APPLICATION FOR ENROLMENT

Student’s Full Name ____________________________

MISSION STATEMENT

Providing quality Christian education.

GLASSHOUSE CHRISTIAN COLLEGE is a ministry of Glasshouse Country Baptist Church.

COLLEGE ADDRESS: 58 Roberts Road Beerwah Q 4519
PHONE: (+61 7) 5439 0033  FAX: (+61 7) 5439 0044
EMAIL: registrar@glasshouse.qld.edu.au
WEB: www.glasshouse.qld.edu.au

OFFICE USE ONLY

DATE RECEIVED: ___________________ YEAR OF ENTRY: _______________ STUDENT ID: ___________________
☐ HAD A CAMPUS TOUR  ☐ EMAIL LISTING FOR ENEWS  ☐ EXISTING FAMILY - SPORTS HOUSE: ___________________________
The primary purpose of collecting and recording the information in this application is to enable the College to provide Christian education for the student. Such collection will be relevant throughout the whole period the student is enrolled at the College. Processes are in place to ensure the protection and confidentiality of the information provided. It is College policy to maintain complete student files indefinitely. Parents are required to keep the College informed of any information relevant to the student’s education and well-being.

Information will be shared with relevant others only for educational or health and safety purposes or by request of law. An email regarding updating Family Profile information for Parent/Guardians of Students is sent to families annually.

For more information or to view a copy of the College Privacy Policy please go to the College Website.

Full and frank disclosure is required or initial and on-going enrolment may be invalid.
APPLICATION FOR ENROLMENT – PART A

STUDENT INFORMATION

Legal Student Surname: ___________________________  Legal Christian Name/s: ___________________________

Preferred Name: ___________________________________________  Gender: Male ☐  Female ☐

Date of Birth: ___________________________  Country of Birth: ___________________________  Nationality: ___________________________

Please attach a copy of student’s birth certificate

Desired Year Level Entry: ______________  Entry Year: 20__________  Entry Term: ___________________________

Is the student an Australian Citizen and/or Permanent Resident of Australia? ☐ Yes  ☐ No*  
*If NO, please supply a copy of student’s current passport and visa

Date of Citizenship (if applicable): ___________________________  Visa No. (if applicable): ___________________________

Temporary Resident of Australia? ☐ Yes  ☐ No  
Visa Type: ___________________________  Visa No: ___________________________

Overseas Student (studying on student visa)? ☐ Yes  ☐ No

Is this student of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes.  ☐ No  ☐ Yes, Aboriginal  ☐ Yes, Torres Strait Islander

Is English the first language spoken at home? ☐ Yes  ☐ No*  
*Other: ___________________________

Does/Has your child received support for (ESL) English as a second language? ☐ Yes  ☐ No

Current School: ___________________________________________  Current Year Level: ______________

Name of Kindy: __________________________________________________________

Reason for transfer (if applicable): __________________________________________________

If the student is in Year 10, 11 or 12 and is transferring from a QLD school, please provide their LUI (Learning Unique Identifier) Number: ___________________________

STUDENT’S EDUCATION DETAILS - If insufficient space, please attach separate list

Name of School/s previously attended: Grade/s  Years of Attendance

________________________________________  ____________________  ____________________

________________________________________  ____________________  ____________________

STUDENT’S SCHOOL REPORTS AND 3, 5, 7 & 9 NAPLAN TEST RESULTS - please attach

Copies of the last two years school reports are required for consideration of this application if applying for entry within the next two years, where applicable. Also attach copies of any recent test results (including NAPLAN Years 3, 5, 7, 9) and/or diagnostic testing which will help Glasshouse Christian College assist/extend your child.

OTHER CHILDREN IN THE FAMILY – complete a separate application for each student

<table>
<thead>
<tr>
<th>Siblings Name</th>
<th>Date of Birth</th>
<th>Desired Year Level at GCC</th>
<th>Desired Year of entry at GCC</th>
<th>Name of current school</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

NB: Full and honest disclosure is required to ensure this enrolment proceeds. It is the applicant’s responsibility to update information when changes occur.
**FAMILY INFORMATION**

All written correspondence and reports will be directed to Parent/Legal Guardian 1. Fee statements will be forwarded to all contract signatories. (This information is collected in order to be passed on to the Government in statistical reports)

**College Communication:** Please note College communication is often electronic (newsletters, event flyers, excursion notices, mobile text alerts) – an email address must be provided.

<table>
<thead>
<tr>
<th>PARENT/LEGAL GUARDIAN 1</th>
<th>PARENT/LEGAL GUARDIAN 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Surname</td>
<td>Surname</td>
</tr>
<tr>
<td>Given Names (in full)</td>
<td>Given Names (in full)</td>
</tr>
<tr>
<td>Relationship to Student</td>
<td>Relationship to Student</td>
</tr>
<tr>
<td>Past Student</td>
<td>Past Student</td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>Postal Address</td>
<td>Postal Address</td>
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<td></td>
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<tr>
<td>Post Code</td>
<td>Post Code</td>
</tr>
<tr>
<td>Residential Address</td>
<td>Residential Address</td>
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<td></td>
<td></td>
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<tr>
<td>Post Code</td>
<td>Post Code</td>
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<tr>
<td>Phone (home) silent</td>
<td>Phone (home) silent</td>
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<td>☐</td>
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<tr>
<td>Mobile</td>
<td>Mobile</td>
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<tr>
<td>Mobile (work)</td>
<td>Mobile (work)</td>
</tr>
<tr>
<td>Preferred Email</td>
<td>Preferred Email</td>
</tr>
</tbody>
</table>

**FAMILY INFORMATION REQUIRED**

**FOR PARENT/LEGAL GUARDIAN 1**

<table>
<thead>
<tr>
<th>Country of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Language</td>
</tr>
<tr>
<td>Highest year of schooling</td>
</tr>
<tr>
<td>Highest Qualification</td>
</tr>
<tr>
<td>Occupation</td>
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</tbody>
</table>

**FOR PARENT/LEGAL GUARDIAN 2**

<table>
<thead>
<tr>
<th>Country of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Language</td>
</tr>
<tr>
<td>Highest year of schooling</td>
</tr>
<tr>
<td>Highest Qualification</td>
</tr>
<tr>
<td>Occupation</td>
</tr>
</tbody>
</table>
ADDITIONAL FAMILY INFORMATION

Please only complete this section where applicable. **Attach copies of Family Court Orders/Parent Agreements or Protection Orders pertaining to the student.** For the student’s safety, it is essential that the parent/caregiver advises the College, in writing, immediately if there are changes to these circumstances.

This information is important to help avoid confusion – please tick **ALL** appropriate boxes:

- [ ] Student living with both mother and father
- [ ] Parents married
- [ ] Parents separated
- [ ] Parents divorced
- [ ] Father deceased
- [ ] Mother deceased
- [ ] Student living with Legal Guardians
- [ ] Student not living with father
- [ ] Student not living with mother
- [ ] Shared parental responsibility
- [ ] Sole parental responsibility

**Who should the College communicate with regarding day to day matters?**

- [ ] Mother
- [ ] Father
- [ ] Legal Guardian/Caregiver

**Who will be the recipients of school reports?**

*In the event of court orders, please check who is required to receive school correspondence and reports.*

- [ ] Mother
- [ ] Father
- [ ] Both Parents
- [ ] Legal Guardian/Caregiver (attach official documentation)

**Are there any Family Court Orders or Protection Orders relating to the student?**

- [ ] Yes*
- [ ] No

*If YES, please attach copies:  

- [ ] Yes
- [ ] No

**Details of Shared Parental Responsibility** *(if these details differ from Parent/Legal Guardian details on page 2)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Names</th>
<th>Surname</th>
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**Preferred Email**

DOB

<table>
<thead>
<tr>
<th>Residential Address</th>
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<table>
<thead>
<tr>
<th>Postal Address</th>
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<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
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<table>
<thead>
<tr>
<th>Occupation</th>
<th>Employer</th>
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</tbody>
</table>

**CHURCH DETAILS**

**Is the family associated with a Christian church?**

- [ ] No
- [ ] Yes, if ‘yes’ please provide details:

**PARENT/LEGAL GUARDIAN 1**

<table>
<thead>
<tr>
<th>Church</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Pastor/Minister</th>
<th>Phone</th>
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<tbody>
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</table>

**PARENT/LEGAL GUARDIAN 2**

<table>
<thead>
<tr>
<th>Church</th>
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</table>

<table>
<thead>
<tr>
<th>Pastor/Minister</th>
<th>Phone</th>
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</table>
STUDENT PERSONAL DEVELOPMENT

The following details assist the College to plan for the educational needs of your child. Please complete ALL sections honestly, openly and accurately. What are your child’s particular:

Hobbies / Interests?

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

Abilities / Strengths?

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

List any concerns you have about your child:

At school:

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

At home:

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

Other:

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________

Behaviour/Attitude:

Has your child ever been  □  suspended?  □  expelled?  or  □  neither

Please give details:

_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________
Has your child been assessed by any of the following Specialist Services?

<table>
<thead>
<tr>
<th>Specialist Services</th>
<th>Yes / No</th>
<th>Name of Specialist</th>
<th>Date of first visit</th>
<th>Is your child attending now</th>
<th>Copy of report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. State / Child Guidance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Speech Pathologist</td>
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<tr>
<td>3. Occupational Therapist</td>
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<tr>
<td>4. Physiotherapist</td>
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<tr>
<td>5. Psychiatrist</td>
<td></td>
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<tr>
<td>6. Specialist Clinic (Hospital/Private)</td>
<td></td>
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<tr>
<td>7. Audiologist</td>
<td></td>
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<tr>
<td>8. Educational Psychologist</td>
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<tr>
<td>9. Paediatrician</td>
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<tr>
<td>10. Other (e.g. Optometrist)</td>
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</tr>
</tbody>
</table>

Please attach copies of reports from any specialists and documentation related to support processes to this form.

MEDICAL HISTORY

(please circle appropriate response)

<table>
<thead>
<tr>
<th>Premature Birth</th>
<th>Yes / No</th>
<th>Head Injury (e.g. knocked unconscious)</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision Concerns</td>
<td>Yes / No</td>
<td>Convulsions</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Hearing Concerns</td>
<td>Yes / No</td>
<td>Allergies</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

If you have answered YES to any of the above, please supply detailed information below and attach copies of reports from any specialists to the back of this form:

Please note: the application process cannot proceed until all reports are provided.

Does your child suffer from? (please circle)

MEDICATION DETAILS

<table>
<thead>
<tr>
<th>Asthma</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood disorder</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Epilepsy</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Heart problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Migraine</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Phobias</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Respiratory problems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Travel sickness</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Blood pressure</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Allergies</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Reaction to drugs</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Does your child suffer from a serious medical condition that we need to be aware of?  □ Yes  □ No

If YES, please indicate the severity of the condition (medical certificates or reports which clarify the condition MUST be attached).

__________________________________________________________________________________________________________________________________________________

Is the student fully aware of their condition?  □ Yes  □ No

Do they regularly carry medication to counter the effects of this condition?  □ Yes  □ No

Give a complete description of the steps that should be taken in the event of the student suffering the effects of this condition:

__________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________

Will you be requesting that the College assist with medication/allergy management?  □ Yes  □ No

If YES, the request must be in writing with all details and information as required as the College reserves the right to decline responsibility. Please provide a Medical Action Plan from a medical practitioner.

NB: The College will not administer any natural remedies.

__________________________________________________________________________________________________________________________________________________

MEDICAL PRACTITIONER DETAILS

Name of family doctor: ____________________________ Phone number: ____________________________

PERMISSION TO ADMINISTER PANADOL/PARACETAMOL:  □ Yes  □ No

Medicare Number: ____________________________ Position: _______ Expiry Date: _______

Please add any other medical information which may be helpful.

__________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________

The College reserves the right to request medical testing if seen as necessary.
NON-PARENT EMERGENCY CONTACT

This person MUST be available for contact in an emergency should the Mother/Legal Guardian or Father/Legal Guardian listed on Page 4 be unavailable. Parents are always the first point of contact.

Surname
First Name

Phone (home) Phone (mobile)

Relationship to Student

LEARNING HISTORY

Has your child ever been diagnosed/verified as having any of the following?

<table>
<thead>
<tr>
<th>Disability / Impairment</th>
<th>Date of Diagnosis</th>
<th>Paediatrician or other Specialist report/letter attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism Spectrum Disorder (including Aspergers)</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Hearing Impairment</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Intellectual Impairment</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Developmental Delay</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Physical Impairment</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Social/Emotional Impairment</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Speech/Language Impairment</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Vision Impairment</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Learning Difficulty/Disability</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Dyslexia</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Behaviours that interfere with learning (e.g. ADD, ADHD, OCD)</td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td>Yes/ No</td>
<td></td>
</tr>
</tbody>
</table>

Educational Adjustment Program (EAP)/Ascertainment

Has your child ever received an Educational Adjustment Program/Ascertainment Level? □ Yes* □ No
*If YES, is this current? □ Yes* □ No
*If YES, state category and level below.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. HI, VI etc</td>
<td>1, 2, 3, 4, 5</td>
</tr>
</tbody>
</table>

Appraisement – Learning Difficulties or Learning Disabilities

Has your child received a formal Learning Support Assessment in the past? □ Yes* □ No
*If YES, is this assessment current? □ Yes □ No
Has your child ever repeated a year level? □ Yes □ No

NB: Full and honest disclosure is required to ensure this enrolment proceeds. It is the applicant’s responsibility to update information when changes occur.
If you answered YES to any of the previous questions, please supply detailed information below:

Other information that the College should be aware of in order to meet your child’s educational needs are included below, please complete the following table:

<table>
<thead>
<tr>
<th>FACTORS INFLUENCING LEARNING</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Attendance</strong>&lt;br&gt;Has your child had:&lt;br&gt;• Prolonged absences from school?&lt;br&gt;• Frequent short absences from school?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Changes to the learning environment</strong>&lt;br&gt;Has your child had:&lt;br&gt;• numerous changes of school?&lt;br&gt;• schooling in another state/country?&lt;br&gt;• several changes of teachers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Cultural / Linguistic background</strong>&lt;br&gt;• Is your child from a non-English speaking background?&lt;br&gt;• Could your child’s non-English speaking background be mistaken for a learning difficulty?&lt;br&gt;• Does your child have difficulty learning in their first language?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Other</strong>&lt;br&gt; • Remote location etc.&lt;br&gt; • Overseas / home schooling&lt;br&gt; • Long term illness or hospital stay&lt;br&gt; • Please Specify:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please attach copies of reports from any specialists and documentation related to support processes.

**ADDITIONAL MARKETING INFORMATION**

How did you **originally** hear about our College?______________________________________________________________

__________________________________________________________________________________________________________

Please rank in order of priority the following factors that influenced your choice. E.g. 1 being first priority

<table>
<thead>
<tr>
<th>Academic Standards</th>
<th>Private School</th>
<th>Firm discipline</th>
<th>Proximity to home</th>
<th>Christian School</th>
<th>Extension of family faith</th>
<th>Reputation</th>
<th>Affordability</th>
<th>Facilities</th>
<th>Vocational program</th>
</tr>
</thead>
</table>
MAJOR POLICY SUMMARIES

All policies reflect and are written within the context of the Glasshouse Christian College (‘the College’) Mission Statement and Educational Philosophy & Aims. The College believes it is important to provide a secure environment for students enrolled in the College. The College has developed several policies and procedures to support a safe and secure environment for students, staff and the community. Policy and procedure documents are contained on the College website: www.glasshouse.qld.edu.au.

The College as a school approved under the Education (Accreditation of non-State Schools) Act 2001, provides regular instruction in Prep, Primary and Secondary school learning with teaching programmes devised by the College to lead to the award of recognised certificates.

The College believes the following policy summaries are those which the College regards as being of high importance for all students and families in the College. The detailed versions of these policies are available on the College Intranet or by contacting the Compliance Officer. Only the detailed version can be relied upon for accuracy and full interpretation. The summaries are intended to give guides to the general intent and content of those policies which are subject to review and change from time to time.

Parents/Caregivers are required to signify in writing at the appropriate place in this enrolment package that they have read and understood these policy summaries, and that they will support the College in its adherence to them. Students from Year 7 to Year 12 are regarded as being knowledgeable bound by the policies, on the assumption that parents will have discussed the policies with the student/s. Students in Years Prep to Year 6 are also bound by the policies, but allowances may be made in regard to age and maturity in understanding.

STUDENT BEHAVIOUR POLICY

The College insists on very high standards of class effort and student behaviour in all years taking account of children’s developing maturity. However, by Year 10 to Year 12, we require that all students meet these high standards consistently and independently. Parents of students whose general behaviour of class effort falls below our standards will be notified and if there is no improvement, enrolment may be terminated.

Our summative Behaviour Policy is that every student in Year 10 to Year 12 will:

- conduct themselves in such a way that no other student is prevented or discouraged from trying their hardest;
- arrive punctually, meeting all dress and personal presentation requirements;
- complete all course requirements on time and to a satisfactory standard; and
- conduct themselves in the classroom, in the grounds, on school activities and out of school in a mature and responsible fashion, observing all school rules, and
- refrain from any after-hours conduct that may bring the College into disrepute.

Whilst teaching staff expect to correct students occasionally in these years, we do not expect staff to have to waste teaching or supervisory time in corrective behaviours for our post-compulsory age students.

CHILD PROTECTION POLICY

The College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within the College will always be a primary consideration.

High expectations are placed upon staff to role model proper behavior to students and to refrain from any behaviours toward students that may be seen as inappropriate.

We expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful. The College will respond diligently to suspected or actual harm, or risk of harm or known or likely sexual abuse.

We expect our students to show respect to our staff and volunteers and to comply with safe practices.

The College will seek to maintain strict confidentiality in such matters to protect the reputation of all concerned until the matter is fully assessed one way or another.

Any neglect that occurs beyond the College will also be reported to State Authorities.

With regards to our duty of care in respect of medical conditions, appropriate staff will obtain any medical or associated assistance which they deem reasonable should any medical condition or accident occur. Staff will
endeavour to contact parents/caregivers in the first instance. The school does not accept any financial responsibility associated with any reasonable medical intervention sought on behalf of a student. Further information for parents/caregivers is available in the Parent Handbook.

**ADMISSIONS POLICY**

The College looks at many different factors when choosing to admit a student into the College. The College aims to assess what the College can offer each student as well as what each student can contribute to the College. The Admissions Policy is applied with reference to existing obligations under current relevant legislation.

Without in any way limiting relevant criteria (but subject to obligations at law) the College may look for attributes such as:

- the support of the College’s goals and mission by the parents and students, in particular the commitment to active Christian faith and attendance of a Christian church;
- the current enrolment of siblings in the College;
- the previous enrolment of siblings or parents in the College;
- the personality and attitude of the student; and
- the interest of the student.

All these factors and many more are weighed up when considering an admission. The College is confident of its values, the culture and character that it brings to education.

All documentation must be complete and in the hands of the College Registrar before an application for enrolment will be processed.

For an offer of enrolment to be valid, all of the following must take place:

- the Application for Enrolment contract must be signed by all parties;
- an offer must be accepted (or not) in writing by the due date; and
- the enrolment bond (where applicable) must be paid in full.

All enrolments are offered subject to the requirement of full and frank disclosure of all information which may be relevant to the education of the student. Withholding relevant information will entitle the College to cancel the enrolments, even after the student has commenced at the College.

**ATTENDANCE**

Under the Education (General Provisions) Act 1989, a child is required to attend the school at which he/she is enrolled every school day. Parents/Caregivers will notify the College of student non-attendance including reason for absence. Continued non-attendance without reason will be reported to the necessary authorities.

Parents/Caregivers will cause the student to attend and participate in the College’s programmes and any extra curricula activities and ensure that the student participates fully in the life of the College.

The College expects parents/caregivers to support their students’ education by contributing their time, talents and conversation to support and promote the College, including those specific to the Christian lifestyle.

The Student will comply with ALL the College Policies and attend all excursions, camps, sporting events and other curriculum activities conducted by the College.

**ANAPHYLAXIS MANAGEMENT REQUEST POLICY**

This policy relies upon the full partnership between the parents/caregivers and the College in the best interests of the student.

Parents/Caregivers are required to request the assistance of the College with the management of anaphylactic emergencies at the time of enrolment or when the problem becomes known. This request is made within the Medical Action Plan form provided upon request.

This is to be read with other College policies that address the best interests of students, most especially the Child Protection Policy and First Aid Policy.

Parents/Caregivers are required at enrolment and in an ongoing capacity, to keep the College fully informed about allergies.

Parents/Caregivers are required to agree to an anaphylactic management plan and to provide the information and individual supplies (pens, medications) needed to enable the College to act, additional to any that may be kept in stock by the College.
IT ACCEPTABLE USE POLICY

The College reserves the right to recover costs from students or their parents/caregivers in the event of a student’s misuse of College equipment or networks. Parents/Students need to note the following:

- students must never damage or tamper with College computers or other equipment, or alter settings, or in any way attempt to interfere with the facilities or setup of the College equipment;
- students must respect and comply with laws regarding copyright, harassment and other issues;
- students must never use another student’s or teacher’s IT code or login device, with or without that student’s or teacher’s knowledge;
- students must never trespass into another person’s folders, files or emails;
- students must never use email or websites or other electronic means to defame, belittle, or otherwise bully or harass any other student or group or staff member, including but not limited to making or publishing racist or sexist comments. This applies equally to other students in the College and to outside groups;
- students must not post insulting or inappropriate information or personal comments about the College;
- students must not view or produce racist, violent, pornographic or otherwise offensive material;
- students must never attempt to hack into the College or other networks;
- students must never intentionally send spam emails or viruses or other messages intended to slow down or jam the network or disrupt other users;
- students will be given a maximum amount of printing rights, after which further printing will incur an additional fee;
- failure to observe any of the above may lead to serious penalties, including reporting to Police. It may make the student liable to a loss of rights to access the system at all for varying periods time. In some cases, this may necessitate the dropping of particular subjects if that subject relies heavily on network usage; and
- students must not show pictures of students in uniform or pictures of the staff or College on technology at anytime. (This is a breach of the schools’ intellectual property).

Gross violations of any of the above may render the student liable to a range of sanctions including suspension or expulsion and reporting to State Authorities.

CODE OF CONDUCT FOR BUS TRAVEL

Parents/Caregivers, by signing this enrolment application, hereby grant their permission for the Student to travel to and from the venue of any College activity on transport provided by the College.

As all students use the College buses for either transport to and from school, or transport to a venue during school time, this information therefore applies to all students.

The Code of Conduct for School Students Travelling on Buses is a set of behavioural guidelines developed to assist school bus operators manage the issue of student behaviour. It was developed by Queensland Transport in consultation with the Department of Education and the Arts, the Queensland Police Service, bus industry groups, parent groups, principals’ associations, unions and non-state school authorities. Refer to: Code of Conduct for School students Travelling on Buses.

The Code of Conduct:

- is a set of behaviour guidelines for students to follow when travelling on buses;
- forms the basis for the specific rules developed to manage behaviour on College buses;
- applies to ALL students who use buses either to travel to and from school or for other school-related activities, such as sport or excursions; and
- provides a clear process so that any disruption to a student’s journey caused by the actions of another passenger will be dealt with fairly and quickly.

Parents/Caregivers:

- are responsible for the behaviour of their children;
- should discuss the Code with their children so they fully understand what they should and should not do; and
- who have an issue to raise about behaviour must contact the Main Administration. It is not appropriate for parents/caregivers to approach a driver about an issue whilst the bus service is in operation.

NB: Full and honest disclosure is required to ensure this enrolment proceeds. It is the applicant’s responsibility to update information when changes occur.
TERMS AND CONDITIONS FOR TRADE (for those responsible for fees)

Acceptance of an offer of enrolment at the school includes acknowledgement and acceptance of these Terms and Conditions of Trade.

School Fees and Charges
A non-refundable application for enrolment fee is applicable per student. It must accompany the Application for Enrolment form in the case of each child applying for entry. The fee covers processing costs and is non-refundable, even if the applicant is subsequently unsuccessful or withdraws.

An Enrolment Bond must be paid to confirm acceptance of an offer of enrolment for the first child in a family. The bond is non-refundable should a family withdraw their acceptance of a place with the College, however it is refundable when the last child in the family leaves the College, provided all outstanding liabilities have been met.

Payment
All payments to the College for school fees must be made by the client subscribing to the College’s PayWay system or such other method as nominated by the College. Weekly, fortnightly, monthly, quarterly (term fees in advance) and annual (year’s fees in advance) payments are all acceptable provided payments are regular, the payment arrangement has commenced by the end of second week of February and the parent account is cleared by the end of November each year, unless other arrangements are made in writing with the Business Manager.

School fees shall be billed annually in advance and fee statements mailed to all contract signatories in early January.

Other charges and purchases are strictly payable at or before the time a good or service is provided. This includes bus charges, uniform or book purchases and some extra-curricular activities.

Overdue Payment
A late payment fee may be charged to cover administration costs associated with any late payment unless prior arrangements have been agreed to by the College in writing.

If any amount remains overdue for a period of 90 days and/or the fee payer does or commits an act of bankruptcy:

- The College may suspend or cease provision of educational services to the student for whom the fees were payable;
- The College will not be liable to any loss suffered by the student or fee payer by reason of or in consequence of any suspension or cessation of provision of educational services in accordance with this clause;
- The College may refer the fee payer’s account to a Collection Agency of the College’s choice. When this action is taken, the fee payer will be liable to pay the additional collection costs charged by the Collection Agency, including legal costs.

Privacy
The College’s Privacy Policy applies to the fee payer’s personal information. The fee payer acknowledges that the College or its appointed agent may undertake a credit check on a fee payer and have them listed as defaulters.

Withdrawal or Cancellation of Enrolment
Notification of withdrawal of enrolment from the College must be made to the Principal in writing from both parents/caregivers with at least 90 days' advance notice from the withdrawal date. Full fees must be paid in lieu of notice and no refund of fees paid will be given unless 90 days’ notice is provided. The College may cancel enrolment at any time.

Holding Fee
When a student temporarily withdraws from school, a holding fee is required to be paid to maintain the student’s place in the class. The holding fee is 50% of the Tuition Fee if the absence is for one full school term. If a child is present for a part of a school term then the full terms fees will apply. The fee is not refundable and cannot be credited to future school fees. If the holding fee is not paid, the student’s place in the class will not be guaranteed and a new application for enrolment must be made for future placement of the student in the school. A holding fee can only be applied when there are no waiting lists for that particular year level.

Limitation of Liability
A fee payer may not claim damages beyond the price of goods or fees paid for services supplied.

Waiver
Any failure or delay on the part of the College in insisting upon strict performance by the fee payer of these Terms and Conditions shall not be taken to be a waiver of such provision or of any rights under or in relation thereto and in
particular but without limiting the generality of the foregoing shall not be taken to be a waiver of the same provision on any subsequent occasion.

Notice

Any notice required to be given by the College or its appointed agent to the fee payer pursuant to these Terms and Conditions shall be in writing and shall be given by delivering or posting such notice to the address of the fee payer last known to the school and shall deem to have been properly given. If delivered, on the day of such delivery or, if posted, on the day being two days after the day on which such notice was posted to the address of the fee payer.

Payment of Fees a Condition of participating in Co-curricular Activities

Where there is non-payment of school fees by the due date and no satisfactory arrangement for the payment of said fees has been entered into, the student named in this application may not be permitted to participate in co-curricular activities including expensive, discretionary and non-compulsory events and trips sanctioned by the College. The same applies to our Music Program, regardless of whether the payment arrangements are a private matter between the parents of the student and the co-curricular tutor, or not. This clause is for the protection of the financial interests of its tutors.

It is further understood that the College may disclose to its tutors any information regarding the payment or otherwise of fees that might so impact upon the probability of a tutor receiving lesson fees, such information to be limited to that which is sufficient for the tutor to make a decision as to whether the lessons ought to proceed or not.
ENROLMENT CONTRACT

The parties are:

Parents' Names ___________________________ ___________________________ (please print names in full)

Child's Name ___________________________ ___________________________ and ___________________________

The College: Mike Curtis, Principal

1. I/We understand that my child will be given a Christian education based on Biblical principles, in accordance with the Faith of the College. I/We agree to support the College in this endeavour.

2. We do not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student’s willingness to work for their own education. We will act in the best interests of the student and the student body generally. This may mean we do not always act in accordance with your requests.

3. I/We understand that students are to be provided, by us as caregivers, with the correct uniform approved by the school, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform.

4. I/We understand that parents/guardians are required to provide child/student with all necessary textbooks and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.

5. I/We understand that the College has a high expectation of student behaviour and discipline. I/We will support the College in its pursuit and application of these standards.

6. We will comply with the policies and rules as adopted from time to time and will ensure, as far as practicable, that the student complies with those policies and rules.

7. We understand that the school will discipline the student for failure to comply with directions given by a person in authority or for failure to comply with the school policies and rules. These failures may occur on or off the school campus.

8. The Principal or Principal’s Delegate may suspend or expel the student from the school for serious misconduct or repeated breaches of the College’s discipline policy or the College values and ethos. Serious breaches may warrant summary termination, while repeated breaches will be associated with advice to and/or consultation with parents, but may collectively and ultimately result in termination.

9. Where discipline may involve suspension or expulsion of the student, the Principal or Principal’s Delegate will not expel or suspend the student until the allegations of misconduct have been put to the student and student has been allowed an adequate opportunity to respond (natural justice).

10. The College may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for the College to do so or as part of a general or random search of a place where the school conducts activities.

11. The school may also confiscate forbidden or dangerous property.

12. Where we accept that where the parent or guardians, engage in conduct which the school considers is prejudicial to the interests and/or reputation of the College, this Enrolment Contract may be terminated.

13. I/We understand that a non-refundable application fee of $50 per student must accompany the Application for Enrolment form.

14. I/We undertake to pay the required College fees and levies as published in the annual fee schedule in full as they become due. I/We understand that late payment may attract an additional charge, and that non-payment of monies owing will entitle the College to cancel this enrolment contract and terminate my child’s enrolment and any fees or monies outstanding will remain my liability.

15. I/We understand that any fees and charges associated with any debt collection agency taken against me/us to recover monies owed will also be recovered from me/us.

16. We, the undersigned, agree to be held jointly and severally liable for the payment of College fees, levies and all other charges. We further understand that the College does not split bill.

17. I/We understand that a bond of $400 per family must be paid prior to the student/s starting at the College. This bond is non-refundable should a family withdraw their acceptance of a place with the College. The bond will be refunded after the last child leaves the College, provided all outstanding liabilities have been met.

18. I/We acknowledge that the College is dependent upon the prompt payment of fees and accept that were fees not to be paid the enrolment of the student/s would be at risk of termination.

19. I/We understand that all College communications are electronic (including the College newsletter, event flyers, excursion notices and mobile text alerts) and will be directed to Parent/Guardian1 unless otherwise specified. All of these communications can be also found on the College Website. It is expected that parents/caregivers will provide the College with a working email address. Should a family request paper copies of communications, an annual environmental levy of the amount defined in the Annual Fee Schedule will be charged. Requests for paper copies much be submitted in writing.

20. I/We understand that if I/we voluntarily withdraw my/our child/children from the College I/we must give written notice to the Principal of not less than 90 days’ notice prior to withdrawal. If I/we fail to do so, I/we accept that I/we am/are liable and will pay for one full term’s fees and levies per child in lieu of such notice.

21. I/We acknowledge that if my child is asked to leave the College for disciplinary reasons, the current term’s fees and levies are still payable.
22. If the fees are increased for a year by more than 10% of the fees payable for the proceeding year, we may terminate this enrolment contract by notice in writing to you within fourteen (14) days of the date on which you notify us of the increase.

23. I/We agree to make every effort to attend the following:
   b. Presentation/Awards Night in Term 4 each year.

24. I/We understand that throughout the years that a student is with the College, it may be helpful to give the student/s one or more of a range of diagnostic assessments. These assessments are over and above the usual classroom tests given in the course of normal term’s work and are specifically designed to assist in determining whether the level of work being presented to the student is suitable for his/her individual needs.

25. I/We authorise the medical practitioner identified in Part 1 of this contract to provide to hospital authorities or other qualified medical practitioner(s) additional information concerning any of the medical conditions identified in Part 1 of this contract should such a need arise.

26. The College does not insure student property of any description. All personal property brought to the College (or College activity) is at the sole risk of the Student.

27. Unless there are exceptional circumstances, it is accepted that during the student’s enrolment at the College, the student will live in the care and control of the Parent(s)/Guardian(s). Any change in these arrangements or any change in contact numbers or address must be promptly reported to the College.

28. The College will recognise the legal guardianship obligations of both parents unless notified otherwise in writing (signed by both parents) or as may otherwise be decided by a Court Order.

29. Frequent or unexplained absences of the Student may lead to breach of contract.

30. The student is expected to take part in all College activities; academic enrichment and faith-directed.

31. Students absent without leave being granted may forfeit credit for assignments missed during their absence.

32. Parents/Guardians hereby grant their permission for the Student to travel to and from the venue of any College activity on transport provided by the College.

33. ** Termination ** The College may terminate this contract when:
   - The Student is excluded/expelled,
   - Mutual trust and the condition that both the College and the parents work in partnership and cooperation in the best interests of the College breaks down,
   - There is a breach of contract by the parents (including non-payment of fees and failure of the Applicant(s) to support the faith or ethos of the College),
   - There is a failure of the Student to attend College on a regular basis.

   Parents/Guardians may terminate when:
   - Written notice is provided to the College,
   - They consider the College is not providing the educational experience or opportunities they contracted for,
   - They fail to, or are unwilling to pay fees or to honour payment options entered into.

* It is expected that termination by either party would follow only after numerous communications and efforts to remedy the issues of concern.

34. I/We understand that on occasion’s staff, parents and professional photographers will take photographs at the College and that these images may appear in publications that are circulated inside the College community. I/We understand that these photos may also appear in Direct Marketing publications and/or promotional materials that the College produces (expos, flyers, editorials, newspaper advertising, newsletters).

35. I/We understand that additional information or copies of reports concerning my child may be required in order to assist with the enrolment process at the College. It is on these occasions that the College Registrar and/or Principal may request this information from a previous school or specialist service.

36. ** Indemnity:** We indemnify the school against any loss or damage caused by any failure by us or the student to comply with the rules and policies of the College. We will also indemnify the College against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

37. We, the undersigned, hereby give Glasshouse Christian College permission to contact all of the schools previously attended by my/our child/ren to confirm that we do not owe school fees to any of the schools listed in the enrolment application.

NB: Full and honest disclosure is required to ensure this enrolment proceeds. It is the applicant’s responsibility to update information when changes occur.
38. I/We are aware of my/our continuing obligations to keep the College informed of any changes which may affect our Student’s well-being or progress at the College including any changes to medical conditions and treatments/medications needed.
39. This enrolment contract is governed by the laws of Queensland
40. This contract does not form the whole agreement. The agreement also includes the appended relevant additional documents Part A and Part B

Written consent from both natural parents in support of this application is required.

Mother/Guardian  (Print)  Signature  Date

Date of birth

Father/Guardian  (Print)  Signature  Date

Date of birth

Mr Mike Curtis / Mrs Cheryl Bryers  
Principal / Head of Primary  Signature  Date

PARENT CHECKLIST

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THIS APPLICATION
PLEASE TICK THE ITEMS INCLUDED (Copies ONLY please)

- Copy of Birth Certificate. If student was not born in Australia, proof of residential status will also need to be provided, e.g. passport, citizenship certificate.
- Copies of recent school reports – 2 years where available (not applicable to Prep applicants). Consecutive semester reports x4.
- Copies of NAPLAN Test/s e.g. Year 3, 5, 7, 9 testing.
- Copy of SET PLAN for Year 10, 11 and 12 students only.
- A recent photo of the student – must be a small, passport size digital photo on plain paper.
- Copies of both parents/legal guardians’ drivers licence.
- Copy of reports from Doctors or Specialist (where applicable).
- Copy of vehicle registration form.
- Copies of all other reports as requested or indicated within application.
- An Application for Enrolment Application Fee of $50 per student. THIS IS A NON-REFUNDABLE ADMINISTRATION FEE (see back of application form).

All the above (where applicable) need to be provided to ensure the enrolment process is not delayed.

PLEASE RETURN COMPLETED FORM AND ALL DOCUMENTATION TO:

College Registrar
Glasshouse Christian College
58 Roberts Road
BEERWAH Q 4519

T: (07) 5439 0033
F: (07) 5439 0044
E: registrar@glasshouse.qld.edu.au or admin@glasshouse.qld.edu.au
CONSENT FORM

TO WHOM IT MAY CONCERN

We hereby authorise the Principal at Glasshouse Christian College to obtain from the Principal at

_____________________________________________________________________________________
(Name of Student’s Current School)

Any information or copies of reports concerning my son/daughter __________________________________
that will assist with the enrolment process at Glasshouse Christian College.

__________________________  ________________________  ____________________
Print Name                     Signature                      Date

Please see over page for payment details required for Enrolment Application lodgement
ENROLMENT APPLICATION FEE PAYMENT DETAILS

The Application fee of $50 is payable per student and can be paid by the following methods:

☐ Cash ☐ EFT ☐ Cheque ☐ Credit Card

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CCV ☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ 

Expiry Date ____________________________

Signature ____________________________________________ Date _______________

OFFICE USE ONLY

DATE RECEIVED: ______________________ $50 APPLICATION FEE PAID (per student) RECEIPTED BY: ____________________________

RECORD OF CORRESPONDENCE

____________________________________________________________________________________

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