



Application for Student Enrolment

THIS IS AN APPLICATION FORM – SUBMISSION OF THIS FORM DOES NOT ENSURE ENROLMENT

- The Australian Government requires each school to collect mandatory data as part of its funding agreement. These mandatory data areas are collected through questions marked with an *
- In accordance with Edmund Rice Education Australia Privacy Policy, the primary purpose of this information is for use in the enrolment process at this school for your son. In addition, if the enrolment is successful, the information may be disclosed to others for the purpose of the student's education and wellbeing. The information is kept for the period of time necessary for this purpose. All such information is securely stored. Failure to disclose the requested information will affect your initial/ongoing enrolment. For further information about our Privacy Policy, please contact St Teresa's College.
- Full and frank disclosure of requested information is required.
- Failure to disclose all relevant and correct information could result in the cancellation of enrolment.

STUDENT DETAILS

Student Legal Name (FULL): _____

Preferred Name: _____

Year Level in which the student is enrolling:

Year of Entry: _____ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

Day Student ☐ Full Time Boarding Student ☐

Date of Birth: _____ Place of Birth: _____

Residential Address: _____ Post Code: _____

Postal Address: (If different from above) _____ Post Code: _____

Religion: _____

Sacraments:

Baptism ☐ Eucharist ☐

Reconciliation ☐ Confirmation ☐

Is the student in the care of the State? NO ☐ YES ☐

If yes please attach supporting legal documents





STUDENT BACKGROUND INFORMATION

* **What is the student's residency status?**

☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Visa Holder

If born overseas,
what date did the student arrive _____ / _____ / _____ Passport No: _____

In what country was the student Born: _____

* **Student's first Language** What is the language/s used most by the student when learning to talk?
(Please include First Nation language/Dialect)

☐ English ☐ Other, Please specify: _____

Does the student speak a language/dialect other than English at home? ☐ YES ☐ NO

If YES, please specify: _____

* **Student's Indigenous Status** Is the student of Aboriginal or Torres Strait Islander Origin?

☐ NO ☐ YES, Torres Strait Islander
☐ YES, Aboriginal ☐ YES, Both Aboriginal and Torres Strait Islander

If YES, Student's Indigenous Tribal Grouping / Clan Name / Other (If applicable):

Are there any cultural beliefs/requirements of which the College should be aware? (e.g. festivals, dietary, language requirements)

☐ YES ☐ NO, Please specify: _____



PREVIOUS EDUCATION

- * **Student's previous education details** – including Primary and other Secondary Schooling
(Attach an additional sheet if necessary)

NAME OF SCHOOL	DATE OF LEAVING	YEAR/GRADE ATTAINED	STATE OR TERRITORY	COUNTRY if not AUS)



Please provide copies of previous TWO year's school reports.

Has the applicant ever been suspended, excluded or expelled from another school or College?

☐ YES

☐ NO

If yes please provide details of the school and incident that led to each suspension or exclusion.



FAMILY CIRCUMSTANCES

- * Family circumstances e.g. single parent, dual custody, foster care, access restrictions (give details)

- * Who does the student live with:

☐ FATHER ☐ MOTHER ☐ BOTH PARENTS ☐ OTHER (Please provide details below)

- * Do supporting legal documents exist?

(e.g. Family Court Orders, Access Restrictions, Parenting Plans)? ☐ YES ☐ NO



If yes, please provide a copy of the court order/parenting arrangement or other documentation.

Please outline any other special circumstances pertaining to the student's living arrangements, welfare, care and safety.

SIBLING INFORMATION

- * List all children in the family from ELDEST to YOUNGEST – including the enrolling student.

GIVEN NAME	SURNAME	CURRENT STUDENT	PAST STUDENT
		☐ YES ☐ NO	☐ YES ☐ NO
		☐ YES ☐ NO	☐ YES ☐ NO
		☐ YES ☐ NO	☐ YES ☐ NO
		☐ YES ☐ NO	☐ YES ☐ NO
		☐ YES ☐ NO	☐ YES ☐ NO

Is the applicant a son of a past student of St Teresa's College? ☐ YES ☐ NO

Years father attended: _____



MEDICAL INFORMATION

* Student's Surname: _____

Christian Names: _____

Preferred Name: _____ Date of Birth: ____/____/____

Who does the student live with:

☐ FATHER ☐ MOTHER ☐ BOTH PARENTS ☐ OTHER (Please provide details below)

PARENT DETAILS:

Mother/Guardian Name: _____

Father/Guardian Name: _____



Address: _____

Address: _____

Home Phone: _____

Home Phone: _____

Mobile Phone: _____

Mobile Phone: _____

Work Phone: _____

Work Phone: _____



Email: _____

Email: _____

EMERGENCY CONTACTS (If parent cannot be contacted):

1. Name: _____

Relationship to Student: _____

Home Phone: _____

Mobile: _____

2. Name: _____

Relationship to Student: _____

Home Phone: _____

Mobile: _____

3. Name: _____

Relationship to Student: _____

Home Phone: _____

Mobile: _____



MEDICAL IDENTIFICATION

* Medicare No: _____ Number on Card: _____ Expiry Date: ____/____/____

Health Care Card/Pension No _____ Expiry Date: ____/____/____

Private Health Cover Fund: _____ Number: _____ Expiry Date: ____/____/____



Please provide photo copies of the following cards.

MEDICAL CONSENT

Consent must be given prior to commencement at College for the welfare of the student, covering the period of enrolment. Failure to disclose relevant information may result in the enrolment being rejected.

	YES	NO
Is your child able to participate in all sports and camps?		
Do you give permission for your son to be examined by a doctor or the College's Registered Nurse when necessary?		
Do you give permission for your son to have the following if necessary: Dental Care, Optometry, Occupational Therapy, Physiotherapy, Nutrition or Dietetics		
Permission for Principal/Head of Boarding to sign for anaesthetics for emergency treatments (every effort will be made to contact Parent/Guardian first).		
Permission for Health Professionals to complete screening tests, such as hearing tests, blood sugar tests, eye tests, under the supervision of a GP or registered nurse?		
Permission for the Head of Boarding or school Principal to sign consent forms for School Based Vaccination Program (SBCP).		
Permission for the Head of Boarding or appointed staff to administer medication as prescribed by a medical practitioner.		
Permission for student to travel off site with a representative of the College to attend any medical appointments or check-ups.		
Permission to be vaccinated for influenza and other Immunisations if deemed necessary.		
Do you give consent for the College's Registered Nurse, assigned officers or health support to administer specific over-the-counter medications? (e.g. Paracetamol, Ibuprofen or antihistamine)		
Do you give consent for the College's Registered Nurse, assigned officers or health support to administer medications that are prescribed by a doctor and supplied in a container bearing a pharmacy label stating the student's name, dosage and time for administration?		

By signing this consent form you acknowledge that you agree to the items listed above and give permission for the above medical information to be sent to relevant health providers for the care of your son.

PARENT / GUARDIAN / CARER 1
NAME (Please print in Full)

SIGNATURE

DATE

PARENT / GUARDIAN / CARER 2
NAME (Please print in Full)

SIGNATURE

DATE



ALLERGIC REACTION MANAGEMENT PLAN

* Preferred Name: _____ Date of Birth: ____/____/____

Allergy _____

Signs and Symptoms of Reaction _____

What medication does the student take (if any) for prevention of allergic reaction? _____

What treatment is followed for the student if an allergic reaction occurs? _____

Does your son carry an Epi-pen? ☐ YES ☐ NO

Has the student at any time in the past suffered from:	YES	NO
A localized reaction (any rash/itching/swelling)?		
A systemic reaction (any rash/itching/swelling)?		
An anaphylactic reaction (severe breathing problems, swelling of the body, emergency situation)?		
1. Does the participant suffer a systemic/anaphylactic reaction to allergy?		
2. Is there a family history of Anaphylaxis?		
3. Has the participant been admitted to hospital for an allergic reaction?		
4. Does the participant take adrenaline (Epi-pen) when suffering from an allergic reaction?		

If **YES** was the answer to any of questions 1-4 above, the participant's Medical Practitioner must be consulted and documentation from the Medical Practitioner on the participant's allergy management and emergency routine provided. Participation in the program depends on full agreement by the Medical Practitioner, College and Parent/Guardian.



SPECIALIST ASSESSMENT

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

SPECIALIST SERVICE	YES / NO	NAME OF CENTRE / PRACTITIONER	REPORT ATTACHED YES / NO	DATE OF MOST RECENT VISIT	IS YOUR CHILD ATTENDING NOW? YES / NO
Child Guidance					
Speech Pathologist					
Occupational Therapist					
Physiotherapist					
Psychiatrist					
Psychologist					
Specialist Clinic					
Audiology Clinic					
Learning Support Teacher					
Paediatrician					
Optometrist					
State Education Guidance					
Other, Please Specify	Please provide any relevant documents.				

EDUCATIONAL ADJUSTMENT PROGRAMS

* Has the student been ascertained or has a diagnosis been verified through profiling or an Education

Adjustment Program (EAP)? ☐ YES ☐ NO

If yes please indicate below the student's current ascertainment/verified diagnosis.

CATEGORY	TICK	LEVEL (If applicable)
Intellectual Impairment	☐	
Speech Language Impairment	☐	
Autistic Spectrum Disorder	☐	
Social Emotional Disorder	☐	
Hearing Impairment	☐	
Physical Impairment/Learning Support Teacher	☐	

Please attach copies of any reports relevant to Specialist and EAP assessments. These include acknowledgment of Verification, student details report / Aims, EAP profile. IEP or ISP and Guidance Reports if applicable and permission to release information from previous school.



MEDICAL DETAILS FOR STUDENT

* INDICATE IF THE STUDENT HAS BEEN AFFECTED BY OR SUFFERS FROM ANY OF THE FOLLOWING?
(Please select Yes or No)

	YES / NO		YES / NO		YES / NO
Prenatal concerns		Asthma <i>Please provide a Asthma Management Plan</i>		Stomach complaints	
Birth concerns		Headaches		Very high temperatures	
Postnatal concerns		Head injury		Glandular fever	
Vision concerns		Frequent colds		Ross River virus	
Hearing concerns		Ear infections		Rheumatic fever	
Speech concerns		Epilepsy/convulsions *		Anorexia nervosa	
Allergies * <i>Must complete the enclosed Allergic Reaction Management Plan</i>		Diabetes <i>Please provide a Diabetes Management Plan from your Doctor</i>		Psychological Condition - <i>anxiety, depression, phobias, fears etc.</i> <i>Please provide evidence of diagnosed condition</i>	
Anaphylaxis * <i>Please provide an Anaphylaxis management Plan from your doctor</i>		Specific learning difficulty		Heart Condition/ Concerns	
Knocked unconscious		A.D.D. / A.D.H.D. / O.D.D. / A.S.D. / O.C.D.		Other (please state below)	
Other, Please Specify					

Please provide any relevant documents.



ADDITIONAL INFORMATION

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



PARENT / GUARDIAN / CARER INFORMATION

* PARENT 1

☐ Mrs ☐ Miss ☐ Ms ☐ Dr
☐ Mr ☐ Rev ☐ Other _____

Given Name/s: _____

Surname _____

Religion: _____

Relationship to Student:

☐ Mother ☐ Father ☐ Step-Mother
☐ Step-Father ☐ Guardian ☐ Carer
☐ Other _____

Residential Address: _____

City _____

State _____ Post Code _____

Postal Address (if different from above): _____

City _____

State _____ Post Code _____

Home Phone _____

Mobile Phone _____

Work Phone _____

Email _____

Occupation _____

Workplace _____

Country of Birth _____

Country of Citizenship: _____

Main Language Spoken at Home: _____

* PARENT 2

☐ Mrs ☐ Miss ☐ Ms ☐ Dr
☐ Mr ☐ Rev ☐ Other _____

Given Name/s: _____

Surname _____

Religion: _____

Relationship to Student:

☐ Mother ☐ Father ☐ Step-Mother
☐ Step-Father ☐ Guardian ☐ Carer
☐ Other _____

Residential Address: _____

City _____

State _____ Post Code _____

Postal Address (if different from above): _____

City _____

State _____ Post Code _____

Home Phone _____

Mobile Phone _____

Work Phone _____

Email _____

Occupation _____

Workplace _____

Country of Birth _____

Country of Citizenship: _____

Main Language Spoken at Home: _____



PARENT / GUARDIAN BACKGROUND INFORMATION

As required under the Australian Government Schools Assistance Act 2004

* PARENT 1

Does parent/guardian 1 speak a language other than English at home?

No, English Only ☐ No, English Only ☐

Yes, Other – please specify ☐

What is the highest year of primary or secondary school Parent/Guardian 1 has completed.

MARK ONE BOX ONLY IN EACH COLUMN

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Year 9 or equivalent or below ☐

Year 10 or equivalent ☐

Year 11 or equivalent ☐

Year 12 or equivalent ☐

What is the highest qualification the Parent/Guardian 1 has completed.

MARK ONE BOX ONLY IN EACH COLUMN

No non-school qualification* ☐

Certificate I - IV (including trade) ☐

Advanced Diploma/Diploma ☐

Bachelor Degree or above ☐

*No non-school qualification means you have gained no further qualification since leaving school

What is the occupation group of Parent/Guardian 1?

(Write 1, 2, 3, 4 or 8)

Note: To answer this question please refer to the List of Parental Occupation Groups on the following page. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation.

PARENT 2

Does Parent/Guardian 2 speak a language other than English at home?

No, English Only ☐ No, English Only ☐

Yes, Other – please specify ☐

What is the highest year of primary or secondary school Parent/Guardian 2 has completed.

MARK ONE BOX ONLY IN EACH COLUMN

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Year 9 or equivalent or below ☐

Year 10 or equivalent ☐

Year 11 or equivalent ☐

Year 12 or equivalent ☐

What is the highest qualification the Parent/Guardian 2 has completed.

MARK ONE BOX ONLY IN EACH COLUMN

No non-school qualification* ☐

Certificate I - IV (including trade) ☐

Advanced Diploma/Diploma ☐

Bachelor Degree or above ☐

*No non-school qualification means you have gained no further qualification since leaving school

What is the occupation group of Parent/Guardian 2?

(Write 1, 2, 3, 4 or 8)

Note: To answer this question please refer to the List of Parental Occupation Groups on the following page. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation.



PARENTAL OCCUPATION GROUPS

The following list of parental occupation groups refers to the Parent Guardian Occupation question on Page 12

GROUP 1: SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATION, GOVERNMENT ADMINISTRATION AND DEFENCE, AND QUALIFIED PROFESSIONALS

- Senior executive/manager/department head in industry, commerce, media or other large organisation.
- Public service manager (Section head or above), regional director, health/education/police/fire services administrator
- Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- Defence Forces Commissioned Officer
- Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

GROUP 2: OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
- Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- Associate professionals generally have diploma/technical qualifications and support managers and professionals.
- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
- Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- Defence Forces Senior Non-Commissioned Officer

GROUP 3: TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- Skilled office, sales and service staff.
- Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
- Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

GROUP 4: MACHINE OPERATORS, HOSPITALITY STAFF, ASSISTANTS, LABOURERS AND RELATED WORKERS

- Drivers, mobile plant, production/processing machinery and other machinery operators.
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- Office assistants, sales assistants and other assistants.
- Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
- Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
- Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- Labourers and related workers
- Defence Forces ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

GROUP 8: A PERSON HAS NOT BEEN IN PAID WORK IN THE LAST 12 MONTHS.



PARENTS **NOT** LIVING WITH THE STUDENT (NON-CUSTODIAL)

PARENT 4

☐ Mrs ☐ Miss ☐ Ms ☐ Dr
☐ Mr ☐ Rev ☐ Other _____

Given Name/s: _____

Surname _____

Relationship to Student:

☐ Mother ☐ Father ☐ Step-Mother
☐ Step-Father ☐ Guardian ☐ Carer
☐ Other _____

Residential Address: _____

City _____

State _____ Post Code _____

Postal Address (if different from above): _____

City _____

State _____ Post Code _____

Home Phone _____

Mobile Phone _____

Work Phone _____

Email _____

PARENT 4

☐ Mrs ☐ Miss ☐ Ms ☐ Dr
☐ Mr ☐ Rev ☐ Other _____

Given Name/s: _____

Surname _____

Relationship to Student:

☐ Mother ☐ Father ☐ Step-Mother
☐ Step-Father ☐ Guardian ☐ Carer
☐ Other _____

Residential Address: _____

City _____

State _____ Post Code _____

Postal Address (if different from above): _____

City _____

State _____ Post Code _____

Home Phone _____

Mobile Phone _____

Work Phone _____

Email _____



PERSON TO RECEIVE ACCOUNTS

* Name: _____

Postal Address: *(if different from above)*: _____

Relationship to Student _____

***I confirm that I am responsible for payment of this student's
College fees and all associated costs.***

Signature _____

Is the student in receipt of:

Youth Allowance Living Away from Home Allowance (LAFA) _____ ☐

Abstudy Isolated Children's Assistance (AIC) _____ ☐

Other Scholarships (Please specify) _____

PERSON TO RECEIVE SCHOOL REPORTS

* Name: _____

Postal Address *(if different from above)*: _____

Relationship to Student _____

ADDITIONAL INFORMATION

Is there any other information you would like to mention to assist your application?



Counselling Services and Use of AI Tools

St Teresa's College provides students with access to confidential on-campus counselling services during school terms. Counsellors may work with families, relevant College staff and external professionals or services where necessary to support a student's wellbeing.

Information discussed during counselling and relevant session notes will be securely recorded and treated confidentially. Information may be shared without further consent where:

- there are concerns about the safety or wellbeing of the student or another person;
- disclosure is required by law, court order or child safeguarding obligations;
- information is required for attendance, learning support or NCCD purposes; or
- the student and/or parent or legal guardian has provided consent.

Counselling records will be securely stored in accordance with the College's recordkeeping, privacy and child safeguarding requirements.

Counsellors may use NovoPsych to administer psychological screening measures. With consent, NovoNote or another approved AI-assisted tool may record a counselling session to generate a written summary and assist with accurate recordkeeping. The recording is deleted after the summary is generated, and information is handled in accordance with Australian privacy and data protection requirements.

The College will consider a student's age, maturity and Gillick competence when determining whether the student can independently consent to counselling.

Consent

☐ I acknowledge that my child may receive counselling services at St Teresa's College.

Signature: _____



Student Personal Device Contract

This contract applies to any student who brings a personally owned electronic device to St Teresa's College, Abergowrie.

By signing this contract, the student and caregiver agree that:

1. Any personal device brought to the College must be registered through a current BYOD Personal Device Contract.
2. The device type and serial number or IMEI number must be recorded on this contract.
3. When requested by a staff member, the learner must show the serial number or IMEI number displayed on the device so that staff can confirm that it is the device registered under this contract.
4. Where a learner is found in possession of a device and its serial number or IMEI number is not recorded on a current BYOD Personal Device Contract, the College will secure the device. The device will then be returned home or to the relevant owner.
5. Personal devices brought to the College must be secured while in Residential School by:
 - 5.1 placing the device in an approved phone or device locker; or
 - 5.2. handing the device to Residential School staff for secure storage.
6. A learner must not take a personal device to Day School unless prior authority has been provided by the learner's Pastoral Middle Leader or by the College Leadership Team.
7. Where a learner is found in possession of a personal device at Day School without the required authority, the following strike system will apply:
 - 7.1 First instance: Staff will confiscate the device and return it to Residential School for secure storage.
 - 7.2 Second instance: Staff will confiscate the device and return it to Residential School, where it will be secured for a period of two weeks.
 - 7.3 Third instance: Staff will confiscate the device and the device will be returned home to the learner's caregiver or relevant owner.
8. Registration of a device does not give a learner permission to possess or use the device at all times. Learners must comply with College rules and staff directions regarding the possession, storage and use of personal devices.
9. A new or updated contract must be completed before a different or replacement device is brought to the College.

Agreement

I have read and understand the conditions of this BYOD Personal Device Contract and agree to comply with them.

Student's Name: _____ DATE: ____/____/____

Student's Signature: _____

Parent's Name: _____ DATE: ____/____/____

Parent's Signature: _____



MEDIA CONSENT

- * Photos, video footage and work samples of students are used regularly by the school for the purpose of acknowledging the efforts of the student/school, or for promotion, marketing or advertising the school, EREA Colleges and associated organisations.

I/we consent to the student being photographed or filmed for school related communication or for education purposes. I understand this may include media (e.g. television, radio, publications), school publications (e.g. newsletters, year books), online media (e.g. websites) and social media (e.g. Facebook, Instagram, Youtube). Please note the student's name and voice may be included with the photograph/video.

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

I understand the copyright of such images will be retained by the school, EREA Colleges or their contractors, and there will be no remuneration or compensation for the images.

I understand that this consent will cover the full period enrolment for my son at St Teresa's College

Do you understand and consent to the above: ☐ YES ☐ NO

SIGNATURE OF PARENT /GUARDIAN

- * We would like the signature of one or both parents/guardians who would be signing the student's letters, forms or other consent documents. Endorsement of this application and subsequent of this enrolment form an agreement with the College and an undertaking of parents to pay all fees and charges for the student being accepted unless other arrangements have been made and confirmed in writing, with the principal.

Parent/Guardian 1: _____

Parent/Guardian 2: _____

Parent/Guardian 3: _____

Date: _____

How did you hear about St Teresa's College?

- | | | |
|--|---|---|
| ☐ Old Boy | ☐ Search Engine (Google) | ☐ Other (please specify) |
| ☐ Relative/Friend | ☐ Forum or Blog | _____ |
| ☐ Website | ☐ Advertisement | _____ |
| ☐ Social Media | ☐ Show/Field Day | _____ |



ENROLMENT CONTRACT

Between: **Edmund Rice Education Australia Colleges Ltd trading as St Teresa's College (ABN: 76 847 249 480)**
(THE COLLEGE)

AND

Parent 1: _____
(YOU/YOUR')

Parent 2: _____

In respect to the enrolment of: _____
(THE STUDENT')

Year of Entry: _____ GRADE: _____ ☐ Day Student ☐ Full Time Boarding Student

1. ACCEPTANCE OF ENROLMENT

1.1 The College agrees to accept the enrolment of the Student to commence in the Year of Entry on the terms set out in this Agreement.

2. DEFINITIONS AND TERMS

- (i) **"Agreement"** means this Enrolment Contract between the College and the Parents for enrolment of the Student.
- (ii) **"Boarding Fees"** means the fees the College charges You for the Student to board.
- (iii) **"Circumstances Relevant To The Student's Enrolment"** include but are not limited to physical or intellectual disabilities, English proficiency, medical, psychological, health or dietary issues, and any previous history of violence or involvement with illegal substances.
- (iv) **"College"** means EREA Colleges Ltd trading as St Teresa's College of 3819 Abergowrie Road, Abergowrie QLD 4850.
- (v) **"Curricular Options"** include but are not limited to School-Based Apprenticeships, Vocational Education and facilitation of Distance Education subjects.
- (vi) **"EREAC"** means Edmund Rice Education Australia Colleges Ltd.
- (vii) **"Fees"** means all Tuition Fees, Boarding Fees, levies, charges, special or other fees or monies payable by the Parents to the College.
- (viii) **"Grade"** means the grade that the Student will commence at the College.
- (ix) **"Guardian"** means a person who is the legal guardian of the Student but not the Student's biological parent, adoptive parent or step-parent.
- (x) **"Images and Recordings"** means photographs, videos, electronic recordings, images and audio recordings of the Student, whether in hard copy, soft copy, digital or any other format, whether taken on or off the College premises including during College activities or events.
- (xi) **"Parent/s"** means those persons or person named above who are the biological parent/s, adoptive parent/s, step-parent/s or Guardian/s of the Student, as the case may be.
- (xii) **"Privacy Standards"** means the requirements the College must meet under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.
- (xiii) **"Principal"** means the person who is appointed to the position of Principal of the College and includes for clarity any persons acting in that role from time to time.
- (xiv) **"School Day"** means a weekday on which a Student ordinarily attends at the College and a weekday or a non-weekday on which a student attends or participates in an event or co-curricular activity on behalf of the College whether at the College or offsite.
- (xv) **"Student"** means the student named above and enrolled at the College (whether current or prospective) subject to and in accordance with the terms set out in this Agreement.
- (xvi) **"Tuition Fees"** means the fee the College charges You for the tuition of the Student.
- (xvii) **"Year of Entry"** means the year the Student will commence at the College.
- (xviii) **"You, Your"** means the Parent/s who sign this Agreement.

3. PARENT DECLARATIONS

3.1 You acknowledge and agree that:

- (a) You are the Parent of the Student;
 - (b) You have the legal capacity and legal right to enrol the Student at the College and to enter into this Agreement;
 - (c) the enrolment of the Student is not contrary to any Court Orders;
 - (d) in circumstances where the Student has two (2) Parents and You have chosen to be the sole signatory to this Agreement and to enrol the Student at the College, that You have received the consent (as far as reasonably practicable) of the other Parent to do so; and
 - (e) clauses 3.1(a) – 3.1(d) are essential terms of this Agreement a breach of which allows the College to terminate this Agreement and cancel the enrolment of the Student.
- ## 4. OBLIGATIONS OF THE PARENTS
- 4.1 After reading the College's online materials regarding enrolment including any applicable College policies, You agree that you understand the full extent of the College's ethos, Christian values, activities and expectations.
 - 4.2 In consideration of the College accepting the Student, You agree to:
 - (a) pay the College the non-refundable acceptance fee upon execution of this Agreement;
 - (b) pay all Fees levied by the College in full by the due dates in accordance with the College Fee Schedule, as published by the College and amended from time to time;
 - (c) support the educational philosophy, ethos, mission and Christian values of the College and ensure that the Student participates in all compulsory aspects of the Christian programs at the College (e.g. participation in the religious life of the school such as Mass, Liturgy, Retreat programs and Christian education classes etc);
 - (d) support the ethos and values of EREAC, as enunciated within the charter of EREAC, and work in partnership with the College and EREAC to promote the best interests of the Student and all other students;
 - (e) comply with and support the College's policies, regulations, rules and procedures, and encourage and support the Student in complying with all policies, regulations, rules and procedures of the College as in force and amended from time to time;
 - (f) raise any concerns with the College and / or EREAC in accordance with the College and / or EREAC Complaints Policy and to not make comments about the College or EREAC (or their Board Members, Advisory Board Members, employees, volunteers and students) that would cause reputational damage;
 - (g) pay the College the cost of repairs or replacement of property damaged or destroyed by the Student;
 - (h) provide the College with all information of a medical, psychological or social nature that are relevant to the Student's welfare or education or the safety and wellbeing of other students and College employees;
 - (i) ensure the Student is not absent from the College without reasonable excuse and that term dates as advised by the College will be adhered to;
 - (j) accept that the College may change, update and amend its policies, regulations, rules and procedures at any time by notice to You and / or the Student via e-mail, publication on the College website or in the College newsletter, or in any other manner that the College views as appropriate in the circumstances, and upon the publication of such notice, You and / or the Student shall be deemed to have full knowledge of such changes, updates or amendments;



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- (k) accept that it is Your responsibility to keep up to date with College announcements by reading any correspondence, notice or newsletter as published by the College from time to time;
 - (l) accept that the College has absolute discretion in respect of its operational matters, and accept and comply with the College's decisions in respect to those matters including decisions about subject and co-curricular activity offerings, availability, timetabling and teacher allocation;
 - (m) accept that the College reserves the right to exclude any person irrespective of whether they are a Parent (or not), from entering or remaining on College property or participating in College activities (including co-curricular activities) where the College reasonably believes it is in the best interest of the Student or the good running of the College to do so;
 - (n) accept that the absence of the Student from the College for any reason will not alter Your obligation to pay Fees, and there will be no reduction of Fees where the Student is absent for part of or all of a term, except in extenuating circumstances, and subject to the Principal's discretion;
 - (o) accept that Students absent without prior leave approval being granted may forfeit credit for assignments and exams missed during their absence;
 - (p) that the Student must wear the College uniform as required by the College and that it is Your responsibility to ensure that the Student is properly dressed in accordance with the College's uniform standards and standard of personal appearance at the beginning of each School Day;
 - (q) keep the College informed at all times of any change in the Student's living circumstances, postal address, residential address or other contact details;
 - (r) ensure that the Student lives in Your care and control for the duration of their enrolment unless there are exceptional circumstances that have been pre-approved by the College; and
 - (s) give due consideration to the suggestions of specialist diagnostic testing and/or the implementation of strategies to assist in the education of the Student.
- 4.3 For clarity, clauses 4.2(a) – 4.2(h) are essential terms of this Agreement a breach of which allows the College to terminate this Agreement and cancel the enrolment of the Student.

5. FEES AND LEVIES

5.1 You acknowledge and agree that:

- (a) Fees will be set by the College annually and published in the College Fee Schedule;
- (b) each enrolling party to the Agreement is jointly and severally liable under the terms of this Agreement;
- (c) the College offers a wide range of Curricula Options and that there will be no remission of Fees for choices You make from among these Curricula Options;
- (d) the College reserves the right to deny a Student's participation on International and Domestic Tours or additional Fee related activities in circumstances where the payment of the Student's Fees are not up to date;
- (e) should any Fees not be paid by the designated due date, the College may, in its sole discretion, suspend or cancel the Student's enrolment at the College and if necessary, commence legal action for Fee recovery;
- (f) in circumstances where the College commences legal action for Fee recovery, You must indemnify the College for all costs incurred by the College for recovery including but not limited to legal fees on a solicitor own client basis, interest charges and any other costs, fees and charges incurred by the College; and
- (g) the College may charge interest on overdue fees and levies at the per annum interest rate charged to the College by the College's chosen bank or financial institution on overdraft facilities, from the due date until the date of payment.

6. INSTRUCTIONS OF PARENT

- 6.1 If the College requires instruction, authority or direction in relation to an issue concerning the Student (including consent for medical treatment), You agree that the College may act on the instruction of either of You in accordance with what the College determines, in its absolute discretion, is in the best interests of the Student.
- 6.2 In the event of any medical or other emergency arising which makes it impossible or impractical to communicate with You, You authorise the College to take whatever action is considered necessary or expedient for the Student's health, safety and protection.
- 6.3 The College will only make decisions (if necessary) in accordance with what the College determines, in its absolute discretion, is in the best interests of the Student.

7. BEHAVIOURAL MATTERS

7.1 You:

- (a) authorise the Principal or their delegate to implement whatever disciplinary measures are deemed necessary in relation to the behaviour and conduct of the Student, including but not limited to the suspension or expulsion of the Student in circumstances where the Principle or their delegate are of the view that such measures are necessary;
- (b) acknowledge and agree that the matters set out in clause 7.1(a) above extend to conduct and behaviour of the Student that occurs outside of school hours and that may cause harm to the reputation of the College;
- (c) acknowledge and agree that in circumstances where a Student is suspended or expelled, that there will be no refund of any Fees previously paid to the College;
- (d) acknowledge and agree that where matters are deemed by the Principal or their delegate to be of a serious nature, that such matters may be referred to the relevant authorities, such as the police, or as required by law;
- (e) consent to the College searching lockers, bags and property of the Student (including laptops and electronic devices) in circumstances where the Principal or their delegate forms the reasonable view that the item or thing to be searched may contain information or things that maybe forbidden, dangerous or inconsistent with this Agreement or a School policy or rule; and
- (f) authorise the College to confiscate property that in the view of the Principal or their delegate is forbidden, dangerous or inconsistent with this Agreement or a School policy or rule.

8. PRIVACY

8.1 You:

- (a) accept the terms and conditions of the Privacy Policy as amended from time to time;
- (b) accept and agree that the College will collect and store personal information about You and the Student in accordance with the Privacy Policy; and
- (c) authorise the College to use and disclose personal information in accordance with its Privacy Policy for the purposes of discharging and delivering its functions and activities.

9. CONSENT TO USE IMAGES AND RECORDINGS

- 9.1 You acknowledge and agree that from time-to-time, the College will produce Images and Recordings of the Student.
- 9.2 You acknowledge and agree that the College owns the copyright, intellectual property and other rights, title and interest of all Images and Recordings.
- 9.3 Subject to clause 9.4, You authorise and give consent for the College or a service provider on behalf of the College to:
 - (a) use Images and Recordings of the Student in College publications, press releases, on the College website, in promotional material for the College and in other usual purposes for the College in accordance with the College's Privacy Policy;
 - (b) share Images and Recordings of the Student with affiliated associated groups including AIC Brisbane, RTO's used within the College and external organisations associated with St Teresa's College.
 - (c) use work produced by the Student (including, without limitation to written compositions and art work) for any purpose deemed appropriate by the College, in its absolute discretion, at any time during or after the Student's enrolment comes to an end; and
 - (d) grant media access to the Student under the supervision of the College for any purpose deemed appropriate by the College, in its absolute discretion, including without limitation interviews at the College's premises for external publication.
- 9.4 Notwithstanding clause 9.3, the College will on receiving written advice from You addressed to the Enrolment's Officer, enter the Student's name on its "Do Not Publish Image List" with such written notice being proof of Your withdrawal of authorisation and consent.

10. CURRICULAR CONSENT

10.1 You authorise and consent for the Student:

- (a) to participate in all normal curricular, sporting and extracurricular activities conducted with the approval of the College, such as work experience, College camps, excursions and functions; and
- (b) to travel on the College bus or on any form of public or private transport, where such



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transport is deemed, in the reasonable opinion of the College, to be necessary.

11. DECLARATION OF STUDENT CIRCUMSTANCES

11.1 You acknowledge and agree that for the College to discharge its obligations with respect to the education and pastoral care of the Student, it must be made aware of the Circumstances Relevant To The Student's Enrolment.

11.2 In light of clause 11.1, You acknowledge and agree that:

- (a) any Circumstances Relevant To The Student's Enrolment have been fully disclosed to the College in writing prior to signing this Agreement; and
 - (b) you will immediately inform the College if the Circumstances Relevant To The Student's Enrolment change in any way from the date of signing this Agreement until the termination of the Student's enrolment at the College.
- 11.3 For clarity, you acknowledge and agree that clause 11.2(a) and 11.2(b) are essential terms of this Agreement a breach of which allows the College to terminate this Agreement and cancel the enrolment of the Student.

12. LOSS OF PROPERTY

12.1 All personal property brought to the College or to a College activity by the Student is at the sole risk of the Student and You. The College will not accept any liability for the loss, damage or theft of any personal effects or property of the Student.

13. INDEMNITY BY YOU

13.1 To the maximum extent permitted by law, You agree to indemnify the College and EREAC (including its Board Members, Advisory Board Members, employees and volunteers) against any loss, damage or liability incurred by the College arising out of, or in connection with:

- (a) a failure of the Student or You to comply with this Agreement and all other policies, rules, regulations, procedures and expectations of the College;
- (b) the replacement of College property which is damaged or destroyed by the Student, including but not limited to textbooks, laptops, musical and audio-visual equipment; and
- (c) claims made by any person against the College and EREAC (including its Board Members, Advisory Board Members, employees and volunteers) in respect of personal injury, death, loss or damage to any property arising out of or relating to any acts or omissions of You or the Student.

14. TERMINATION OF ENROLMENT

14.1 You acknowledge and agree that:

- (a) to terminate or discontinue the Student's enrolment (which for clarity includes students whose enrolments have been accepted but are yet to commence at the College), You must provide the College with a minimum of 8 weeks' written notice

(excluding gazetted school holidays) of Your intention to do so;

- (b) if You fail to comply with the notice provisions as set out in clause 14.1(a) that the:
 - (i) College may, subject to clause 14.1(c), charge you the equivalent of 8 weeks' Tuition Fees and 8 weeks' Boarding Fees (if applicable); and
 - (ii) payment referred to in clause 14.1(b)(i) is a genuine pre-estimate of the loss that the College suffered as a result of Your breach; and
- (c) the College may, in its absolute discretion, waive the requirement for payment of the Tuition Fees and Boarding Fees set out in clause 14.1(b)(i) either in part or wholly.

15. NO WARRANTY

15.1 The College does not warrant that it:

- (a) will achieve any particular outcome in respect of the Student; and
- (b) can control the actions or behaviour of other parents, students or persons associated with other students at the College.

16. GENERAL CONDITIONS

Waiver

16.1 No waiver whether express or implied of any breach of any term or condition in this Agreement shall be construed to be a continuing waiver or consent to any subsequent breach on the part of either party to this Agreement.

Entire Agreement

16.2 This Agreement constitutes the sole and entire agreement between the College and the You in relation to the enrolment of the Student. Any warranty, representation or other term or condition not contained in this Agreement is of no force or effect.

Governing Law

16.3 This Agreement will be governed by the laws in force in Queensland.

Counterparts

16.4 This Agreement may be entered into by electronic communication between the parties if a full copy of this Agreement showing the signature of each party is communicated by fax, email or other electronic means to the other party. Any electronic communication by a party to this Agreement constitutes consent to this Agreement being entered by electronic communication.

Duration of the Agreement

16.5 This Agreement shall apply from the date of signing by the Parents until the date on which the Student's association with the College as a Student ceases.

17. EXECUTION

17.1 You agree to all the terms and conditions contained in this Agreement.

SIGNATURE OF PARENT 1: _____ DATE: _____

FULL NAME (PRINT): _____

SIGNATURE OF PARENT 2: _____ DATE: _____

FULL NAME (PRINT): _____

SIGNATURE OF PRINCIPAL OR NOMINEE: _____ DATE: _____

FULL NAME (PRINT): _____



STUDENT BEHAVIOUR POLICY & PROCEDURES AND ILLICIT USE OF DRUGS

STUDENT MANAGEMENT POLICIES INCLUDING ILLICIT USE OF DRUGS

The College is committed to providing an environment which maximises educational opportunities and outcomes for all within the context of gospel values and the ethos of Edmund Rice Education Australia. It is expected that parents and students will support behaviours that are socially responsible in respect of the College rules, behaviour codes, College policies, EREA Policies and the law.

In respect of the EREA Illicit Use of Drugs Policy.

All students enrolling at this College are required, by the following written agreement, to comply with the College's policy of prohibition in respect of illegal drugs and other prohibited substances within the College context and to accept the actions and consequences which will follow as a result of a breach of that policy.

USE OF ILLICIT DRUGS AND OTHER PROHIBITED SUBSTANCES BY STUDENTS EREA POLICY 10

1. A student at the College, in the vicinity of the College, travelling to and from the College or a College event, in College uniform, or at College events, or events related to, or interpreted as being under College control, shall not:
 - a) knowingly have in their possession a drug of dependence other than that for which they hold a current prescription prescribed by a registered medical practitioner or prohibited substance; and/or
 - b) supply, to another person, and/or administer to himself, or permit another person to administer/supply to himself, a drug of dependence or a prohibited substance; and/or
 - c) have in their possession any piece of equipment for use in connection with the, manufacture, smoking, consumption or administration of such a drug or substance or the preparation of such a drug or substance, for smoking, consumption or administration.
2. In the event that a student breaches this prohibition, the EREA Use of Illicit Drugs and Other Prohibited Substances by Students Policy, St Teresa's College Behaviour Management Policy and Procedures will be followed.

AGREEMENT – STUDENT

I _____ (STUDENT NAME),
promise to abide by the College Rules, expected behaviours policy and procedures, and the Law. I agree to comply with the College and the EREA policy in respect of drugs within the College context. I further agree that should I be involved in a breach of the policy, I undertake to assist the College in its data collection concerning the breach, and further to comply with any pastoral support programs and discipline responses as may be decided as appropriate by the College in the circumstances.

I accept that searches of property may be required where there is a reasonable suspicion of a breach of College rules/law.

I have read the agreement and understood my obligations under it.

STUDENT SIGNATURE

DATE



RESPECTING YOUR PRIVACY

All information on the Application for Student Enrolment form is strictly confidential, and will be kept by your St Teresa's College and Edmund Rice Education Australia (EREA). The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education in the Edmund Rice tradition. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians/carers.

Catholic Schools and EREA are bound by the Privacy Amendment (Private Sector) Act 2000, and have adopted the ten (10) National Privacy Principles. A privacy statement detailing our practices and procedures for the use and management of the personal, sensitive and health information we collect and record can be obtained upon request at your school's office.

We need your enrolment details for the following:

STUDENT AND PARENT CONTACT DETAILS

- Telephone, address and employer/occupation details for student/parents/guardians/carers – for contact in an emergency, to discuss matters regarding the student's education, or for other educational purposes.

STUDENT AND PARENT BACKGROUND INFORMATION

- This information is a standard requirement on all enrolment forms Australia-wide as part of the Australian Government Schools Assistance Act 2004.
- This includes information about the student's and parent's/guardian's/carer's country of birth, indigenous status and languages spoken, along with student visa status and parental education levels and occupations.
- The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Catholic Schools and will assist in planning for future educational needs.
- Some of this information will be forwarded to the Australian Government, but EREA's strict reporting protocols ensure data does not identify individual students or parents/guardians/carers.

SPECIAL FAMILY CIRCUMSTANCES

- Additional information about:

Parents/guardians/carers – so that we are aware of family arrangements e.g. foster care, contact arrangements, access restrictions.

Please provide Family Court Orders detailing access restrictions and parenting plans, and inform the College as soon as possible about any changes to your family arrangements.

ALTERNATIVE EMERGENCY CONTACTS

- Required in the event the College is unable to contact parents/guardians/carers. Please ensure that the people named agree to their details being provided to the College.

STUDENT MEDICAL INFORMATION

- Health information – so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- We require details of student medical conditions and/or disabilities, and medication they may need whilst at the College. It is the responsibility of the parent/guardian/carer to provide medication to the College in an authorised pharmacy packet.

Please contact the College if you require further information or clarification regarding the Medications Policy.

- Inform the College if your child develops a medical condition that may require regular or emergency attention from College staff. In the event that this information is not provided, the College will not be liable for any failure to render assistance to the child.
- Medical information will be shared with College staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the College in suitable locations to ensure that appropriate action is taken in emergencies.

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- This section is completed by the parent/guardian/carer of the child and outlines conditions which all parties to this Contract of Enrolment will abide by.

CONSENTS

- Consent is required by the parent/guardian/carer of the child for all Category A (short duration and day) activities and all Category B (extended activities/excursions) activities.
- Consent is also required by the parent/guardian/carer of the child for media and communication releases. Such material will be used for the purposes of advertising, promotion, media publicity, College website, publication, and display for any EREA or Queensland Catholic Education Commission purpose in whole or in part.

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



DOCUMENT CHECKLIST

When enrolling your child at this College, please check that you have provided copies of the following:

- ☐ Birth certificate or extract or identity documents
- ☐ Copy of current Medicare Card & Healthcare Card
- ☐ Latest two years school report and reference from previous schools
- ☐ Documentation relating to special needs (any reports, action plans, assessments, etc)
- ☐ Court order, parenting plans, access restrictions etc (if applicable)

If your child is NOT an Australian Citizen, you will need to provide certified copies of:

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

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

- ☐ Authority to Enrol for visitor and temporary resident holders may be required (other than sub-class 571P referred to above) issued by the Temporary Visa Holders Program Unit
- ☐ Evidence of the visa the student has applied for (if the student holds a bridging visa)

This College is part of Edmund Rice Education Australia. Catholic Schools are communities of faith and the Gospel values are essential to the life of our schools. Each student is important and the curriculum is directed at the total formation of the individual.

ASSISTANCE WITH COMPLETING THIS FORM

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

WHO SHOULD COMPLETE THIS FORM?

Parents/guardians/carers of students enrolling in this college.

KEEPING STUDENT RECORDS UP-TO-DATE

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

RESPECTING YOUR PRIVACY

Edmund Rice Education Australia, together with St Teresa's College, respects your privacy and is bound by privacy rules to protect the information you provide