



# STUDENT ENROLMENT APPLICATION FORM

(Enrolment Form)



Catholic Education Commission Tasmania

**ST JOHN'S CATHOLIC SCHOOL ('School')**

ST John's Circle (PO Box 63), Richmond, Tasmania, 7025

Ph: (03) 6260 2121 Fax: (03) 6260 2614

[stjohns@catholic.tas.edu.au](mailto:stjohns@catholic.tas.edu.au), [www.stjohns.tas.edu.au](http://www.stjohns.tas.edu.au)

**Note:** where data is being collected for the purpose of satisfying Commonwealth government data collection legislation, this is marked in this Enrolment Form with an asterisk.

<b>Seeking enrolment for Grade (e.g. Kindergarten):</b>		<b>Year (e.g. 2020):</b>	
<b>Student applying for enrolment ('Student')</b>			
<b>Surname:</b>			
<b>First Name/s:</b>		<b>Middle Name/s:</b>	
<b>Preferred first name:</b>			
<b>Date of Birth:</b>		<b>Religion:</b>	
<b>*Gender:</b>			
<b>Home Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Home Phone:</b> <i>(indicate if a silent number)</i>		<b>Mobile:</b>	
<b>Nominated first contact for Student absenteeism (SMS):</b>			
<b>Nominated email address for communication:</b>			
<b>Postal Address (If different from above):</b>			
<b>*Does the Student or their parent/s/guardian/s speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)</b>			
No, English Only		Student <input type="checkbox"/>	Parent 1/Guardian <input type="checkbox"/>
Yes – please specify		Parent 2/Guardian <input type="checkbox"/>	
.....			
Is an interpreter required? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>* Nationality</b>			
<b>*In which country was the Student born?</b>			
<input type="checkbox"/> Australia		<input type="checkbox"/> Other- Please specify:	
<b>* Is the Student of Aboriginal or Torres Strait Islander origin?</b>			
<input type="checkbox"/> No			
<input type="checkbox"/> Yes, Aboriginal			
<input type="checkbox"/> Yes, Torres Strait Islander			
<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander			
<b>Residential Status – please indicate below:</b> <i>(original documents to be sighted and copies to be retained by School)</i>			
<input type="checkbox"/> Australian citizen <i>(Birth Certificate, Naturalisation Certificate or Australian passport)</i>			
<input type="checkbox"/> Permanent resident <i>(passport if Country of Birth is not Australia)</i>			
<input type="checkbox"/> Temporary resident <i>(passport and visa)</i>			
<input type="checkbox"/> Foreign National without residential status <i>(passport and visa)</i>			
<input type="checkbox"/> Other/Visitor/Student/Passport/Other Visa <i>(passport and visa)</i>			

Office use only: Family Code:

Student ID No:



**Medical Information**

Medical Conditions: Please specify any medical conditions the Student suffers from, e.g. asthma, diabetes and/or any prescribed medication taken by the Student.

Please specify the requirements regarding the administration of medication for both prescribed and non-prescribed medications, whether for ongoing or temporary illnesses:

Allergies: Please specify any known allergies the Student has, e.g. allergy to nuts, penicillin, bee stings including specific details:

Has the Student been diagnosed as being at risk of anaphylaxis? Yes  No

If yes, does the Student have an EpiPen? Yes  No

If the Student is to be given medication by school staff or has a severe allergy, written notification is required. Please attach the written notification to the Enrolment Form.

*It is mandatory for parents/guardians to advise the School in writing of action or management plans for the medical conditions or allergies identified in this Enrolment Form with advice from medical practitioners included in instances where a formal diagnosis has been made. Please attach the necessary information.*

**Students usual Doctor or Clinic:**

Name:

Address:

Phone:

This application gives You the opportunity to provide information that will facilitate the smooth transition of the Student into our School. It will assist the School to develop appropriate strategies to meet the particular needs of the Student. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

**Students with Additional Needs**

- It is a government requirement under the Nationally Consistent Collection of Data scheme (**NCCD**) that all schools collect and submit information annually on the number of Students receiving adjustments due to disability and the level of adjustment they receive (see personal information collection notice and our privacy policy).
- Further, under the *Disability Standards for Education 2005* (Cth), schools are generally required to make reasonable adjustments, where needed, to assist Students with disability.
- An adjustment includes a measure or action taken by a school to help a Student with disability access and participate in education on the same basis as other Students. An adjustment is reasonable if it balances the interests of all parties affected, taking into account standards prescribed by the *Disability Standards for Education 2005* (Cth).
- The School will make an appointment with parents/guardians, if any further information is required for the purpose of assessing adjustments required for the Student.
- A potential Student's adjustment requirements will not affect the School's decision to accept the Student's enrolment, unless:
  - a. There has been documented consideration/assessment of what special services/equipment/devices would be required to meet the potential Student's needs and if there are any reasonable adjustments that can be made;
  - b. The School has consulted with the potential Student's parents/guardians/carers about the potential student's needs and any reasonable adjustments;
  - c. After considering the potential Student's needs and consultation with the parents/guardians/carers has been determined that the School cannot meet the potential student's needs, cannot make any reasonable adjustments and/or it would cause unjustifiable hardship to make reasonable adjustments; and
  - d. The reason why the School is not able to provide those services is documented and communicated to the potential Student's parents/guardians/carers.

**\*Has the Student been identified as having special or additional needs in one or more of the below categories? If so, please tick the relevant categories.**

- Physical
- Cognitive
- Sensory
- Social/Emotional
- None of the above

*If your child has a formal diagnosis please attach copies of the necessary information/reports/management plans.*

**\*What learning adjustments, if any, have been provided or recommended for the Student to enable access and participation in learning?**

- Curriculum adjustment
- Environmental (such as building modifications)
- Personalised learning
- Professional learning for the management of health conditions
- Separate supervision or provision of specialist teacher support
- Specialised technology
- Adapted assessment procedures
- Mobility assistance
- Personal care assistance
- Communication assistance
- Extra time to complete assessment tasks

Office use only: Family Code:

Student ID No:

- Support or close supervision to participate in out-of-school activities or in the playground
- Visiting teacher or external agency support
- No learning adjustments currently identified

**Is the Student currently receiving, or eligible to receive any financial assistance from the government for learning adjustments or support?** (e.g. NDIS or similar funding).

- Yes
- No
- Don't know

### Health and Safety

To Your knowledge, is there anything in the Student's history or circumstances (including medical history), which might pose a risk of any type to him or her, other students, or staff at this School?

Yes  No

If yes please provide a brief description:

Please provide the names and contact details of health professionals and/or support personnel at the last school or other relevant agencies that have knowledge of these issues:

**The information provided in this section will not in itself be a reason for accepting or rejecting an enrolment application. It is, however, knowledge that is necessary for the School to be able to take into account and cater for all the needs and challenges that the Student presents in school. Should known needs/challenges of the Student not be revealed at enrolment, the School may not be able to fully cater for the Student.**

I/We have attached written consent to the School to contact health professional, support personnel at the last school or other relevant agencies. Yes  No

*Please attach written consent to the Enrolment Form including advice from health professionals/medical practitioners in instances where a formal diagnosis has been made.*

Family Details	
<b>Parent 1/Guardian</b>	
Surname:	Title (e.g. Mrs/Mr/Ms/Dr):
First Name:	Middle Name:
Former Name/Maiden Name:	Date of birth:
Address (leave blank if same as Student address)	
Postal Address (if different from above)	
Home Ph: <i>(indicate if a silent number)</i>	Business Ph:
Mobile:	Work Mobile:
Email:	
Nominated first contact phone number:	
Nominated phone number for SMS messages if SMS is acceptable:	
Relationship to Student:	
Medicare Number <i>(in case of medical emergency)</i> :	Do you have a Healthcare card? <i>(for concession data purposes)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please do not provide number details)</i>
Occupation:	
Employer:	
*What is the occupation group? <i>(tick the appropriate check box below from the parental occupation groups on page 8)</i> <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> Group 9	
Name of Workplace:	Work Phone:
*What is the highest year of primary or secondary school the parent 1/guardian has completed?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
*What is the level of the highest qualification that the parent 1/guardian has completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade) <input type="checkbox"/> No non-school qualifications
*What language does the parent 1/guardian speak at home?	
Country of Birth:	If You were not born in Australia, date You entered Australia:
Religion:	Nationality:
<b>Old Scholar</b>	
Are You an old scholar of the School?	If Yes: Year(s): Previous name:

Office use only: Family Code:

Student ID No:

<b>Parent 2/Guardian</b>	
Surname:	Title (e.g. Mrs/Mr/Ms/Dr):
First Name:	Middle Name:
Former Name/Maiden Name:	Date of birth:
Address (leave blank if same as Student address)	
Postal Address (if different from above)	
Home Ph: <i>(indicate if a silent number)</i>	Business Ph:
Mobile:	Work Mobile:
Email:	
Nominated first contact phone number:	
Nominated phone number for SMS messages if SMS is acceptable:	
Relationship to Student:	
Medicare Number <i>(in case of medical emergency)</i> :	Do you have a Healthcare card? <i>(for concession data purposes)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please do not provide number details)</i>
Occupation:	
Employer:	
*What is the occupation group? <i>(tick the appropriate check box below from the parental occupation groups on page 8)</i> <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/> Group 9	
Name of Workplace:	Work Phone:
*What is the highest year of primary or secondary school the parent 2/guardian has completed?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
*What is the level of the highest qualification that the parent 2/guardian has completed?	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade) <input type="checkbox"/> No non-school qualifications
*What language does the parent 2/guardian speak at home?	
Country of Birth:	If You were not born in Australia, date You entered Australia:
Religion:	Nationality:
<b>Old Scholar</b>	
Are You an old scholar of the School?	If Yes: Year(s): Previous name:

**\*LIST OF PARENTAL OCCUPATION GROUPS**

**Refer parent/guardian Information**

**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 professors.**

**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, market research analyst, technical sales representative, retail buyer, officer/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/ refuge/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 work.**  
**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.

**Group 8: Not in paid work in last 12 months**

**Group 9: Not Stated or Known**



**Emergency Contacts** *(in the event that a Parent/Guardian is unavailable)*

**First Emergency Contact:**

Full Name:

Relationship to Student:

Work Phone: Work Mobile:

Home Phone: Mobile:

**Second Emergency Contact:**

Name:

Relationship to Student:

Work Phone: Work Mobile:

Home Phone: Mobile:

**Siblings**

Please list all children in Your family from youngest to oldest, including the Student

Name	School/Pre-school	Year/Grade (Current Calendar Year)	Date of Birth (pre-school only)

**Previous family members at the School**

List all Students in Your family who have previously attended this School.

Name	Relationship to the Student	Final calendar year at the School

### Enrolment Pathway (if applicable)

Normally Students who have completed their primary education in Catholic schools will have priority entry into Catholic secondary/senior secondary schools.

Do You intend to enrol the Student in a Catholic secondary/senior secondary school? Yes  No

If You answered Yes, You are invited to nominate Your secondary/senior secondary of choice:

**Please note:** Collected for planning purposes only. Whilst every effort is made to accommodate Students at the preferred Catholic school or college this cannot be guaranteed.

This enrolment applies to the Student throughout their entire period of enrolment at Tasmanian Catholic schools and colleges operated by the Archdiocese of Hobart. If the Student moves to another Tasmanian Catholic school or college operated by the Archdiocese of Hobart then all information about the Student (including information on this Enrolment Form) may be transferred to that school. This includes other schools operated by the Archdiocese of Hobart as well as St Virgil's College and St Francis Flexible Learning Centre (operated by Edmund Rice Education Australia) and Dominic College (operated by the Salesians of Don Bosco).

### Living Arrangements

*If there is a formal or informal Parenting Plan; Consent Orders or interim or final Court Orders in place which provide for the living arrangements for the Student, please describe the living arrangement of the Student below and, if applicable, the date of the Parenting Plan or Orders which set out that arrangement.*

*Please note that an informal parenting plan includes an agreement between separated parents or other family members for the living arrangements of the Student which has not been put into writing or finalised by a court.*

**Court Orders (if applicable)**

Are there any current court orders the School should know about?      Yes       No

*If yes, copies of these court orders e.g. family violence orders, Family Court/Federal Circuit Court orders or other relevant court orders must be provided (e.g. court parenting orders concerning residence, contact, child maintenance, education, health or other specific issues relating to this Student). You do not need to include court orders already described in the "Living Arrangements" section above.*

Is there any other information You wish the School to be aware of?

## TERMS OF ENROLMENT

These Terms of Enrolment govern the application for Enrolment and the Terms of Enrolment of the Enrolment of the Student, and continues to apply if the Student is Enrolled until completion of the Student's Enrolment and payment of all monies due to the School.

### 1. Definitions

In these Terms of Enrolment:

**Archdiocese of Hobart** means the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart (ABN 24 097 986 2470) trading as the Tasmanian Catholic Education Office (ABN 55 210 770 582).

**Business Day** means a day which is not Saturday, Sunday or public holiday in Hobart, Tasmania.

**Consent to Publication of Information** means the consents to publication on page 19 of this Enrolment Form or as otherwise varied in writing from time to time.

**Enrolment** means the enrolment of the Student in the School in accordance with the Terms of Enrolment.

**Enrolment Form** means the form recording the Student's application for enrolment in the School.

**Fees** means the School tuition fees, tuition levies, capital levies and other fees as advised to You in the Schedule of Fees and Charges and as varied from year to year.

**Letter of Acceptance** means the letter from the School to You in which the School accepts the Student's application for Enrolment in the School.

**Major Excursion** means 'high risk' activities involving water and/or outdoor educational activities, which require an in-depth risk assessment and parental approval.

**Minor Excursion** means a 'low risk' offsite trip with a duration of 1 school day or less and may include (but not limited to) visits to museums, art galleries, local parks, educational centres/buildings and other schools.

**Personal Information Collection Notice** means the personal information collection notice on page 16-18 of this Enrolment Form or as otherwise varied in writing from time to time.

**Policies** means the policies of the CECT available at the following link <http://catholic.tas.edu.au/key-documents/policies-1> as amended from time to time; and <http://stjohns.tas.edu.au/about-the-school/>.

**Schedule of Fees and Charges** means the School's fee schedule as varied from year to year.

**Student** means the person whose details are set out on page 1 of the Enrolment Form.

**School** means St John's Catholic School, St John's Circle, Richmond, 7025 in Tasmania, operated by the Archdiocese of Hobart.

**School Weeks** means weeks that classes are conducted at the School and excludes school term holidays.

**CECT** means the Catholic Education Commission Tasmania, operated by the Archdiocese of Hobart. All Catholic schools in Tasmania as well as the TCEO come under the authority of the CECT.

**TCEO** means the Tasmanian Catholic Education Office operated by the Archdiocese of Hobart.

**Terms of Enrolment** means this document, and incorporates the Enrolment Form, the Letter of Acceptance, the Personal Information Collection Notice, the Consent to Publication of Information, the Schedule of Fees and Charges, the Policies and any annexures included in these documents.

**We, Us, Our** means the Archdiocese of Hobart, TCEO, CECT and/or the School.

**You or Your** means the parent(s) or guardian(s) who is/are legally responsible for the Student and who sign the Enrolment Form.

### 2. CHANGES TO TERMS OF ENROLMENT

- 2.1 You acknowledge that the School may change the Terms of Enrolment by giving You written notice of no less than ten school weeks.
- 2.2 Any variations or amendments to the Terms of Enrolment will apply from the date specified in the notice, being not less than ten school weeks after the notice is issued.
- 2.3 A notice may be handed to You personally or sent by email, facsimile or prepaid mail to the last known address of the addressee. Notices may also be given by delivery to the Student or by notice in the School newsletter. Notices sent by pre-paid post are deemed to be received on the second Business Day after posting if sent by express post; or if by regular post, the greatest number of Business Days which Australia Post's website estimates is applicable to mail sent on the day it is posted and between those locations. Notices sent by facsimile or email are deemed received on confirmation of successful transmission. Notice to one parent/guardian is deemed to be notice to all parents/guardians.

- 2.4 Upon receipt of the notification provided in accordance with clause 2.1, You have the option to cancel the Student's enrolment if You do not agree to the changes in the Terms of Enrolment.
- 2.5 Where You chose to cancel the Student's enrolment in accordance with clause 2.4, You must provide Us with written notice of your decision to cancel the Student's enrolment within four school weeks of the date of Our notice to You at of the changes to the Terms of Enrolment.
- 2.6 You acknowledge that if You choose to cancel the Student's enrolment in accordance with clauses 2.4 and 2.5:
- a. the Student may continue to attend School until the changes would come into effect; and
  - b. You must continue to pay the Fees until the changes would come into effect.
- 2.7 Withdrawal for any reason other than a change of Terms of Enrolment by Us must comply with the general withdrawal provisions in these Terms of Enrolment in clause 9.

### **3. GENERAL TERMS OF ENROLMENT**

- 3.1 Completion of the Enrolment Form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the School's enrolment criteria and the CECT Enrolment for Catholic Schools Policy.
- 3.2 Attendance at an enrolment interview does not guarantee enrolment being accepted. The School may accept an offer by sending a Letter of Acceptance to You or otherwise notifying You of the acceptance of the Student.
- 3.3 Enrolment of a Student at one Catholic school does not guarantee the enrolment of that Student in any other Catholic school.
- 3.4 Invoices for the full year Fees are issued early in Term 1 of each year. A single invoice will be issued covering all Students at the School for which the parent/guardian is responsible and including all Fees. Current Fees are set out in the Schedule of Fees and Charges.
- 3.5 The Schedule of Fees and Charges may be updated each year and includes information about payment options. This also states any applicable interest rate payable on overdue Fees. Interest is payable from the due date until payment is received in full. You will be asked at the end of each year how You would like to pay Fees.
- 3.6 The law of Tasmania from time to time governs these Terms of Enrolment. The parties agree to the non-exclusive jurisdiction of the courts of Tasmania, the Federal Court of Australia, and of courts entitled to hear appeals from those Courts.
- 3.7 The School's failure to enforce any of its rights (under these Terms of Enrolment or otherwise) shall not be construed as a waiver of any of the School's rights.
- 3.8 If any part of these Terms of Enrolment is unenforceable it shall be read down to be enforceable or, if it cannot be read down, it shall be severed from these Terms of Enrolment without affecting the enforceability of the remaining Terms of Enrolment.

### **4. RESPONSIBILITY FOR PAYMENT OF FEES**

- 4.1 School Office staff can assist with any queries You may have in regard to payment of Fees.
- 4.2 Each person who signs the Enrolment Form accepts legal responsibility for payment of Fees incurred for the entire period of the Enrolment of the Student.

4.3 Payment of Fees is subject to all the Terms of Enrolment contained in the Enrolment Form.

4.4 Where there is more than one person signing the Enrolment Form:

- a. the School may issue only one account in the name of all individuals listed on the Enrolment Form;
- b. each person is independently and jointly responsible for payment of the whole of the Fees, meaning the School can (at its discretion) seek to recover the whole of the Fees from any one parent/guardian or any combination of them;
- c. notice to any one parent/guardian is taken to be notice to all parents/guardians; and
- d. each individual consents to their information in relation to a Fees account (including payments made or overdue) being disclosed to each other individual on a Fees account.

## **5. ADMINISTRATION FEE**

5.1 You may be required to pay an administration fee as shown in the Schedule of Fees and Charges.

## **6. PRO-RATED SCHOOL FEES**

6.1 In cases where a Student commences at or leaves the School part-way through the year, Fees will be pro-rated in accordance with clauses 7-8.

## **7. Fees**

7.1 Subject to minimum notice requirements for withdrawing a Student in accordance with clause 9, Fees will be pro-rated to the nearest school week, including any partial school weeks of attendance as full school weeks.

7.2 For example, in a school year with 40 school weeks, if a Student commences on Thursday of the 12<sup>th</sup> week, the amount of Fees owing will be pro-rated to 29 school weeks. In this example the amount payable would be 72.5% of the full year tuition fee (because  $29 \div 40 = 0.725$ ).

## **8. Levies**

8.1 Fees for certain programs may be listed in an invoice for Fees as "levies", to cover costs for additional items the Student may require during the school year or extra curricular activities such as excursions. The full amount of levies is payable for all Students. In exceptional circumstances where a Student will not or did not participate in the activity and the School has not already incurred a cost a full or partial credit may be provided.

8.2 We may require You to pay Fees for some large activities (e.g. interstate trips) prior to that activity taking place.

## **9. Notice of withdrawal**

9.1 Subject to clause 2.5 and termination under clause 14.2, written notice of at least **ten school weeks** is required prior to withdrawal of a Student from the School. Where notice is not provided, full tuition Fees may need to be paid to the School for the number of school weeks where notice was not provided. This includes withdrawal prior to the start of the school year.

For example, if a Student is withdrawn at the start of the school year, a total of 10 weeks of Fees may need to be paid.

9.2 The notice period in clause 9.1 may be reduced or waived in special circumstances. The School office needs to be contacted in the first instance if You would like to discuss this possibility. However, the final decision regarding the reduction or waiving of this fee will be at the Principal's discretion.

## **10. Special payment arrangements**

10.1 If You are experiencing financial hardship or are having difficulty paying on time, the School office can be contacted to discuss Your circumstances. Variations in payment arrangements can be approved where required, and in exceptional circumstances limited fee remissions can be provided.

10.2 You may be required to provide evidence of need to enter into a special payment arrangement or receive a fee remission.

## **11. Failure to pay**

11.1 Where payment is not made to the School on time, debt recovery action may be commenced against any one or all of the parent(s)/guardian(s) who signed the Enrolment Form.

11.2 If You fail to make payment of any Fees owing to Us within thirty days of the due date for payment, We will be entitled (without prejudice to any other right or remedy We may have) to do one or more of the following:

- a. suspend the Student's enrolment at Our sole discretion until payment is made;
- b. terminate the Student's enrolment in accordance with clause 14 (Termination);
- c. charge interest on overdue amounts at the Supreme Court of Tasmania then prescribed rate for post-judgement interest per annum from the due date to the date payment is received in full;
- d. use Our own internal collection procedures to collect overdue Fees or Optional Charges; and/or
- e. appoint a Collection Agency and/or solicitor to collect overdue Fees and Optional Charges.

11.3 The School or the Archdiocese of Hobart may charge You for, and You indemnify the School and the Archdiocese from, all reasonable costs and expenses (including without limitation all legal and/or collection costs and expenses on an indemnity basis) incurred by the School or the Archdiocese resulting from the default (failure to pay) or in taking action to enforce compliance with these Terms of Enrolment.

## **12. INDEMNITIES**

12.1 You indemnify the School operated by the Archdiocese of Hobart, its agents, employees or contractors against any damages, costs, losses, liabilities, expenses and claims arising during or after the Student's enrolment suffered by the School or in any claim against the School caused by You or the Student, except to the extent caused or contributed to by the School, its agents, employees or contractors.

12.2 Nothing in the Enrolment Form is to be read as excluding, restricting or modifying any guarantees, warranties, representations or conditions implied or imposed by any which by law cannot be excluded, restricted or modified.

## **13. SUSPENSION AND EXPULSION**

13.1 We may at Our discretion suspend or expel the Student where the Student does not comply with the obligations in the Enrolment Form, behaves in a way that affects the safety or wellbeing of other Students, or behaves in a way contrary with School Policies as advised to You and the Student by the School from time to time.

## **14. TERMINATION**

### **14.1 Termination by the School**

- a. The School may at its discretion, terminate the Student's enrolment by giving You written notice if:
  - i. You do not comply with an obligation set out in the Enrolment Form, including in relation to

- payment of fees in accordance with clause 11.2.b; or
- ii. You or the Student do not comply with Policies on Our website.

- b. Termination of the Student's enrolment is deemed if the Student is expelled in accordance with clause 13.

#### **14.2 Termination by You**

- a. You may terminate the Student's enrolment for any reason by providing notice of withdrawal in accordance with Clause 9. If you terminate the Student's enrolment in accordance with clause 9 You must pay all Fees due and payable in accordance with clause 9.

#### **15. NOTICES**

- 15.1 A notice may be handed to You or Us personally or sent by email, facsimile or prepaid mail to the last known address of the addressee. Notices may also be given by delivery to the Student or by notice in the School newsletter. Notices sent by pre-paid post are deemed to be received on the second Business Day after posting if sent by express post; or if by regular post, the greatest number of Business Days which Australia Post's website estimates is applicable to mail sent on the day it is posted and between those locations. Notices sent by facsimile or email are deemed received on confirmation of successful transmission. Notice to one parent/guardian is deemed to be notice to all parents/guardians.

### **PERSONAL INFORMATION COLLECTION NOTICE**

1. 'Personal information' is defined in the *Privacy Act 1988* (Cth) as information or an opinion, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information. Personal information may include sensitive information about an individual. The Archdiocese of Hobart both independently and through its schools, the CECT and TCEO collect personal information, including sensitive information about Students and parents or guardians before, during and after the course of a Student's enrolment at the School. This may be in writing or in the course of conversations.
2. For the purpose of this personal information collection notice, if not explicitly stated, the term 'School' also includes the TCEO and the CECT. Personal information is managed in accordance with CECT's privacy policy, copies of which are available on request or from our website at the following link: <http://catholic.tas.edu.au/key-documents/policies-1/cect-privacy-policy>. The policy includes information on how to access and correct Yours or the Student's personal information, as well as information on how to complain about potential breaches of Yours or the Student's privacy.
3. The primary purpose of collecting personal information is to enable the Archdiocese of Hobart to provide schooling to Students and to enable them to take part in activities of their school.
4. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
5. Certain laws governing or relating to the operation of schools require that certain information is collected. These include but are not limited to the *Australian Curriculum, Assessment and Reporting Authority Act 2008* (Cth), the *Australian Education Act 2013* (Cth), the *Office of Tasmanian Assessment, Standards and Certification Act 2003* (Tas) and the *Public Health Act 1997* (Tas); and child protection laws.
6. Health information about Students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The School may ask You to provide medical reports and health information about the Student from time to time.
7. If the School does not obtain the information requested the School may not be able to enrol or continue the enrolment of the Student.



8. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments (such as the Department of Education and Training), government agencies (such as the Australian Curriculum, Assessment and Reporting Authority (**ACARA**), statutory bodies (such as the Teachers Registration Board of Tasmania), medical practitioners, and people providing services to the School (such as auditors, lawyers, insurers, accountants, debt collectors, specialist visiting teachers, sports and other coaches, volunteers and counsellors).
9. When a Student moves between schools both operated by the Archdiocese of Hobart, the schools may exchange any and all personal information about the Student. When a Student moves from a school operated by the Archdiocese (**original school**) to a school not operated by the Archdiocese of Hobart (**new school**), the original school may provide personal information about the Student to the new school with the consent of the parent(s)/guardian(s) (or the Student).
10. Certain personal information relating to Students and parents/guardians may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing some school information relating to the circumstances of parents and Students on the MySchool website.
11. Personal information collected from Students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, Student's activities and similar news is published in School newsletters, magazines and on our website.
12. Personal information collected from one parent/guardian may be disclosed to others responsible for payment of Fees, including information about payments made or overdue.
13. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated overseas, outside Australia. However, the information will remain in the effective control of the Archdiocese of Hobart and its schools, who will take reasonable steps to ensure the overseas hosts comply with the Australian Privacy Principles.
14. If You provide the School with the personal information of others, such as doctors or emergency contacts, the School encourages You to inform them that You are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose such information to third parties.
15. Medicare card numbers are collected for the purpose of providing those details to doctors and health professionals in circumstances where parents are not contactable (to expedite emergency treatment and to cover any bulk billing costs associated with the treatment).
16. Information about whether or not you have a healthcare card may be collected for eligibility for concessions.
17. The School from time to time engages in fundraising activities. Information received from You may be used to make an appeal to You. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. The School will not disclose Your personal information to third parties for their own marketing purposes without Your consent.
18. The School may, with Your consent, include Your contact details in a class list and school directory given to other parents and guardians.
19. Personal information about the Student may be used by the Archdiocese of Hobart for religious purposes, including inviting the Student to participate in sacraments or Church activities.
20. Photographs of Student activities such as sporting events, school camps and school excursions may be taken for and published in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the Students' parents or guardians if we wish to include photographs or other identifying material in promotional material for the School or otherwise make it available to the public such as on the Internet.

21. Parents and guardians may seek access to personal information collected about them and the Student by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include (but are not necessarily limited to) where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to a Student, or where Students have provided information to the School in confidence.
22. Parents or guardians will be given written reasons if personal information held is not released upon request.
23. If parents or guardians request access to personal information, the School will be entitled to charge reasonable fees for access to that information, to cover time spent by staff and photocopying costs.
24. Parents, guardians or Students have a right to request an amendment to personal information if they believe it is incorrect, misleading or out of date.

#### **Credit Information**

25. The School is a credit provider to the extent payment for Fees, including expenses, levies and charges, are deferred for at least seven days.
26. In the event of a default, the School may seek credit information from and disclose credit information to credit reporting bodies in accordance with the CECT Credit Information Privacy Policy, available in electronic form from [www.catholic.tas.edu.au](http://www.catholic.tas.edu.au) and in hard copy from the TCEO or School.

### **CONSENT TO PUBLICATION OF PERSONAL INFORMATION**

The Student may appear in school photographs, photographs where the Student is in the background of the image or wide shots where it is not practicable to identify every Student before taking the photograph (e.g. at sports carnivals), whether or not You give consent here. Similarly, the Student's personal information may appear on their school identification card. The School will never identify a Student by name in photographs published online without express consent. If a parent/guardian has declined to give permission for a Student to be named or identified in photographs or videos, the Student will not be identified in a photo or video.

The school cannot control the actions of Students, parents or others in relation to the publication of photographs. However, it is contrary to the School's ethos for photographs or film taken of Students participating in school activities to be publicly displayed (including social media) without prior permission of that Student's parents or guardians or in the event a Student is 15 and over, permission from that Student. Guidelines regarding the publication of photographs can be found on the TCEO website.

Licensed under NEALS: Please note that if You provide permission in relation to any of the options below it is possible that the photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for schools (**NEALS**), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes only. This licence only applies to educational material that is publicly available. Further information regarding what material is available for use can be found on the TCEO website.

Please indicate whether or not You consent to the publication of certain personal information about the Student (including their photographs or samples of their work) in the following circumstances. These will only apply if the Student's enrolment is accepted.

1. Publication of the Student's name and samples of the Student's work, with their consent, as part of any printed school publication, such as the newsletter or yearbook and including online publication (including social media).

YES, You consent to this

NO, You do not consent to this

2. Photography, filming and interviewing the Student and providing their name, school and age for publication by newspapers, radio and television in stories about education and school activities.

YES, You consent to this

NO, You do not consent to this

3. Publication of images of the Student or samples of their work in printed or online materials (including social media) or advertising (including newspaper advertising and television commercials) produced by the School, the TCEO or the Archdiocese of Hobart. The School will never identify a student by name in images published online without express consent.

YES, You consent to this

NO, You do not consent to this

## SIGNATURE

**Please note:** Acceptance of this application for enrolment is subject to the approval of the School. Acceptance to this School does provide a pathway to Tasmanian Catholic schooling but does not constitute acceptance into a specific Catholic school of choice (primary or secondary).

The School may accept an offer by sending a Letter of Acceptance to You or otherwise notifying You of the acceptance of the Student.

**If You do not understand any section of this Enrolment Form please contact the School You are considering enrolling in for further information or seek Your own legal advice.**

This Enrolment Form is a **binding contract** between each person named below, jointly and severally, and the School. If the School accepts the enrolment You will be required to comply with all the Terms of Enrolment contained in this Enrolment Form. Please ensure You have read it carefully.

1. You agree to support CECT, system and School Policies in relation to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the School.
2. You have included copies of the following documents for the Student being enrolled with this application for enrolment:  
(please tick appropriate boxes)

Birth Certificate \*

Sacramental Certificates to date

Passport, visa, citizenship documentation (if applicable) \*

Most recent previous school reports and external test results (including NAPLAN if applicable)

Current court orders (sealed copies if applicable)

Relevant medical and/or special needs information (if applicable)

Immunisation Certificate or Statutory Declaration

Reports of assessments the Student has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)

Medical Action Plans (Asthma/Anaphylaxis) (if applicable)

Medicare Number

**\* PLEASE NOTE: ORIGINALS WILL NEED TO BE PRODUCED DURING THE ENROLMENT PROCESS**

3. If this enrolment application is successful You agree to honour the financial commitments required by the School in accordance with the Schedule of Fees and Charges and the Terms of Enrolment.

4. You understand that if this application is successful the information that You have provided must be kept up to date throughout the period of enrolment and You agree to notify the School of any change in the information requested by this Enrolment Form, e.g. change of address or new court orders.
5. The school is conducted in accordance with the teachings, doctrines, beliefs, tenets and principles of the Catholic Church. You and the Student acknowledge and accept that the School has an obligation to teach the doctrines, beliefs, tenets and principles of the Catholic Church and will continue to support that obligation while the Student remains enrolled in Tasmanian Catholic schooling.
6. You give permission for the Student to attend minor excursions in accordance with School policy without my further consent. You understand that this consent can be withdrawn at any time by notifying the School in writing and that additional consent will be required for major excursions.

YES, You give permission       NO, You do not give permission

7. In the event of an incident, emergency, accident, injury or serious illness, if You cannot be contacted or it is reasonable to do so without contacting You in advance, You give permission for the Principal (or their representative) to seek medical attention for the Student as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. You accept that You will be liable for all associated costs.
8. You have read all the information in the Terms of Enrolment and understand the CECT system and School policies that we will need to abide by should this enrolment application be successful. You understand that this is an ongoing commitment and non- support of these policies may be cause for discontinuation of enrolment. You have read the Personal Information Collection Notice about the collection and management of the personal information contained in this Enrolment Form. You understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance of enrolment may be withdrawn.

Signature: \_\_\_\_\_  
*Parent 1 / guardian*

Signature: \_\_\_\_\_  
*Parent 2 / guardian*

\_\_\_\_\_  
*Print full name*

\_\_\_\_\_  
*Print full name*

Date: \_\_\_\_\_

Date: \_\_\_\_\_