



www.stpaulscollege.nsw.edu.au

Please complete the form and return with a copy of your child's;

- ◇ Most current School Report
- ◇ NAPLAN Results
- ◇ Birth Certificate
- ◇ All relevant learning or medical plans and assessments/reports

Please return Enrolment Application and paperwork to -

Mrs Joanne Knobel

Enrolments Manager, St Paul's College
3 Klemke Avenue, Walla Walla NSW 2659
joanne.knobel@stpaulscollege.nsw.edu.au

Office Use

STUDENT NO. _____
ENTERED IN TASS _____
START DATE: ____/____/____

PRINT / TYPE ALL ANSWERS

Student Information

SURNAME	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Christian Name	<input type="text"/>	Day	<input type="text"/>	Weekly	<input type="text"/>
Calendar Year of Entry	<input type="text"/>	Year Level	<input type="text"/>	Male/ Female	<input type="text"/>
				Flexi Board	<input type="text"/>
				List Days	<input type="text"/>
Last School Attended	<input type="text"/>				
Lives with (mother/father, step-parent)	<input type="text"/>	Religion	<input type="text"/>		

Family Information

Applicant 1 - Parent/Guardian

Title & Surname	<input type="text"/>
Christian Name	<input type="text"/>
Home Phone	(<input type="text"/>) <input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Occupation	<input type="text"/>
Relationship to Student	<input type="text"/>
Email	<input type="text"/>
If previous Student - Kavel/Leidig	<input type="checkbox"/>

Residential Address

<input type="text"/>	<input type="text"/>
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Mailing Address

<input type="text"/>	<input type="text"/>
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Nearest Cross- Road
(farm address only,
State Reporting Purposes)

and

Applicant 2 - Parent/Guardian

Title & Surname	<input type="text"/>
Christian Name	<input type="text"/>
Home Phone	(<input type="text"/>) <input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Occupation	<input type="text"/>
Relationship to Student	<input type="text"/>
Email	<input type="text"/>
If previous Student - Kavel/Leidig	<input type="checkbox"/>

Residential Address

<input type="text"/>	<input type="text"/>
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Mailing Address

<input type="text"/>	<input type="text"/>
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Sibling Information

First name	<input type="text"/>	Age	<input type="text"/>
First name	<input type="text"/>	Age	<input type="text"/>
First name	<input type="text"/>	Age	<input type="text"/>
First name	<input type="text"/>	Age	<input type="text"/>

Special Needs

If your child is a person with any of the below, please specify. **All assessments for any of these conditions MUST ACCOMPANY this Enrolment Application.**

<input type="checkbox"/> Hearing	<input type="checkbox"/> Autistic Spectrum Disorder	<input type="checkbox"/> Behaviour Disorders
<input type="checkbox"/> Sight	<input type="checkbox"/> Intellectual Difficulty	<input type="checkbox"/> Mental Health Issues
<input type="checkbox"/> Low Literacy	<input type="checkbox"/> Gifted & Talented	<input type="checkbox"/> An intellectual disability
<input type="checkbox"/> Low Numeracy	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Anxiety

Other, please specify:

What was your child provided with in his/her previous schools? (eg Independent Learning Plan, Alternative Learning Strategies, personal care support, modifications to equipment, furniture, signing etc). Other, please specify:

Special Circumstances

Are there any other special circumstances about this student that may need to be taken into account by the College? This may include **Allergies or other serious medical conditions, disabilities, psychological assessments, learning needs, English as second language, special gifts or talents, mature age entry, state arrangement out of home care, subject of a court order, expulsion from a previous school.** Yes: No:

If YES, please specify:

BOARDING STUDENTS ONLY

Are there any other conditions that may need to be considered by the boarding staff? (eg Sleep patterns, bedwetting, dietary requirements, homesickness etc.) Yes: No:

If YES, please specify:

Account Information - Person(s) responsible for Account

Title (Mr, Mrs, Ms, Miss)	<input type="text"/>	Work Phone	<input type="text"/>
Surname	<input type="text"/>	Mobile	<input type="text"/>
Christian Name	<input type="text"/>	Relationship to student	<input type="text"/>
Home Phone	<input type="text"/>	Email	<input type="text"/>
Signature of person/s responsible for account	<input type="text"/>	<input type="text"/>	<input type="text"/>

ALTERNATE Emergency Contact Information

Please nominate TWO people OTHER THAN THE PARENTS/CAREGIVERS as the Emergency Contacts (**ESSENTIAL**)

Name No. 1

Relationship
to child

Best Phone
Number

Name No. 2

Relationship
to child

Best Phone
Number

Non-Residential Parent (Birth mother or father who does not live with the student)

Title (Mr, Mrs, Ms, Miss)

Best Phone Number

Surname

Occupation

Christian Name

Relationship to student

Email

If a previous student

Kavel

☐

Leidig

☐

Is there restricted access? Yes/No

☐

Is there a court order in place ? Yes/No

☐

Home Address

Postal Address

Essential Information required for State Reporting purposes only

Applicant 1 - Parent/Guardian

Highest school level completed - (tick) Yr 12 ☐

Yr 11 ☐

Yr 10 ☐

Highest qualification completed (tick)

Bachelor Degree or above ☐

Advanced Diploma/Diploma ☐

Certificate I to IV (including trades) ☐

No non-school qualifications ☐

Occupation Group - Refer to page 6. Group

Do you speak a language other than English at home?

YES/NO If Yes, please indicated what language:

Applicant 2 - Parent/Guardian

Highest school level completed - (tick) Yr 12 ☐

Yr 11 ☐

Yr 10 ☐

Highest qualification completed (tick)

Bachelor Degree or above ☐

Advanced Diploma/Diploma ☐

Certificate I to IV (including trades) ☐

No non-school qualifications ☐

Occupation Group - Refer to page 6. Group

Do you speak a language other than English at home?

YES/NO If Yes, please indicate what language:

IS THE STUDENT ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? YES/NO

STUDENT'S RESIDENTIAL STATUS (Aust, NZ, Permanent Resident, Visa Holder):

STUDENT'S COUNTRY OF BIRTH:

If born overseas, what date did the student arrive in Australia?

For Australian-born citizens, if the student was living overseas for two or more years, on what date did the student return to Australia?

If the student is a permanent or temporary visa holder, please provide the Current Visa Sub-class:

Visa Expiry Date Principal Visa holder (Yes/No) ☐ Subordinate Visa Holder (Yes/No) ☐

AMENDMENT OF TERMS AND CONDITIONS

The College Board may alter these conditions of entry at any time by notifying parents/caregivers in writing. Alterations will apply from the date of the notice.

PARENTAL CODE OF CONDUCT - As a parent, St. Paul's believes that you are your child's best role models. Therefore, parents are expected to set an example and interact respectfully with staff, students and other parents at all times. Should parents wish to express concerns, their concerns may be expressed to the College in writing, or if urgent, by a confidential telephone conversation with the Principal. All concerns are treated with confidence and both parents and teachers have a responsibility to show courtesy, respect and dignity at all times. In working for the betterment of our students, St. Paul's strongly believes in a collaborative and respectful approach to all situations.

Please read the Parental Code of Conduct included in the College Prospectus.

Declaration

We/I declare that the information provided in this document is to the best of our/my knowledge accurate and complete, and recognise that should statements in this document prove false or misleading, any decision made as a result of this information may be reversed. We/I have also read and understood the Enrolment Terms and Conditions.

Applicant 1 Parent/Guardian Signature

Date: ____/____/____

Applicant 2 Parent/Guardian Signature

Date: ____/____/____

Consent

Please tick if consent granted

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Local Excursion / Outings Permission

From time to time, teachers or boarding staff may wish to take students on short visits in the local area. Notice of such visits will be given to parents/caregivers via Parent Lounge or email. We/I give permission for the student to participate in College excursions or outings that are within a 50 km radius of the College campus.

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Media Consent

We/I consent both on our behalf and on behalf of the student to the use by St. Paul's College or Lutheran Education Australia of any photographic representation or depiction of the student on the condition that the image or depiction:

(a) is of the student engaging in the activities of or associated with St. Paul's College;

(b) solely for the purpose of promotion for or by St. Paul's College or Lutheran Education Australia.

I understand that if I later revoke the authority and consent, St. Paul's College will be at liberty to continue to use after the date of revocation all and any photographs or depictions of the student provided that such use will be strictly limited to material published by or on behalf of St. Paul's College or Lutheran Education Australia prior to the date of revocation.

☐

Consent to Access Information

We/I consent to St. Paul's College requesting/accessing information from previous schools (eg Disability Confirmation Sheet, NAPLAN data) and Medical Practitioner (eg Specialist Medical Reports) in order to assist in the development of appropriate teaching and learning programs for our/my child.

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P & F Auxiliary

We/I consent for our contact details to be made available to the executive of the St. Paul's College P & F (Parent & Friends) and SPOCA (St. Paul's Old Collegians' Association) auxiliaries for newsletter and activities.

Applicant 1 Parent/Guardian signature

Date: ____/____/____

Applicant 2 Parent/Guardian signature

Date: ____/____/____

PARENTIAL OCCUPATIONAL 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 large organisation

Public service manager (sector 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 (NCO)

GROUP 3:

Tradespeople, clerks and skilled office, sales and services staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing 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, 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/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)

ENROLMENT TERMS & CONDITIONS (1 JANUARY 2020)

1. DEFINITIONS

- 1.1 **"Applicant"** means the person/s set out in the Enrolment Agreement being the Parent's and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.
- 1.2 **"Charges & costs of recovery"** means all legal expenses and all costs associated with the collection of the outstanding debt including charges and commissions by a debt collection agency
- 1.3 **"Enrolment Fee"** means a sum of money to secure the enrolment.
- 1.4 **"Enrolment Agreement"** means the Agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- 1.5 **"Conditions of Enrolment"** means these Terms and Conditions of Enrolment including any subsequent amendments made by the School.
- 1.6 **"Late fees"** means fees set out in the Annual Fee Schedule and may change from year to year
- 1.7 **"Student"** means the student named in the Enrolment Agreement.
- 1.8 **"The Principal"** means the Principal of the School, or the Principal's authorised representative.
- 1.9 **"The School"** means St Paul's College Walla Walla (ABN 35 128 398 336).
- 1.10 **"Tuition Fee"** means a sum of money paid in return for education services provided by the College.

2. CONTINUED ENROLMENT

- 2.1 In signing the Enrolment Agreement, the Applicant agrees to the College's policies which may be changed during the period of enrolment at the discretion of the College.
- 2.2 The College's policies, except for the Parent Code of Conduct, do not form part of the Enrolment Agreement.
- 2.3 If the Applicant wishes to withdraw the Student from the College, the Applicant must give to the Principal one full term's written notice.

3. STUDENT ACHIEVEMENT

- 3.1 The College encourages the Student to achieve their personal best in partnership with the Applicant but does not make specific promises or representations of any kind regarding specific academic outcomes or individual student achievement, and no such representations are to be implied on the basis of the College accepting the Student for enrolment [including where a Student has been granted a scholarship or bursary].
- 3.2 Where a Student has been granted a scholarship or bursary:
 - (a) then the Student's ongoing entitlement to the scholarship or bursary is dependent on the Applicant's compliance with these Conditions of Enrolment and the Student meeting the ongoing terms and conditions of that scholarship or bursary.
 - (b) The Applicant agrees to comply with the ongoing terms and conditions of that scholarship or bursary.
 - (c) Failure to pay College fees and charges may result in the reversal and/or withdrawal of the scholarship or bursary.

4. FEES AND CHARGES

- 4.1 Where there is more than one Applicant, both persons will be equally responsible jointly and severally for the College fees and any other charges.

- 4.2 In split family billing arrangements, both parties are jointly and severally liable for the payment of College fees and charges. Failure to pay fees and charges by one party may result in the College applying Clause 4.11 notwithstanding that the other party has paid their account.
- 4.3 All new families enrolled from 1 February 2020 will be required to pay school fees via direct debit arrangement.
- 4.4 All fees are due and payable in full on the date set out in the fee statement unless another arrangement has been pre-agreed in writing between the Applicant and the College
- 4.5 The Applicant shall be liable for payment of an Enrolment Fee at the current rate in order to confirm enrolment. This fee is neither refundable nor transferable .
- 4.6 The Applicant is responsible for providing fees and charges in relation to all excursions and camps, and all other applicable levies (e.g. laptop levy), during the enrolment period.
- 4.7 The Student will not be permitted to enter a new term while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Principal.
- 4.8 If the Student is admitted to the College during a term, tuition fees (and boarding fees where appropriate) will be charged on a pro rata basis.
- 4.9 No refund of fees paid, or waiver of any fees outstanding, will be made if the Student is withdrawn from the College during a term, or is absent for any reason, or is absent from a specific educational program.
- 4.10 If the Student is withdrawn at the insistence of the College (e.g. due to the unsatisfactory conduct or behaviour of the Student), the Applicant is liable for all fees and charges to the date of notification of the Student's enrolment at the College being terminated.
- 4.11 The Principal is authorised to take such action deemed necessary to recover unpaid fees or charges.
- 4.12 Any overdue accounts may result in late fees, suspension of enrolment, the exclusion of the Student from certain activities , the permanent exclusion from the College and recovery via legal action which shall involve both payment of the unpaid fees and charges and costs of recovery being charged to the Applicant.
- 4.13 Interest, if charged, will be on arrears of 30 days where no satisfactory arrangements with the College have been made at the rates pre-judgement and post-judgement set from time to time by the NSW District Court.

5. DISCLOSURE

- 5.1 The Applicant acknowledges that the Enrolment Application Form has been completed fully, honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Enrolment Application Form.
- 5.2 The Enrolment Application Form forms part of the Enrolment Agreement, and failure to complete the Enrolment Application Form honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the College.
- 5.3 The College reserves the right to obtain further information regarding the Student including but not limited to all academic information, school reports, NAPLAN reports and all medical and other reports regarding the Student, if applicable.
- 5.4 The Applicant declares that the Student is either an Australian citizen; has Australian residency status; or, has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

6. DISCIPLINARY ACTION

- 6.1 The continued enrolment of students is dependent on their behaviour being in accord with the College's policies, rules and regulations, as amended from time to time, as well as the behaviour of the parents being in accord with relevant policies.

- 6.2 The College reserves the right to take disciplinary action with the Student, including for behaviour that may affect other students or staff or unduly damage the reputation or property of the College including actions occurring out of school hours .
- 6.3 Disciplinary action may be implemented against the Student (including suspension, detention and up to expulsion from the College) if in the opinion of the Principal the Student is found to have breached the College policies or is found to have engaged in behaviour detrimental to the College, its staff or students.
- 6.4 If the Principal or delegate suspends the Student, the Applicant shall be notified to that effect including the period for which the suspension shall operate.
- 6.5 If suspended, the Student shall not enter upon any of the College's grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of the Applicant during such period.
- 6.6 The Applicant is expected to support the aims, objectives, ethos, rules and policies and discipline of the College. Disciplinary action may be implemented against the Applicant if in the opinion of the Principal the Applicant is found to have breached College policies and/or Parent Code of Conduct.

7. HEALTH AND MEDICAL TREATMENT

- 7.1 The College will notify the Applicant of any injury or illness the Student may suffer at the College, which warrants staff intervention or a visit to the College Medical Centre.
- 7.2 If, during the period of enrolment, the physical and/or mental health of the Student changes at any time, the Applicant will notify the College and provide any relevant medical information or reports in a timely manner. The College reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require the Applicant to provide the College with information as requested.
- 7.3 In the event the Student is involved in a medical emergency and the Applicant or nominated contact person cannot be reached, the College can take action and incur expenditure as it considers necessary in the best interests of the Student. The Applicant will indemnify the College for the cost of any such treatment or action taken (e.g. Ambulance expenses).
- 7.4 The Student is permitted to access College specialists including the College nurse , pastor, and/or counsellor. The Applicant consents to those services being provided to the Student and understand there is confidentiality between the Student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations).
- 7.5 It is the responsibility of the Applicant to provide appropriate insurance cover should the Student be injured or taken ill at the College. It is recommended that families take out NSW Ambulance membership in the event of an emergency at College.
- 7.6 The Applicant will ensure that the Student is appropriately immunised in accordance with the applicable laws. The College reserves its right to exclude a student in certain circumstances if the Student is not appropriately immunised.

8. PERSONAL POSSESSIONS

- 8.1 It is the responsibility of the Student and the Applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the College is not liable for any loss or damage to this property.
- 8.2 The Applicant will indemnify the College for any loss or damage to College property arising from the use or possession of such property by the Student.

9. FULL PARTICIPATION AND ATTENDANCE

- 9.1 The Student must attend the College on the dates and between the hours advised by the College. In addition, the Student, and the Applicant if required, must attend and participate in all co-curricular activities which may be held on the weekend or before or after normal school hours including sporting activities, house sporting carnivals, camps, excursions, religious services, celebrations, debating, open days, drama rehearsals and performances, and musical rehearsals and performances.

- 9.2 After holiday periods it is expected that the Student will join and return to College on the dates fixed for resuming unless permission is obtained from the Principal.
- 9.3 The Student is not permitted to leave College at the end of term until the published closing date unless permission is obtained from the Principal.
- 9.4 It is the responsibility of the Applicant to advise the Principal as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.
- 9.5 The Student will not be able to attend school for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or where a medical practitioner has recommended the Student not attend.
- 9.6 The Applicant will encourage the Student to take full advantage of curricular and co-curricular opportunities including school camps provided to further their education.

10. COMMUNICATION & PRIVACY

- 10.1 The Applicant is required to provide copies of all existing court or parenting orders at the time of enrolment and provide updated orders to the College if they change during the period of enrolment. The College will abide by such orders.
- 10.2 In order to ensure the ongoing health, wellbeing and enrolment of the Student at the College, the Applicant agrees to keep the College informed and maintain open communication in regard to all relevant information and issues relating to the Student (including relevant court orders).
- 10.3 The provision of misleading representation in relation to the guardianship of the Student or in relation to living arrangements may result in the College suspending or terminating the enrolment of the Student.
- 10.4 From time to time the College may wish to include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the College community. The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the College.
- 10.5 The College will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.
- 10.6 In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the Student must be supplied to the College with the Enrolment Application Form.
- 10.7 The Applicant consents to the College using their personal information and the Student's personal information for the purposes of receiving communication.
- 10.8 All information pertaining to the Student and the College will be provided to the Applicant in accordance with the Privacy Policy.

Attachment 1: Parent Code of Conduct

Attachment 2: Positive Behaviour Framework