useful to have the following information:

WHY HAVE YOU CHOSEN THIS SCHOOL FOR YOUR STUDENT?

(Please write details here)

.....

.....

.....

DID ANY OF THE FOLLOWING INFLUENCE YOUR DECISION?

- | | |
|-----------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Catholic School | <input type="checkbox"/> Academic Performance |
| <input type="checkbox"/> Curriculum Offered | <input type="checkbox"/> Reputation - recommended by Friends/Relatives/Local Business |
| <input type="checkbox"/> Extra-curricular Offerings | <input type="checkbox"/> Location |

WHAT IS YOUR STUDENT’S PARTICULAR...

<i>Strengths and abilities?</i>
<i>Preferred ways of learning?</i>
<i>Hobbies and interests?</i>
<i>Do you play an instrument? If yes, please list the instrument.</i>

HOW DID YOU HEAR ABOUT MARIST COLLEGE?

(Please tick one or more of the following)

- | | |
|-------------------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Through a linked Catholic Primary School | <input type="checkbox"/> Internet Search |
| <input type="checkbox"/> Friend/Relative/Local Business | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> TV |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Other |

STUDENT'S NAME YEAR LEVEL Year of Entry 20.....

In the event that the College makes an offer of a place to the student, as named above, then the parties to this contract (the undersigned) will accept the offer of a place in the class and year of entry.

CONDITIONS and CONSENTS

I/We accept the following conditions upon which the offer is made:

Enrolment

1. Support of the College Ethos:

I/We seek a Catholic education for our student and I/we support the Christian values of the College, the Religious Education and other College initiatives that actively espouse and promote Christian values. I/We understand that while my/our child is a student at the College, he/she is expected to take part in and support these faith activities and respect the religious principles and practices of the College, and that failure to do so could lead to cancellation of enrolment.

2. Support of College Expectations:

I/We accept that our student is admitted to the College on the condition that he/she will abide by the College rules, codes of behaviour and policies, including those regarding curriculum, discipline, dress, jewellery, conduct and wellbeing and that I/we will support these reasonable College expectations and policies in the interest of the wellbeing of the whole College community.

3. Loss or Damage:

In this support, I/we will keep the College indemnified against any loss or damage caused by any failure of my/our student to observe the College rules, codes of behaviour and policies.

4. All Weapons Prohibited:

Any weapon or instrument that could be used to cause harm is prohibited at any school-sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. The matter should be reported to the police.

5. Notify the College if Household Arrangements Change:

I/We accept that during the time the student attends the College he/she will live in the care and control of at least one of the enrolling parties to this contract. Should there be any change in this regard the continuation of enrolment of the student will be conditional upon a written addendum to the enrolment form attesting to the responsibilities undertaken by the head of the household in which the student is to reside and acceptance of the arrangement by the Principal.

6. Willingness to Work in Partnership with the College:

I/We agree to work in partnership with the College in the best interests of our student and all other students.

7. Support for Educational Initiatives:

I/We acknowledge the educational expertise of the College and will support its educational initiatives for my/our student.

8. Support for College/Diocesan Policies:

I/We agree that the College and Catholic Education rules, codes of behaviour and policies may be altered or added to at any time, using due process.

9. Written Notification of Cancellation of Enrolment:

If the student is to cease his/her enrolment, I/we will give written notice of the proposed change at the earliest opportunity.

School Fees

10. Acceptance of Responsibility to Pay Fees & Levies:

I/We accept the responsibility to pay school fees and levies according to Diocesan Policy Guidelines and account procedures. I/We understand that these fees remain payable during any period of absence of our student unless otherwise agreed.

11. Prompt Communication if Financial Circumstances Change:

I/we will contact the College promptly if there is any change proposed concerning fee-paying arrangements or concern that I/we may not be able to pay the fees as contracted. I/we agree to make further arrangements acceptable to the College on how any resulting debt will be paid. I/We understand that non-payment of school fees and levies and failure to enter into a negotiated payment agreement with the Principal will most likely result in cancellation of enrolment.

12. Liability for Payment of Fees & Levies:

I/We acknowledge that, as the Enrolling Parties, I/we are, and will remain, jointly and individually liable for the payment of fees and levies. Should any fees or levies not be paid by the due date and no further arrangements/adjustments are made for payment then the College may refer my/our details to their Licensed Agent for collection which may include the commencement of legal action to recover outstanding fees and levies.

Medical

13. Authorisation of Actions in the Event of Emergency Circumstances Arising:

In the event of any medical or other emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned Enrolling Parties, I/we accept and give consent that the College will take all reasonable care of my/our student but will not be responsible for the costs of any medical or dental attention or treatment administered to my/our student in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our student including attention provided at the College Sick Bay.

14. Authorisation of Actions in the Event of Emergency Circumstances Arising (continued):

This consent (refer paragraph 13) which I/we have given is valid at all times while my/our student is in the custody of the College, including but not limited to, such times as my/our student is on campus, is present at College camps or is attending or participating in a work experience program including structured work placements, traineeships or apprenticeships, excursions or functions.

General

15. Practical Definition of 'Principal':

In this contract, the expression "Principal" includes any person from time to time acting, delegated or nominated as Principal or other staff members for the time being carrying out the duties or exercising the authority of the Principal.

16. Support for Behaviour Management Practices & Compliance with Statutory Requirements:

The Principal, or delegate/nominee, has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct of my/our student, both inside the College and at outside College related events. This includes behaviour whether inside or outside the College that might bring the good name of the College into disrepute and may include the decision to suspend/exclude/expel the student for any cause judged to be sufficient. The law and the Student Protection Policy require the College to contact State Authorities in cases of suspected harm or sexual abuse to students.

17. Personal Property:

The College does not insure my/our student's property of any description, e.g. mobile phones, computers etc.

18. Period of Enrolment Contract:

This contract will be binding and remain in force for the duration of my/our student's enrolment at the College. It will remain binding for matters relating to the collection of outstanding fees and the collection of College owned resources beyond the term of enrolment.

19. Student Continuity of Attendance:

I/we will use my/our best endeavours to ensure my/our student will not be absent from the College, without leave of absence, and that term dates as advertised will be adhered to.

20. Potential Impact of Absences upon Assessment Arrangements:

Students who are absent, without leave of absence, may forfeit credit for assessments missed during their absence.

Excursions

21. Category A (short duration and day) Excursions/Activities:

I/We consent to the student participating in all regular Category A (short duration and day) activities e.g. curricular, sporting and extra-curricular activities conducted with the approval of the Principal, including day trips, excursions and functions. If he/she is unable to participate I/we will contact the College.

I/We consent to the student travelling on College and/or public transport to participate in all regular Category A (short duration and day) activities e.g. curricular, sporting and extra-curricular activities conducted with the approval of the Principal, including day trips, excursions and functions.

I/We accept that this consent lasts for the period the student is at the College and that, apart from being given notice of the activity, no further consent may be sought for Category A activities.

22. Category B (extended) Activities/Excursions:

For extended activities/excursions (Category B) where, in the reasonable opinion of the teacher-in-charge, specific consent is required, that additional consent will be sought from the parents/guardians. Examples of such Category B activities include:-

- Overnight activities
- Activities involving distance or extensive travel
- Activities which may have higher than average inherent risk e.g. camps

Photos/Media

23. Use of Photographs/Video:

I/We give permission for my student's photograph/video and name to be published in the College's newsletter, the College intranet, the College's website, social media, promotional materials, newspapers and other media.

I/We authorise Marist College Emerald and/or Catholic Education Rockhampton Diocese to use the photograph/video in material available free of charge to schools and education departments around Australia for Marist College Emerald and/or Catholic Education Rockhampton Diocese and/or the Queensland Catholic Education Commission's promotional, marketing, media and educational purposes.

I/We give permission for a photograph/video of my/our student to be used by Marist College Emerald and/or Catholic Education Rockhampton Diocese in the agreed publications without acknowledgement, remuneration or compensation.

I/We understand and agree that if I do not wish to consent to my/our student's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the College.

24. Limited Sharing of Personal Information:

I/ We consent to the College sharing my/our personal information (limited to name, address, telephone numbers, occupation) to its associated supporting groups (e.g. Parents & Friends' Association, Parents Network and Sporting and Cultural Support groups) and my/our student's details to the – School Past Pupils' Association when he/she leaves the College, if applicable.

25. Government Reporting:

I/We consent to the College disclosing to the Australian Curriculum Assessment & Reporting Authority (ACARA) information such as our students' gender, date of birth, country of birth, background language, residential address, parental occupation and parental education. This information will be used in formulating national reports consisting of aggregated data on school performance and assisting government to formulate policies in relation to education matters. ACARA will not disclose this personal information to any third party.

Student Information Technology (IT) Acceptable Use Policy

I/We accept the following conditions, in relation to the Student IT Acceptable Use Policy, upon which the offer is made:

(a) Acceptable Use

- The network has been established for educational purposes including classroom activities, career development and limited high-quality self-discovery activities. These activities must be carried out according to the directions given by Marist College Emerald staff.
- Students should **only use software specified by their teacher for activities specified by their teacher.**
- Use of the internet out of class time must be under supervision of staff.

(b) Unacceptable Use

- Student use of the Marist College Emerald network must not conflict with the Catholic ethos, any part of the Acceptable Use Policy or other College policies.
- **Examples of unacceptable use** include but are not limited to: spamming, hacking, pornography, obscenity, harassment, abuse, defamation, blasphemy, deception, creation or spreading of viruses and engaging in any illegal act.
- Students may not use the Marist College Emerald network for commercial purposes.
- Students may not offer, provide or purchase products or services through the network unless directed by a teacher.
- If you mistakenly access inappropriate information, you must immediately tell your teacher.

(c) System Security

- Students may not enter computer rooms unless a teacher is present.
- No food, drink or gum (or any other substance or activity that is likely to damage College property or the rights of other inhabitants) is allowed in the computer rooms.
- Students are **responsible for their individual account** and should take all reasonable precautions to prevent others from being able to use their account.
- Students **must not attempt to gain unauthorised access to the network** or to any other computer system through the network or go beyond their authorised access. This includes attempting to use another person's account or access another person's files.
- Students must not make deliberate attempts to disrupt the computer system or destroy data.
- Students should immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, as this may be construed as an illegal attempt to gain access.
- Students are not permitted to load any software onto Marist College Emerald owned computers unless directed to do so by their teacher as part of a class activity.

(d) Personal Safety

- Students must not transmit personal or private information about themselves or other people. This includes but is not limited to addresses and telephone numbers.
- Students should promptly disclose to their teacher or another College employee any message received that is inappropriate or makes them feel uncomfortable.
- Students must not agree to meet with someone they have met online.

(e) Resource Limits

- Users should **regularly remove old or unwanted files** from their server space.
- All hardware needs to be treated with care. Any damages or malfunctions need to be reported immediately to a staff member.
- Students should not download files or listen to music using the internet unless directed by a teacher.

(f) Printing

- Students should avoid printing from the Internet. Content should be copied and pasted into Word, edited and then printed. (Please note the following section regarding copyright obligation.)

(g) Plagiarism and Copyright Infringement

- Students must not plagiarise works that are found on the Internet or obtained through digital sources.
- Students must comply with all applicable laws and regulations.
- The rights of copyright owners should be respected. Permission should be requested from the copyright owner where there is uncertainty over rights to use a work.
- Illegally copied music should not be brought to the College.
- Students should not retransmit a message that was sent to them privately unless permission is granted by the person who sent the message.

(h) Limitation of Liability

- The College makes no guarantee that the functions or the services provided by or through the College system will be error-free or without defect. The College will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The College is not responsible for financial obligations arising from the unauthorised use of the network.
- The College accepts no responsibility for the contents of sites accessed through links on the College website.

(i) Consequences

- Breaches of the IT Acceptable Use Policy will be managed through the normal behavioural process.
- It is expected that damages will be paid for in full should a student mistreat equipment.

Section 15	CONTRACT SIGNATURES
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I/We have made full and frank disclosure of all information requested by the College in the Application for Student Enrolment form for (please print name of student)..... and am/are aware of my/our continuing obligations to keep the College informed of any changes which may affect the enrolling student’s wellbeing or progress at the College. I/We have read and understood the conditions of the Enrolment Contract.

Enrolling Party #1 (Please print in full)	Signature	Date
Enrolling Party #2 (Please print in full)	Signature	Date
Student (Please print in full)	Signature	Date

AND

MARIST COLLEGE EMERALD
(as represented by the Principal)

.....

(N.B. Enrolling Parties or Agents signing on behalf of International Students agree that they understand the School Fees Refund Policy)

Thank you for your interest in enrolling your student at Marist College Emerald.

The following documentation is to be lodged in support of your enrolment application:



STUDENT DOCUMENTATION

- Original Birth Certificate (which can be endorsed by approved College staff)
OR Copy of Student Birth Certificate (certified by a Justice of the Peace)
- Sacramental certificates
- Latest school report and/or reference from previous school
- Documentation relating to special needs (any reports, action plans, assessments, etc)
- Behavioural report (if applicable)
- Court order, parenting plans, access restrictions etc (if applicable)
- Enrolment Fee (\$100)

If your student was NOT born in Australia and is now an Australian Citizen, you will also need to provide:

- Australian Citizenship Certificate

If your student was NOT born in Australia and is not an Australian citizen, you will also need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable)

In addition, if your student is a temporary visa holder you will also need to provide:

- Authority to Enrol or evidence of permission to transfer provided by the International Student Centre (if holding an International full fee student visa, sub-class 571P)
- Authority to Enrol for visitor and temporary resident holders may be required (other than sub-class 571P referred to above) issued by the Temporary Visa Holders Program Unit
- Evidence of the visa the student has applied for (if the student holds a bridging visa)

ENROLLING PARTIES DOCUMENTATION

- Photo Identification (e.g. Driver's Licence / Passport)

HOW CAN I PAY MY ENROLMENT FEE?

- Cash
- Credit Card
- Cheque
- EFTPOS

All information on the Application for Student Enrolment form is strictly confidential, and will be kept by your school and the Catholic Education – Diocese of Rockhampton Office. The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care to students and Enrolling Parties. This information may also be used for appropriate parish purposes.

Catholic Schools and Catholic Education – Diocese of Rockhampton are bound by the *Privacy Amendment (Private Sector) Act 2000* and have adopted the ten National Privacy Principles. A privacy statement detailing our practices and procedures for the use and management of the personal, sensitive and health information we collect and record can be obtained upon request from the College or from the Catholic Education – Diocese of Rockhampton Office (PO Box 524, Rockhampton 4700).

We need your enrolment details for the following:

Student & Enrolling Parties – Contact Details

SECTIONS 1, 8, 9

- To discuss matters regarding the student’s education; for contact in an emergency; or for other educational purposes.
- Additional information so that we are aware of family arrangements e.g. foster care, contact arrangements, access restrictions.
- Family Court Orders detailing access restrictions and parenting plans are to be provided to the College and any changes to your family arrangements must be communicated to the College as soon as possible.
- Alternative Emergency Contacts – ensure that persons named agree to their details being provided to the College.

Student & Enrolling Parties - Background Information

SECTIONS 2, 12

This information is a standard requirement on all enrolment forms Australia-wide as part of the *Australian Government Schools Assistance Act 2004*.

- This includes information about the student’s and Enrolling Parties’ country of birth, indigenous status and languages spoken, along with student visa status and parental education levels and occupations.
- The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Catholic Schools and will assist in planning for future educational needs within the Diocese.
- Some of this information will be forwarded to the Australian Government, but DCEO’s strict reporting protocols ensure data does not identify individual students or Enrolling Parties.

Student Medical Information

SECTION 5, 6

- Health information – so that our staff can properly care for your student. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your student’s health at risk.
- We require details of student medical conditions and/or disabilities, and medication they may need whilst at school. It is the responsibility of the Enrolling Parties to provide medication to the College in an authorised pharmacy packet and to provide written parental consent for administration of medication.
- Inform the College if your student develops a medical condition that may require regular or emergency attention from College staff. In the event that this information is not provided, the College will not be liable for any failure to render assistance to the student.
- Medical information will be shared with College staff on a “need to know” basis. Relevant sections of your student’s medical records may be held at the College in suitable locations to ensure that appropriate action is taken in emergencies.

Please contact the College if you require further information or clarification regarding the Catholic Education – Diocese of Rockhampton Office Medications Policy.

Enrolment Contract

SECTION 14

This section outlines conditions and consents which all parties to this Contract of Enrolment will abide by.

- Consent is required from the Enrolling Parties of the student for all Category A (short duration and day) activities and all Category B (extended activities/excursions) activities.
- Consent is required from the Enrolling Parties of the student for media and communication releases. Such material will be used for the purposes of advertising, promotion, media publicity, publication, and display for any Catholic Education – Diocese of Rockhampton or Queensland Catholic Education Commission purpose in whole or in part.
- Consent is also required from the Enrolling Parties and the student in relation to the *Student Information Technology (IT) Acceptance Use Policy*.

The consents are ongoing. If you wish to withdraw consent, please inform the College in writing.

Contract Signatures

SECTION 15

- Enrolling Parties declare full disclosure of information and acknowledge the continuing obligations to keep the College informed of changes which may affect the student’s wellbeing or progress.
- In signing the Enrolment Contract, the Enrolling Parties and the Student acknowledge that they have read and understood the Conditions and Consents, including the Student Information Technology (IT) Acceptable Use Policy.

Date of Commencement / /	Homeroom:	House:																																								
Student ID <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table>											Enrolment Code 1 (Nuclear/Simple) <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table> Enrolment Code 2 (Complex/Billing) <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table> Other <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td> </tr> </table>																															Enrolment Fee (\$100.00) Receipt No: Date Received / /

INTERVIEW SUMMARY

Interviewed by:	Interviewer's Signature:	Date:
Do you recommend that Enrolment be accepted? Yes <input type="checkbox"/> Referred to Enrolment Committee <input type="checkbox"/> No <input type="checkbox"/>		
Interviewer's Summary: <input type="checkbox"/> Discussed Medical/Special Educational Needs <input type="checkbox"/> Discussed Pastoral/Behaviour Expectations <input type="checkbox"/> Discussed Uniform Expectations <input type="checkbox"/> Draw attention to Clauses re 'School Fees' (# 10 – 13) <input type="checkbox"/> Other Comments		



MARIST COLLEGE EMERALD

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