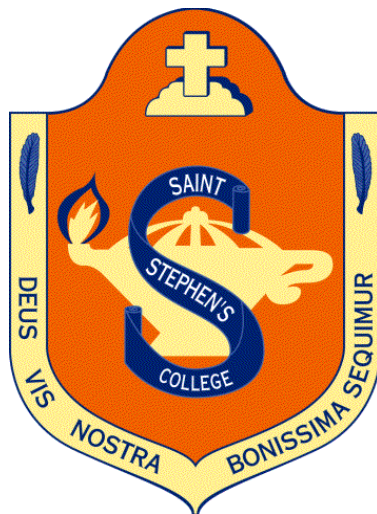


**Contact Details:**  
 PO Box 441  
 OXFENFORD QLD 4210  
 Reserve Road  
 COOMERA QLD 4209

Phone: 61 7 5573 8603  
 Fax: 61 7 5573 8688  
 e-mail: mwells@ssc.qld.edu.au  
 Website: www.saintstephenscollege.net.au



# Saint Stephen's College

CRICOS Provider Number PR 01938G

## Application for Enrolment

Name of Student		Grade Applied For		Year of Entry	
Date of Birth		Student Code		Parent Code	
Notes:					
International Student only Course applied for		Short Stay		Mainstream	
International Student Only - Proposed Commencement Date					
International Student Only - Proposed Completion Date					
International Student Only - IS HOMESTAY REQUIRED?		Yes		No	

**All Applicants complete Sections 1 to 11**

**International Students also complete Section 12**

**Office Use Only**  
 NP  EP

## **Section 1 – Enrolment Policy and Procedures - Terms and Conditions**

1. Application for enrolment of a student can only be made on this official Application for Enrolment form accompanied by:
  - a) Non-refundable application fee (refer fee schedule)
  - b) Copy of the prospective student's Birth Certificate, Extract of Birth Entry, or Passport
  - c) Passport sized photo of the child
  - c) Copies of latest school reports and those of the past two years (if applicable)
  - d) Medical reports (if applicable)
  - e) Any reports (including medical specialist reports) which refer to any behavioural or medical condition pertinent to the student, and/or suggests the need for special attention.
2. Placements in the College are prioritised on the basis of:
  - a) Siblings (of existing students)
  - b) Religious Affiliation with the Traditional Anglican Catholic Church in Australia
  - b) Students returning from an Approved Leave of Absence
  - c) Date of receipt of application
3. Places in the Preparatory Year can be confirmed on a date publicised by the College. The information evening, tours and enrolment interviews are organised the year prior to entry.
4. Offers for placements in other intake years, eg Year 7, are made the year prior to entry.
5. If a vacancy arises throughout the year in any year level, Director of Enrolments, will contact the next family on the waitlist (prioritised according to Clause 2 above) to organise a formal interview with an Executive Officer of the College. This can be with the Headmaster or his delegate. Where possible, both parents are asked to accompany their child to this interview, and the most recent school report must be provided. If any Court Orders exist pertaining to the custody arrangements for the child, they must also be provided.
6. The following matters will be discussed during the enrolment process:
  - a) College expectation of parents:
    - i) Involvement and commitment
    - ii) Fee payment
  - b) College expectation of students:
    - i) Attendance requirements (as governed by the Education General Provisions Act, 1989 and other relevant Acts, including the ESOS Act governing the enrolment of International Students)
    - ii) Behavioural expectations
    - iii) Educational expectations
    - iv) Uniform Policy
    - v) Camps/Excursions/Carnivals/Associated Private Schools (APS) Sport
    - vi) In confirming an enrolment, parents accept or agree to adhere to, relevant College policies. These policies are available on the College's website: [www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au).<sup>1</sup>
7. If an offer of enrolment is made, parents are asked to complete the form and amend any personal details which may have changed. Enrolments are confirmed on receipt of payment of the remainder of the enrolment fees.
8. If the place is not taken up by the student, the enrolment deposit is forfeited.
9. Application and enrolment fees are non-refundable.
10. The fee for Life Membership of the Old Scholars' Association is refundable, upon written application, if a student leaves the College in their first year of enrolment.
11. Once a student commences at the College, one full term's notice in writing is required before a student is removed from the school. Failure to provide such notice will result in the forfeiture of the Enrolment Deposit and liability for a term's tuition fees.

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<sup>1</sup> College Policies are reviewed from time to time in the light of experience and to ensure ongoing compliance with Government Regulations. The College reserves the right to make such changes as the need arises.

**Section 1 – Enrolment Policy and Procedures - Terms and Conditions continued . . .**

12. International Students’ enrolment fees are non refundable.
13. In extra ordinary circumstances, the Headmaster reserves the right to over-ride the policy on return of enrolment deposits.
14. Enrolment deposits can become a voluntary donation to the College on a student’s graduation from Year 12. These donations to the Building Fund are tax deductible. Parents will be invited to donate their enrolment deposit during the year their child studies Year 12.
15. A separate Refund Policy will be provided to International Students, which states clearly the procedures in place for the return of fees paid in advance if the enrolment of an International Student is terminated.
16. If the marital status of parents / guardian should change during the time a child is enrolled at Saint Stephen’s College, the original enrolment agreement (signed by both parties at the point of enrolment) will apply until such time as both parties request a change be made (in writing).

<b>Enrolment Fees Payment Timeframe – All Students</b>	
1.	<u>Application Fee</u> paid when applying for Enrolment .....(non refundable)
2.	<u>Enrolment Fee</u> paid when place is offered .....(non refundable)
<b>Domestic Only</b>	
3.	<u>Enrolment Deposit</u> paid when place is offered ..... (conditionally refundable – see above)
4.	<u>Old Scholars’ Fee</u> paid when place is offered ..... (refundable ONLY within first year)

I/We hereby apply to enrol the below-named student at Saint Stephen’s College. I/We undertake to support the ethos of the College and its existing rules, regulations and work programmes, plus changes which may be introduced in the future. I/We understand that the initial and continuing enrolment of my child at Saint Stephen’s College is dependent upon open and honest disclosure of information relating to the health and wellbeing of my child.

I/We accept that the Headmaster reserves the right to cancel my child’s enrolment at the College, for breach of the rules and regulations or for non-payment of school fees.

I/We understand that, except for the Old Scholars’ Association Fee, all enrolment fees are forfeited if the position is not taken up at the College.

I/We understand that once a student commences at the College, the Enrolment Deposit is forfeited if that student leaves without giving one full term’s notice of departure in writing to the Headmaster (this does not apply to exiting Year 12 students).

I/We have read, understand and agree to the Term and Conditions of the Enrolment Policy.

<b>Office Use Only</b>	
<i>Application Fee</i>	<i>Enrolment Fees</i>
<b>Date Paid:</b>	<b>Date Paid:</b>
<b>Amount:</b>	<b>Amount:</b>
<b>Receipt No:</b>	<b>Receipt No:</b>

-----  
**Signature of Parent/Guardian** (Please PRINT name)

-----  
**Signature of Parent/Guardian** (Please PRINT name)

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

## Section 2: Parent Details – Mother or Guardian – Code 1

<b>Mother or Legal Custodian</b>	Last Name		First Name	
	Preferred Name		Relationship to child	
Preferred Salutation ( eg Mr and Mrs)				
Home Address				
		Post Code	Phone Home ( )	
Postal Address				
		Post Code	Phone Work ( )	
Mobile No				
Email		Does this child reside with you?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Last School Attended	Name and Type: Government <input type="checkbox"/> Non-Government <input type="checkbox"/> Catholic <input type="checkbox"/>			
Location of School	Country	State or Province		
<p><b>* Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).</b></p> <p>No, English only ..... <input type="checkbox"/> ..... Code 1201</p> <p>Yes, Afrikaans ..... <input type="checkbox"/> ..... Code 9202</p> <p>Yes, Japanese..... <input type="checkbox"/> ..... Code 7201</p> <p>Yes, Korean ..... <input type="checkbox"/> ..... Code 7301</p> <p>Yes, Indonesian ..... <input type="checkbox"/> ..... Code 6504</p> <p>Yes, Mandarin ..... <input type="checkbox"/> ..... Code 7104</p> <p>Yes, Spanish ..... <input type="checkbox"/> ..... Code 2303</p> <p>Yes, Italian ..... <input type="checkbox"/> ..... Code 2401</p> <p>Yes, Greek ..... <input type="checkbox"/> ..... Code 2201</p> <p>Yes, Tagalog (Filipino)..... <input type="checkbox"/> ..... Code 6506</p> <p>Yes, French..... <input type="checkbox"/> ..... Code 2101</p> <p>Yes, German..... <input type="checkbox"/> ..... Code 1301</p> <p>Yes, Other, please specify .....</p>				
<p><b>* What is the highest year of primary or secondary school you have completed?</b> (Mark one box only)</p> <p>Year 12 or equivalent ..... <input type="checkbox"/> ..... Code 4</p> <p>Year 11 or equivalent ..... <input type="checkbox"/> ..... Code 3</p> <p>Year 10 or equivalent ..... <input type="checkbox"/> ..... Code 2</p> <p>Year 9 or equivalent or below ..... <input type="checkbox"/> ..... Code 1</p> <p>(For persons who have never attended school, mark 'Year 9 or equivalent or below').</p>				
<p><b>* What is the level of highest qualification you have completed?</b> (Mark one box only)</p> <p>Bachelor degree or above..... <input type="checkbox"/> ..... Code 7</p> <p>Advanced Diploma/Diploma..... <input type="checkbox"/> ..... Code 6</p> <p>Certificate I to IV (including trade certificate ..... <input type="checkbox"/> ..... Code 5</p> <p>No non-school qualification ..... <input type="checkbox"/> ..... Code 8</p>				
<p><b>* Occupation Group. Please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on the following page.</b></p> <p>Group 1 (Senior Management) ..... <input type="checkbox"/> ..... Code 1</p> <p>Group 2 (Other business managers) ..... <input type="checkbox"/> ..... Code 2</p> <p>Group 3 (Tradesmen/women) ..... <input type="checkbox"/> ..... Code 3</p> <p>Group 4 (Machine Operators) ..... <input type="checkbox"/> ..... Code 4</p> <p>If you are <b>not</b> currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation</p> <p>If you have <b>not</b> been in paid work in the last 12 months, please tick this box: ..... <input type="checkbox"/> ..... Code 8</p>				

**\*Please Note: The collection of this information is a requirement of the Federal Government for reporting student outcomes.**

## ***Parental Occupation Groups***

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or 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]

## **Section 2: Parent Details – Father or Guardian - Code 2**

<b>Father or Legal Custodian</b>	Last Name		First Name	
	Preferred Name		Relationship to child	
Preferred Salutation ( eg Mr and Mrs)				
Home Address				
		Post Code	Phone Home ( )	
Postal Address				
		Post Code	Phone Work ( )	
Mobile No				
Email			Does this child reside with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Last School Attended	Name and Type: Government <input type="checkbox"/> Non-Government <input type="checkbox"/> Catholic <input type="checkbox"/>			
Location of School	Country	State or Province		
<p><b>* Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often).</b></p> <p>No, English only ..... <input type="checkbox"/> ..... Code 1201</p> <p>Yes, Afrikaans ..... <input type="checkbox"/> ..... Code 9202</p> <p>Yes, Japanese ..... <input type="checkbox"/> ..... Code 7201</p> <p>Yes, Korean ..... <input type="checkbox"/> ..... Code 7301</p> <p>Yes, Indonesian ..... <input type="checkbox"/> ..... Code 6504</p> <p>Yes, Mandarin ..... <input type="checkbox"/> ..... Code 7104</p> <p>Yes, Spanish ..... <input type="checkbox"/> ..... Code 2303</p> <p>Yes, Italian ..... <input type="checkbox"/> ..... Code 2401</p> <p>Yes, Greek ..... <input type="checkbox"/> ..... Code 2201</p> <p>Yes, Tagalog (Filipino) ..... <input type="checkbox"/> ..... Code 6506</p> <p>Yes, French ..... <input type="checkbox"/> ..... Code 2101</p> <p>Yes, German ..... <input type="checkbox"/> ..... Code 1301</p> <p>Yes, Other, please specify .....</p>				
<p><b>* What is the highest year of primary or secondary school you have completed? (Mark one box only)</b></p> <p>Year 12 or equivalent ..... <input type="checkbox"/> ..... Code 4</p> <p>Year 11 or equivalent ..... <input type="checkbox"/> ..... Code 3</p> <p>Year 10 or equivalent ..... <input type="checkbox"/> ..... Code 2</p> <p>Year 9 or equivalent or below ..... <input type="checkbox"/> ..... Code 1</p> <p><i>(For persons who have never attended school, mark 'Year 9 or equivalent or below').</i></p>				
<p><b>* What is the level of highest qualification you have completed? (Mark one box only)</b></p> <p>Bachelor degree or above ..... <input type="checkbox"/> ..... Code 7</p> <p>Advanced Diploma/Diploma ..... <input type="checkbox"/> ..... Code 6</p> <p>Certificate I to IV (including trade certificate ..... <input type="checkbox"/> ..... Code 5</p> <p>No non-school qualification ..... <input type="checkbox"/> ..... Code 8</p>				
<p><b>* Occupation Group. Please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on the previous page.</b></p> <p>Group 1 (Senior Management) ..... <input type="checkbox"/> ..... Code 1</p> <p>Group 2 (Other business managers) ..... <input type="checkbox"/> ..... Code 2</p> <p>Group 3 (Tradesmen/women) ..... <input type="checkbox"/> ..... Code 3</p> <p>Group 4 (Machine Operators) ..... <input type="checkbox"/> ..... Code 4</p> <p>If you are <b>not</b> currently in paid work, but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation</p> <p>If you have <b>not</b> been in paid work in the last 12 months, please tick this box: ..... <input type="checkbox"/> ..... Code 8</p>				

- Please Note: The collection of this information is a requirement of the Federal Government for reporting student outcomes.**

### Section 3 – Student/s Details

<b>Student's Name</b> <i>(block letters)</i>			
	<i>(Last Name)</i>	<i>(First and subsequent name/s)</i>	
Preferred Name			
Current Grade		Proposed Year of Entry to SSC	Grade in the Year
Sex	Code 1 = Male <input type="checkbox"/>		Code 2 – Female <input type="checkbox"/>
Date of Birth	/ /	Religion (eg Anglican Catholic)	
Indigenous Status	<p>Is the student of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Island origin, mark both 'Yes' boxes).</i></p> <p>Aboriginal only ..... <input type="checkbox"/> ..... Code 1</p> <p>Torres Strait Island, but not Aboriginal Origin..... <input type="checkbox"/> ..... Code 2</p> <p>Both Aboriginal and Torres Strait Islander Origin ..... <input type="checkbox"/> ..... Code 3</p> <p>Neither Aboriginal nor Torres Strait Island Origin ..... <input type="checkbox"/> ..... Code 4</p>		
<p>In which country was the student born?</p> <p>Australia..... <input type="checkbox"/> ..... Code 1101</p> <p>New Zealand..... <input type="checkbox"/> ..... Code 1201</p> <p>England..... <input type="checkbox"/> ..... Code 2102</p> <p>South Africa..... <input type="checkbox"/> ..... Code 9225</p> <p>Japan..... <input type="checkbox"/> ..... Code 6201</p> <p>Korea..... <input type="checkbox"/> ..... Code 6203</p> <p>Indonesia..... <input type="checkbox"/> ..... Code 5202</p> <p>China..... <input type="checkbox"/> ..... Code 6101</p> <p>Spain..... <input type="checkbox"/> ..... Code 3108</p> <p>Italy..... <input type="checkbox"/> ..... Code 3104</p> <p>Greece..... <input type="checkbox"/> ..... Code 3207</p> <p>Philippines..... <input type="checkbox"/> ..... Code 5204</p> <p>France..... <input type="checkbox"/> ..... Code 2303</p> <p>Germany..... <input type="checkbox"/> ..... Code 2304</p> <p>Other, please specify .....</p>			
<p>Does the child speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often).</i></p> <p>No, English only..... <input type="checkbox"/> ..... Code 1201</p> <p>Yes, Afrikaans..... <input type="checkbox"/> ..... Code 9202</p> <p>Yes, Japanese..... <input type="checkbox"/> ..... Code 7201</p> <p>Yes, Korean..... <input type="checkbox"/> ..... Code 7301</p> <p>Yes, Indonesian..... <input type="checkbox"/> ..... Code 6504</p> <p>Yes, Mandarin..... <input type="checkbox"/> ..... Code 7104</p> <p>Yes, Spanish..... <input type="checkbox"/> ..... Code 2303</p> <p>Yes, Italian..... <input type="checkbox"/> ..... Code 2401</p> <p>Yes, Greek..... <input type="checkbox"/> ..... Code 2201</p> <p>Yes, Tagalog (Filipino)..... <input type="checkbox"/> ..... Code 6506</p> <p>Yes, French..... <input type="checkbox"/> ..... Code 2101</p> <p>Yes, German..... <input type="checkbox"/> ..... Code 1301</p> <p>Yes, Other, please specify .....</p>			

**Section 3** – Student/s Details continued . . .

Nationality			
<i>(If other than Australian or New Zealand, state type of visa held, and date of issue. Please note that special requirements may apply to particular country of birth. Details are available from the College)</i>			
Passport Number		Date of Issue	
Type of Visa		Place of Issue	
Current School			Years Attended, ie P-7
Schools Previously Attended	1.		
	2.		
	3.		
Reason for Transfer			

***Siblings – Currently Attending Saint Stephen’s College***

Surname		Preferred Name		Grade		House	
Surname		Preferred Name		Grade			
<b>Surname</b>		<b>Preferred Name</b>		<b>Grade</b>			

***Siblings – Past Students of Saint Stephen’s College***

Surname		Preferred Name		Year Left		In Grade	
Surname		Preferred Name		Year Left		In Grade	
Surname		Preferred Name		Year Left		In Grade	

***Siblings – Not Attending Saint Stephen’s College***

Surname		Preferred Name		Age		In Grade	
Surname		Preferred Name		Age		In Grade	
Surname		Preferred Name		Age		In Grade	

***Relatives - Currently Attending Saint Stephen’s College***

Surname		Preferred Name		Grade		House	
Surname		Preferred Name		Grade			
<b>Surname</b>		<b>Preferred Name</b>		<b>Grade</b>			

## **Section 4 – Student Profile**

Has your child ever been accelerated (skipped a year)?	Yes	No
Has your child ever repeated a year?	Yes	No
If so, which year?		
Has your child participated in a Learning Enrichment Programme?	Yes	No
Has your child ever received 'Learning Support Assistance'? <i>(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner)</i>	Yes	No
If test results indicate your child could benefit from a Learning Enrichment Programme or Learning Support Assistance, do you give permission for your child to receive such assistance?	Yes	No
Has your child ever been 'Ascertained'? <i>(Ascertainment is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of specialist educational support needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel)</i>	Yes	No
If Yes, please state their current level _____		
If your child has a special need, please identify:		
Intellectual <input type="checkbox"/>	Autism/Aspergers <input type="checkbox"/>	Vision <input type="checkbox"/>
Physical <input type="checkbox"/>	Social/Emotional <input type="checkbox"/>	Hearing <input type="checkbox"/>
ADD/ADHD <input type="checkbox"/>	Learning Difficulty <input type="checkbox"/>	Non-Verbal Learning Disorders <input type="checkbox"/>
Other <input type="checkbox"/>		
<i>(If Other, please specify)</i>		
Do you have a report from the specialist?	Yes	No
If Yes, would you be willing to share the report/s with the College, or allow the College to access additional information from the specialist or special school if required?	Yes	No
If your child has one of the above special needs, how does it impact on him/her as a learner?		
Does your child take medication on a regular basis?	Yes	No
<i>(If Yes, what type of medication and how often is it taken?)</i>		
Does your child have any social difficulties with other children?	Yes	No
<i>(If Yes, please specify?)</i>		
Has behaviour management ever been an issue with your child in the school setting?	Yes	No
<i>(If Yes, please specify?)</i>		
If your child has one of the above special needs, how does it impact on him/her as a learner?		

***Saint Stephen's College Pty Ltd reserves the right to determine its ability to meet the needs of students with special needs***

## **Section 5 – College Fees**

I/We\* acknowledge that I am/We\* are liable for all College fees, interest and charges stated in each account relating to the child/ren for whose Confirmation of Enrolment is herein made, and that I/We\* have read the statement of College Fees Payment Conditions printed below and agree to be bound by the provisions set out therein, and by any variations to the fees structure adopted by the College from time to time, of which I/We\* may receive written notice, until the child/ren complete his/her/their education at the College.

The Commercial Manager of the College can be contacted in relation to fees and fee structures generally.

The Commercial Manager is authorised by the Headmaster to take any legal steps may be deemed necessary to recover unpaid fees or accounts from the parent or other person or persons signing this form.

***\*Person(s) signing should delete inapplicable alternatives denoted by the asterisks.***

<i>Please Print</i>	<i>Please sign</i>
Full name of <b>Father/Guardian</b> or person responsible for payment of College fees (please print)	<b>Signature</b>

<i>Please Print</i>	<i>Please sign</i>
Full name of <b>Mother/Guardian</b> or person responsible for payment of College fees (please print)	<b>Signature</b>

Address for College Fee Accounts (if same as for parent details on page 3, please write 'as above')				
Home Address				
	Post Code		Phone Home (    )	
Postal Address				
	Post Code		Phone Work (    )	

### ***Method of Payment***

*Please indicate below, which method of payment you would prefer to use:*

Direct Debit     BPay     Credit Card     Cheque     Cash     EFPOS

### ***Conditions of College Fee Payment***

1. Payment of school fees and other costs is required to be paid in full by the designated date (5 days after the commencement of each term, unless otherwise stated in writing).
2. The College will charge an administration fee of \$55 (inc. GST). This fee is payable if school fees and other charges have not been finalized at the end of the term or no acceptable arrangements have been entered into by that time.
3. Overdue accounts, including those where agreements for the payment have not been honoured, will result in a review of the student's continuing enrolment at the College.
4. Default in payment of fees and other charges render the parents liable to legal action for recovery of the unpaid fees or other charges.
5. A full school term's notice in writing to the Headmaster is required of intention to withdraw a student from the school, otherwise a term's tuition fee will be charged.
6. In the event that a student is asked to leave the College, all incurred fees and charges will be non refundable and any outstanding fees and charges will be immediately payable.
7. Parents who are experiencing difficulties maintaining payment of fees and charges should contact the Headmaster through the College's Commercial Manager.

**\*The College makes limited fee relief available to those parents experiencing financial hardship.**

**Parents/guardians applying for fee relief must prove they are experiencing genuine financial hardship.**

## **Section 6 – Parent Declaration**

Being a parent is not, and probably never was, easy. It requires us to accept the most serious responsibility for the welfare of our own children. Being a parent is also the most profound opportunity to lay the foundations for an entire generation.

As a member of the Saint Stephen's College community, I accept that my responsibilities as a parent require me to provide mature guidance to my children and other children. This will require me to have courage! I accept that I am not perfect. As a parent I will make mistakes, and this Declaration does not commit me in a legal sense to anything not prescribed by law. However, I am prepared to make the following declaration and to have my name published as a signatory, because it will allow me to contribute to, and draw strength from, a College community that shares my values.

In signing this Parents' Declaration, I declare my commitment to the following values:

*I value a community in which children are allowed to be children and are not forced to make adult like decisions before they are ready. Consequently, as a parent I will endeavour to provide my children and other children in my care with clear and consistent boundaries, and to think about how and when they should be introduced to adult issues. In doing so, I recognize that some of the opportunities available to children are likely to undermine the values of my family and the College. I will endeavour to protect my children and children in my care from these threats.*

*I value a community in which children are adequately supervised. Consequently, I will undertake:*

- *To provide adequate supervision for other children when they visit my home or are in my care and to communicate with the parents of visiting children and discuss plans for any visit before accepting this responsibility.*
- *Not to provide alcohol or other drugs, including tobacco, to other children, or to my children when they are (or are likely to be) in the company of others.*
- *Not to allow children visiting my home to witness or participate in sexual activity.*
- *Not to allow visiting children to travel in vehicles driven by anyone other than myself without the express permission of their parents.*
- *To make other parents aware of any concerns I might have, including any extenuating circumstances that might cause a change of plans during a visit. I will also communicate any concerns I might have about activities that took place during a visit.*

*I value a community based on mutual respect and maturity. I will, therefore:*

- *Encourage my children to accept that everyone is different. I will expect them to respect other people's religious beliefs and cultural practices provided they promote peace and acceptance of others.*
- *Also encourage them to respectfully challenge views that undermine our family's values and the values stated in this Declaration.*
- *Expect my children to develop and use good manners and show respect for adults ('respect' does not mean blind obedience).*
- *Encourage young people to constructively resolve conflict.*
- *Actively discourage children from swearing or using abusive language.*

*I value integrity:*

- *I will encourage my children to make and keep meaningful promises, including their commitments to the rules of the College.*

*I value an abundance mentality and graciousness:*

- *I will encourage my children to work with others and to recognize the contribution of other people.*

*I value accepting responsibility:*

- *I will encourage my children to reflect on their actions and to progressively accept responsibility for them, even if that means personal inconvenience.*

***I/We have read and understood the Parent Declaration.***

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**Signature of Parent/Guardian**

**(Please PRINT name)**

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**Signature of Parent/Guardian**

**(Please PRINT name)**

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

## **Section 7 – Privacy Policy**

The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. The primary reason for collecting this information is to enable the College to provide a positive and supportive school environment, and/or to comply with government requirements.

Some of the information we collect is to satisfy the College’s legal obligations. For example, certain laws governing or relating to the operation of Colleges require that particular information is collected.

We occasionally ask you to provide medical reports about students. This information is safeguarded under the College’s Privacy Policy.

The College may be required to disclose personal and sensitive information for administrative and educational purposes. This includes disclosure to other schools, various government departments, AISQ (Association of Independent Schools Queensland), medical practitioners, and people providing services to the College (such as specialist visiting teachers, (sports) coaches and volunteers).

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines (and on our website).

Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil and/or to other pupils, or where pupils have provided information in confidence.

As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organizations that assist in the College’s fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without obtaining your prior consent.

We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

***I/We have read and understood the College Privacy Statement.***

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**Signature of Parent/Guardian**

**(Please PRINT name)**

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**Signature of Parent/Guardian**

**(Please PRINT name)**

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

## **Section 8 – Photo Use Policy**

From time to time, photos of students may be taken for use in our College press advertising, brochures, prospectus and/or website material. Students' names will usually not be included with these photos, unless they are used for the purpose of a story for our Quotannis or Optima magazines or for use in press related stories. For the safety of all children at the College, student names will not appear on our College website.

Due to the National Privacy Policy requirements, it is essential that we receive written permission from parents prior to any photographs being used for the above purposes. As this form will be kept on your child's file, it is important that a signed slip is received for each child in your family

I hereby give  do not give  (please tick a box) permission for photographs which include

<b>Student's Name</b> (block letters)	(Surname)	(Given name/s)
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to be used in Saint Stephen's College approved promotional items including Quotannis, Optima, but not limited to, brochures, advertisements and the College Website.

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**Signature of Parent/Guardian**

**(Please PRINT name)**

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**Signature of Parent/Guardian**

**(Please PRINT name)**

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

## **Section 9 – Disability Policy**

Saint Stephen's College values the diversity of all students including those with special educational needs, recognises the right of all students to equitable access to the curriculum, and offers education programs specific to the educational needs of students with disabilities.

Saint Stephen's College will assist the full participation of students with disabilities by:

- valuing all students as individuals and identifying and responding to their needs;
- consulting with the student and parent to make well-informed decisions about the education program to be developed for each student with a disability/s;
- identifying and addressing barriers that limit students' opportunities, participation and benefits from schooling;
- providing appropriate level of resources, while operating within realistic financial limitations, in order to reasonably accommodate the needs of students with disabilities;
- making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to meet the needs of students with disabilities;
- facilitating options and pathways for students with disabilities;
- providing physical environments that are accessible, stimulating, safe and welcoming;
- devising fair and transparent enrolment procedures for all students, including those with disabilities;
- respecting the rights of people with disabilities to privacy and confidentiality;
- fostering and encouraging among staff and students, positive, informed and unprejudiced attitudes towards people with disabilities; and
- supporting and assisting students to make alternative satisfactory educational arrangements when the school is unable to meet their needs.

All employees, parents, volunteers, and students are required to comply with this policy.

***I/We have read and understood the Disability Policy.***

<b>Signature of Parent/s or Guardian/s</b>
<b>Date</b>

## **Section 10 – Parent Directory**

The Saint Stephen's College Family Directory is a booklet produced by the **Parents and Friends Association**.

The booklet is designed to provide participating parents with the name and phone number, of other parents in the College with whom they may wish to contact in the interests of their child/ren. Addresses are not included.

In accordance with the requirements of the Privacy Amendment (Private Sector) Act 2000 (Qld) and the Saint Stephen's College Privacy Policy Statement, information collected can only be used for the purpose for which it is collected.

The Directory also includes the names and telephone numbers for the P & F Committee and Year Class Co-ordinators.

Inclusion in the Directory is voluntary. To be included in the Directory, irrespective of whether or not you have been included in previous editions, you need to complete and return this form to the school as soon as possible.

Your information, as it would appear in the directory, is:

<b>SURNAME</b>	<b>Preferred Names</b>	<b>Mother's Name</b>	<b>Father's Name</b>	<b>Phone Nos</b>
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I would like my information, in the above format, to be included in the directory.

<b>Signature of Parent/s or Guardian/s</b>
<b>Date</b>

## **Section 11 – College Policies**

*I/We undertake to access and read College Policies.*

*These policies are available on the College's website [www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au) or from the Administration Centre.*

*I/We recognise the particular importance of the Child Protection Policy.*

<b>Signature of Parent/s or Guardian/s</b>
<b>Date</b>

## ***Section 12 – To be completed by International Students ONLY***

<b>Agent Details (if Applicable)</b>	Contact Name		Company	
	Work Phone No		Mobile Number	
Company Address				
		Post Code	Phone Work ( )	
Email				
<b>Homestay Details (if Applicable)</b>	First Name/s		Last Name/s	
	Home Phone		Mobile Number	
Address				
		Post Code	Mobile	
Email				

### ***Formal Enrolment Procedure and Orientation Checklist***

Process	Tick on Completion and Comprehension
Completed Application Form	
Student Passport Copy	
Copy of Visa	
AHM Completed	
Letter of Release Received	
Guardian Appointment Letter	
Enrolment Deposit Received	
Tour of the College	
Discuss Curriculum	
Check Subject Selection	
Checked Reports, BC / Passport	
Outlined process of enrolment, ie: <ul style="list-style-type: none"> <li>➤ IS Refund Policy</li> <li>➤ IS Grievance Policy</li> <li>➤ IS Fee Schedule</li> <li>➤ IS Attendance Requirements</li> <li>➤ IS Visa Requirements</li> </ul>	
Outline Parent/Parent Carer Expectation	
Outline College Expectation: <ul style="list-style-type: none"> <li>➤ Wearing of Uniforms</li> <li>➤ Attending College functions</li> <li>➤ Policy on Bullying</li> <li>➤ Parental / Adult Carer involvement</li> </ul>	
Outline Homestay Expectation Policy	
Outline payment of fees and due dates	
Place offered	
Offer accepted	
Material return to DOA with forms	

### ***Declaration of Student***

*I hereby certify that I have undertaken the orientation process and fully understand all content*

<b><i>Printed Name of Student</i></b>	<b><i>Signature of Student</i></b>

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Sam Holmes, Assistant to the Headmaster – International Education

# Checklist

Please ensure you have attached the following documentation (if applicable) with this Form:

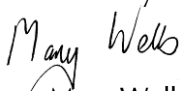
1. Enrolment fees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
2. Copy of either the Birth Certificate, an extract of Birth Entry, and or Passport/Visa for International Students	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
3. Passport sized photo of the child	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
4. Copies of latest school reports and those of the past two years (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
5. Medical reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
6. Specialist reports (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>

For the purpose of marketing research, could you please answer the following:

How long have you lived in the area?				
How did you hear about our College/Your source of referral?				
Did you receive a full prospectus on our College?	Yes	No	If so, when?	
The main reason for applying to enrol?				
Do you feel the information provided was adequate?	Yes	No	If not, what is missing?	
Did you feel the service provided was adequate?	Yes	No	If not, what is lacking?	

Office Use Only	
Date of Tour	
Date of Interview	
Interviewer	
Offered	
Accepted	

<p><b>Passport-Sized Photo of Student</b></p>          
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Thank you  
  
 Mary Wells  
**Director of Enrolments**

61 7 5573 8603 (direct)  
 61 7 5573 8688 (fax)  
[mwells@ssc.qld.edu.au](mailto:mwells@ssc.qld.edu.au)