

ENROLMENT APPLICATION



MISSION STATEMENT
Providing quality Christian education.

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

Student's Full Name _____

OFFICE USE ONLY

DATE RECEIVED: _____

YEAR OF ENTRY: _____

STUDENT ID: _____

CAMPUS TOUR EMAIL LISTING FOR ENEWS EXISTING FAMILY

SPORTS HOUSE: _____

Privacy Policy

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/Caregivers 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. It is the parents/ caregivers responsibility to update the College of all family information including medical conditions. 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.

ENROLMENT APPLICATION – PART A

STUDENT INFORMATION

Legal Student Surname:	Legal Christian Name/s:		
Preferred Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> 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:	Student Mobile:
Is the student an Australian Citizen and/or Permanent Resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No*			
*If NO, please supply a copy of student's current passport and visa			
Date of Citizenship* (if applicable): <small>*Please supply copy of certificate/visa.</small>	Visa No. (if applicable):		
Temporary Resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Type:	Visa No:	
Overseas Student (studying on student visa)? <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
Is English the first language spoken at home? <input type="checkbox"/> Yes <input type="checkbox"/> No* Other:			
Has your child received support for (ESL) English as a second language? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current School:			
Name of Kindy:			
Reason for leaving (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:	Year Level:	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 the most recent two NAPLAN reports (where applicable) and any other diagnostic tests or reports which will help Glasshouse Christian College assist/extend your child.

Other children in the family – complete a separate application for each student

SIBLINGS NAME	DATE OF BIRTH	DESIRED ENTRY YEAR LEVEL AT GCC	DESIRED YEAR OF ENTRY AT GCC	NAME OF CURRENT SCHOOL

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)

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

PARENT/LEGAL GUARDIAN 1		PARENT/LEGAL GUARDIAN 2	
Title	Surname	Title	Surname
Given Names (in full)		Given Names (in full)	
Relationship to Student		Relationship to Student	
Past Student	<input type="checkbox"/> No <input type="checkbox"/> Yes	Past Student	<input type="checkbox"/> No <input type="checkbox"/> Yes
Postal Address		Postal Address	
Post Code		Post Code	
Residential Address		Residential Address	
Post Code		Post Code	
Phone (home) silent	<input type="checkbox"/> Phone (work)	Phone (home) silent	<input type="checkbox"/> Phone (work)
Mobile	Mobile (work)	Mobile	Mobile (work)
Preferred Email:		Preferred Email:	
Country of Birth		Country of Birth	
Nationality		Nationality	
Language		Language	
Highest year of schooling		Highest year of schooling	
Highest Qualification		Highest Qualification	
Occupation		Occupation	

Please note the final six questions are required by the Government.

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:**

- | | | |
|---|---|--|
| <input type="checkbox"/> Student living with both mother and father | <input type="checkbox"/> Father deceased | <input type="checkbox"/> Student living with Legal Guardians |
| <input type="checkbox"/> Parents married | <input type="checkbox"/> Mother deceased | <input type="checkbox"/> Student not living with father |
| <input type="checkbox"/> Parents separated | <input type="checkbox"/> Shared parental responsibility | <input type="checkbox"/> Student not living with mother |
| <input type="checkbox"/> Parents divorced | <input type="checkbox"/> Sole parental responsibility | |
| <input type="checkbox"/> Shared parental responsibility | | |

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

- | | | |
|---------------------------------|---------------------------------|---|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> 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.

- | | | |
|---|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Both Parents |
| <input type="checkbox"/> 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 the most recent copies of orders to this application

Details of Shared Parental Responsibility (if these details differ from Parent/Legal Guardian details on page 4)

Title	Given Names	Surname
Preferred Email	DOB	
Residential Address		
Postal Address		
Home Phone	Mobile Phone	
Occupation	Employer	

Do you have family relations already attending the College? Yes* No *If YES, please give details:

Student Name:	Relationship:
Student Name:	Relationship:
Student Name:	Relationship:

CHURCH DETAILS

Is your family associated with a Christian church? No Yes, if 'yes' please provide details:

PARENT/LEGAL GUARDIAN 1		PARENT/LEGAL GUARDIAN 2	
Church	Denomination	Church	Denomination
Pastor/Minister	Phone	Pastor/Minister	Phone

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? (Please tick where appropriate)

Please give details:

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

MEDICAL AND SPECIALIST INFORMATION

Has your child been assessed by any of the following specialist services?

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

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

MEDICAL HISTORY

(Please circle appropriate response)

Premature Birth	Yes / No	Head Injury (e.g. knocked unconscious)	Yes / No
Vision Concerns	Yes / No	Convulsions	Yes / No
Hearing Concerns	Yes / No	Allergies	Yes / No

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 either yes or no and provide further details)

CONDITION			MEDICATION OR FURTHER DETAILS
Asthma	Yes	No	
Blood disorder	Yes	No	
Diabetes	Yes	No	
Epilepsy	Yes	No	
Heart problems	Yes	No	
Migraine	Yes	No	
Phobias	Yes	No	
Respiratory problems	Yes	No	
Travel sickness	Yes	No	
Blood pressure	Yes	No	
Allergies	Yes	No	
Reaction to drugs	Yes	No	
Other	Yes	No	

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 regular medication/allergy management? Yes No

If **YES**, the request must be in writing with all details and information as required **where appropriate**. 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:

I grant permission for the College to administer panadol/paracetamol according to the manufacturers recommended dosage.

Yes No

Medicare Number:

Position:

Expiry Date:

Please add any other medical information which may be helpful.

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

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?

(Please circle yes or no and provide details where necessary.)

DISABILITY / IMPAIRMENT		DATE OF DIAGNOSIS	PAEDIATRICIAN OR OTHER SPECIALIST REPORT/ LETTER ATTACHED
Autism Spectrum Disorder (including Aspergers)	Yes/ No		
Hearing Impairment	Yes/ No		
Intellectual Impairment	Yes/ No		
Developmental Delay	Yes/ No		
Physical Impairment	Yes/ No		
Social/Emotional Impairment	Yes/ No		
Speech/Language Impairment	Yes/ No		
Vision Impairment	Yes/ No		
Learning Difficulty/Disability	Yes/ No		
Dyslexia	Yes/ No		
Behaviours that interfere with learning (e.g. ADD, ADHD, OCD)	Yes/ No		
Other (Please Specify)	Yes/ No		

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.

CATEGORY e.g. HI, VI etc	LEVEL 1, 2, 3, 4, 5

Appraisalment – 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

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:

FACTORS INFLUENCING LEARNING	YES	NO
1. Attendance Has your child had: <ul style="list-style-type: none"> • Prolonged absences from school? • Frequent short absences from school? • Please specify: 		
2. Changes to the learning environment Has your child had: <ul style="list-style-type: none"> • numerous changes of school? • schooling in another state/country? • several changes of teachers? • Please specify: 		
3. Cultural / Linguistic background <ul style="list-style-type: none"> • Is your child from a non-English speaking background? • Could your child's non-English speaking background be mistaken for a learning difficulty? • Does your child have difficulty learning in their first language? • Please specify: 		
4. Other <ul style="list-style-type: none"> • Remote location etc. • Overseas / home schooling • Long term illness or hospital stay • Please specify: 		

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

ADDITIONAL 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

- | | | | |
|--------------------|--------------------------|---------------------------|--------------------------|
| Academic Standards | <input type="checkbox"/> | Private School | <input type="checkbox"/> |
| Firm discipline | <input type="checkbox"/> | Proximity to home | <input type="checkbox"/> |
| Safe environment | <input type="checkbox"/> | Extension of family faith | <input type="checkbox"/> |
| Reputation | <input type="checkbox"/> | Affordability | <input type="checkbox"/> |
| Facilities | <input type="checkbox"/> | Vocational program | <input type="checkbox"/> |

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

ENROLMENT APPLICATION – PART B

Please read the following before the interview.

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 programs 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 Administration Office. 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 knowledgeably 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 student effort and behaviour in all years taking account of the different stages in childhood development. However, as they mature we require that all students meet these high standards consistently. Parents of students whose general behaviour – effort falls below our standards will be notified and if there is no improvement, enrolment may be terminated.

Every student at the College has the responsibility to:

- 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 the best of their ability;
- conduct themselves in the classroom, in the grounds, on school activities and out of school in a mature and responsible manner that will not bring the College into disrepute; and
- treat all people – with courtesy and respect.

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 our 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 students is lawful and reflects an appropriate standard of care. The College will respond diligently to suspected or actual harm, or risk of harm including sexual abuse. In return, 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.

The College has a responsibility to report any neglect that occurs outside of school hours to the necessary authorities.

Appropriate staff will obtain any medical or associated assistance which deem reasonable within the scope of their duty of care should any medical condition or accident occur to a student. Where it does not endanger the student's health, staff will endeavour to contact parents/caregivers before significant medical assistance is given. The College does not accept any financial responsibility associated with any reasonable medical intervention sought on behalf of a student. Further information for parents/caregivers regarding this policy 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.

The College exercises full and sole discretion (within the law) over the admissions process. Admission to enrolment will be considered on the Principal's opinion in the following areas:

- how the applicant will 'fit' with the culture and expectations of the College;
- whether the College can reasonably meet the educational needs of the student.

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

For the enrolment of a student to be valid, all of the following must take place:

- the Enrolment Application contract must be signed by all parties;
- an offer must be accepted 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 enrolment/s, 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 take every reasonable step to ensure the student participates fully in the life of the College. This will include the student's attendance at all compulsory excursions, camps, sporting events, Presentation or Awards Nights and other events conducted by 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.

Students must not be absent more than 10 days per year.

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 (epipens, medications) needed to enable the College to act, additional to any that may be kept in stock by the College.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The College reserves the right to recover costs from parents/caregivers in the event of a student's misuse of College equipment or networks. Parents/Caregivers and the Student 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 student withdrawing from particular subjects if that subject relies heavily on network usage; and
- no images of students in school uniform or images relating to the College are to be published to public internet sites without the express permission of the College Principal.

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 BUSTRAVEL

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 the document: [Code of Conduct for School students Travelling on Buses](#). This is available on the College website.

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 quickly and equitably.

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.

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

College Fees and Charges

A non-refundable Enrolment Application fee is applicable per student. It must accompany the Enrolment Application 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.

a) Payment

College fees shall be billed annually in advance and fee statements mailed to all contract signatories in mid-January. Note that the College does not split bill. All payments to the College for school fees must be made by the client subscribing to the College's PayWaysystem or other such 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 have commenced by the end of the second week of Term 1 and the fee account is cleared by the end of November each year. Alternative payment arrangements are rare, and must be negotiated with the Business Manager or Accounts Receivable Officer.

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.

b) 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.

Probation Period

All new enrolments will be on a probationary period of **three months**.

Withdrawal or Cancellation of Enrolment

Notification of withdrawal of enrolment from the College must be made to the Registrar 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 enrolment. 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 Enrolment Application must be made for future placement of the student in the College. If the student is absent for longer than one term the holding fee arrangement may be reviewed at the full discretion of the Principal.

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 does not mean the College waives its right to enforce any part of these Terms and Conditions on a 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 College and shall deem to have been properly given. If delivered, notice is deemed to have been given on the day of such delivery or, if posted, on the day being three 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 College 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 discretionary and non-compulsory events sanctioned by the College. The same applies to our Instrumental Program, regardless of whether the payment arrangements are a private matter between the parents/caregivers 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 an informed 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

Terms and Conditions of this Enrolment Contract

Parent/Caregiver: the person identified on the Enrolment Application form Part A as Parent/Legal Guardian 1 and 2.

Student: the student for who the Enrolment Application is being made.

The Undersigned: all parties who sign at the conclusion of this contract.

1. This Enrolment Contract may be terminated at the full discretion of the College without notice should the breach of these Terms and Conditions of this contract be considered enough at the absolute discretion of the College.
2. Students will be given a Christian education based on Biblical principles, in accordance with the Statement of Faith of the College. Parents/Caregivers are responsible for supporting the College in this endeavour.
3. The College does not guarantee a particular level of achievement for any student. The result a student achieves are not solely the product of the teaching they have received but also on the level of effort and the individual attributes the student applies to their learning. The College is entrusted to act in the best interests of the student and the student body generally.
4. Parents/Caregivers are responsible for ensuring their child is correctly attired for every day.
5. Parents/Caregivers are responsible for ensuring their child is equipped with all necessary textbooks and other equipment of a personal nature required by the College.
6. The College has a high expectation of student behaviour. Parents/Caregivers will support the College in its application of these standards.
7. Parents/Caregivers and students are responsible for complying with the College policies and rules. The College is responsible for ensuring that any changes in policy are well publicised.
8. The College is responsible for the discipline of students who fail to comply with the College rules, policies, or procedures.
9. The Principal or Principal's Delegate may suspend or expel the student from the College 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/caregivers, but may collectively and ultimately result in termination. Suspensions and terminations are at the full discretion of the Principal.
10. The College is responsible for ensuring that the principles of procedural fairness have been afforded to all students involved in serious allegations of misconduct, particularly those that may result in expulsion or suspension.
11. Although rare, the College has full discretion to search lockers, bags and other student property, including electronic devices should there be probable cause to warrant such action in the opinion of the College.
12. It is the parent/caregiver's responsibility to compensate the College for any damage to property that the College feels in its absolute discretion was caused by the student.
13. The College may confiscate forbidden or dangerous property. This will not be returned to the student. It is the parent/caregiver responsibility to organise the item's return.
14. Parent/Caregiver(s) are not to engage in conduct which the College considers is prejudicial to the interests and/or reputation of the College. If this was to occur the Enrolment Contract may be terminated by the College.
15. The non-refundable application fee per student must accompany the Enrolment Application form.
16. It is the responsibility of the undersigned to pay the required College fees and levies as published in the annual fee schedule in full as they become due. Late payment may attract an additional charge, and that non-payment of monies owing will entitle the College to cancel and terminate this Enrolment Contract. The College reserves the right to attempt to recover any monies owing if this was to occur.
17. The undersigned, will be held jointly and severally liable for the payment of College fees, levies and all other charges. The College does not split bill.
18. The College reserves the right to pursue any monies owing to it by the undersigned through a debt collection agency and that any fees charged by this company will also be recovered through this process.
19. The Enrolment Bond 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.
20. All College communications are electronic (including the College newsletter, event flyers, excursion notices and mobile text alerts) and will be directed to Parent/Guardian I 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

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

- for paper copies must be submitted in writing.
21. The College must receive written notice of a parent/caregiver's intention to withdraw the student a minimum of 90 days before the withdrawal date. Failure to do so will result in the College charging anything up to a full term's fees in lieu of this notice.
 22. If a student is expelled from the College the current term's fees and levies for that student are still payable.
 23. If the fees are increased for a year by more than 10% of the fees payable for the preceding year; the undersigned may terminate this enrolment contract by notice in writing within fourteen (14) days of the date on which the College makes the increase public.
 24. Parents/Caregivers are responsible for making every reasonable effort to attend the following:
 - a. The Annual Beerwah RSL Anzac Day March (25 April).
 - b. Presentation/Awards Night in Term 4 each year.
 25. The College reserves the right to test students for diagnostic and educational purposes over and above what may be considered the usual class testing schedule without the express permission of the parent/caregiver.
 26. The undersigned authorise the medical practitioner identified in Part I 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 I of this contract should such a need arise.
 27. 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.
 28. It is the responsibility of the parent/caregiver that any changes to the living arrangements of the student must be reported to the College as a matter of priority.
 29. 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.
 30. Frequent or unexplained absences of the Student may lead to a termination of the enrolment contract.
 31. The student is expected to take part in all College activities; academic enrichment and faith-based.
 32. Students absent without leave being granted may forfeit credit for assignments missed during their absence.
 33. The College reserves the right to reject any request for the provision of work while the student is on a prolonged absence from the College.
 34. The College is responsible for all travel arrangement where the Student will be off campus and engaged in a College activity. Permission does not have to be sought from the parent/caregiver in this instance. The College is responsible for ensuring the vehicle used for travel is roadworthy and that the driver satisfies all of the legal requirements.
 35. Parents/Caregivers consent to the student's name and image being used in the routine communication of the College. This is defined as publications and materials that are intended for circulation no wider than the immediate College community. This will include newsletters, class photographs, website and social media page, College yearbook and emails targeted only to the College community. This is not an exhaustive list. **An exclusion to this may be applied for in writing to the Principal.**
 36. Marketing materials are publications generated by the College for advertising purposes This may include billboards, newspaper advertisements, brochures, prospectus, signs on buses etc. The parent/caregivers consent for the College to use images of the student for these type of materials will be signified by checking one of the boxes below:

I/We give permission for the College to use images/name/s of my child/ren's in any direct marketing or promotional materials.

OR

I/We DO NOT give permission for the College to use images/name/s of my child/ren's in any direct marketing or promotional materials.

(If my family situation changes and I wish to remove this consent I will advise the Principal in writing)

37. Parents/Caregivers are responsible for acquiring any additional reports or information requested by the College that will assist with the enrolment process. The enrolment process is at the full and absolute discretion of the College.
38. **The parent/caregiver will be responsible for indemnifying** the College against any loss or damage caused by any failure for the student to comply with the rules and policies of the College.
39. The undersigned consent for Glasshouse Christian College to contact all of the schools previously attended by the student to secure information about student and family behaviour; educational outcomes and to confirm that school fees are not owed to any of the schools listed in the enrolment application.
40. The undersigned consent for Glasshouse Christian College to contact Visa Entitlement Verification Online (VEVO) to verify a student who is enrolling with a Visa to ensure its currency and identify any restrictions pertaining to study within Australia.
41. All new enrolments will be on a probationary period of **three months**.
42. This contract and the terms and conditions herein will replace all other enrolment contracts or agreements pertaining to the above mentioned Child.

ACKNOWLEDGEMENT

Parents/Caregivers acknowledge that by signing this contract I/we have read and will comply with the Terms and Conditions above. I/We understand that the Enrolment Contract is governed by the laws of Queensland. This agreement also includes the appended and relevant additional documents of Part A and B.

Mother/Guardian (Print)	Signature	Date
Date of birth / /		
Father/Guardian (Print)	Signature	Date
Date of birth / /		
Principal or delegate	Signature	Date

I/We acknowledge that by signing this Enrolment Contract I/we have read and agree to comply with the Terms and Conditions above and that I/we assume primary responsibility for paying any financial compensation, including College fees, owed to the College.

Full Name (Print)	Signature	Date
Date of birth / /		
Full Name (Print)	Signature	Date
Date of birth / /		

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, to be photocopied single sided.
- Copies** of NAPLAN Test/s e.g. Year 3, 5, 7, 9 testing, photocopied single sided.
- Copy** of SET PLAN for Year 10, 11 and 12 students only.
- A recent **photo** of the student – must be a small, passport size photo on plain paper.
- Copies** of both parents/legal guardians' drivers licence, please copy both sides of licence
- Copy** of reports from Doctors or Specialist (where applicable), photocopied single sided.
- Copy** of vehicle registration form.
- Copies** of all other reports as requested or indicated within application, photocopied single sided.
- 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. It is not always possible for the office to do photocopying.

PLEASE RETURN COMPLETED FORM AND ALL DOCUMENTATION TO:

College Registrar
Glasshouse Christian College
PO Box 384
BEERWAH Q 4519

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

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

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.

Parent/Caregiver 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

CCV Expiry Date /

Signature

Date

OFFICE USE ONLY

DATE RECEIVED:

\$50 APPLICATION FEE PAID (per student) RECEIPTED BY:

RECORD OF CORRESPONDENCE