Passport Sized Photo of Student

# Saint Stephen's College

***CRICOS Provider Number PR 01938G***

## Application for Enrolment

| | | | | | |
|---|---|---|---|---|---|
| Name of Student | | Year Level Applied For | | Year of Entry | |
| Date of Birth | | Student Code | | Parent Code | |
| Notes | | | | | |
| (International Student only) Course applied for | | Short Stay | Mainstream | Intensive | |

**<u>All</u> Applicants complete Sections 1 to 11**

**<u>International Students</u> also complete Section 12**

***<u>Please note:</u>*** *The College requires full disclosure of information in the application. Failure to provide complete and accurate information may affect initial or ongoing enrolment.*

**Contact Details:**
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Reserve Road
COOMERA QLD 4209

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# Mission Statement

*"We develop character and inspire hope"*

## Philosophy

*At Saint Stephen's College we believe that the academic, spiritual, cultural and sporting dimensions of a child's education are all important. These dimensions are developed so as to equip students of the College with the academic and social tools required to lead a successful life and to contribute positively to the broader community. The College community should be safe, happy and caring; healthy, active and dynamic; as well as academic, productive and achievement-oriented.*

*While the College accepts students with varied religious backgrounds, it seeks to lead all students in their Christian faith development. This is achieved through the modeling of Christian values as well as explicit teaching. All members of staff are expected to support the College's Christian ethos.*

*Students develop most effectively when they are aware of their community's expectations, which are communicated informally or through College policies. Respect for self and others are fundamental expectations at Saint Stephen's College. Consequently, persistent bullying, abuse of teachers, disruptive behaviour and failure to fulfill commitments is considered unacceptable and can lead to the termination of the student's enrolment.*

*Persistent failure to submit work and failure to wear the College uniform correctly are also considered to be serious breaches of our mutual expectations.*

*The community at Saint Stephen's College focuses on developing each person as a creative and optimistic individual who is ready to learn and solve problems while at the same time educating them to work collaboratively with others. The College seeks to engage with the community beyond its gates through active participation in projects that serve others.*

*The staff of the College understands the need to work with parents as they educate their child. Effective parenting is the single most important factor in the education of a school-aged child. It follows that collaboration between home and school is a vital contributor to the success of any child. To this end the College asks parents to support policies and to encourage their children to fulfil their commitments. Most importantly, the College asks each parent to show an interest in their child's education through attendance at College events and by discussing what their child is learning when they are at home.*

*Children develop at different rates. The College's teachers recognise the need to provide programmes that cater for the individual learning needs of children through such means as classroom teachers offering differentiated curriculum experiences, grouping children of similar ability, providing special ability programmes and by providing alternative course options and community-linked experiences for older students.*

*While classroom teachers differentiate the curriculum to meet the different needs of children, it is also important for children to be placed in programmes with children of broadly similar abilities.*

*The needs of the child may be best served in multi-grade classrooms or by spending more than one year in a year level during their schooling experience at the College. Consequently, each child's progress through the College is linked to their competency in core curriculum areas.*

*Relationships between staff and students are at the heart of our College. These relationships are based on mutual respect and a preparedness to appreciate and support each other. This philosophy is not inconsistent with the expectation that students recognise the authority of staff as adults who have a responsibility for and an interest in their learning and welfare.*
*The teacher's goal is to ensure that each child performs to the best of their ability, and this may mean that they need to take the student outside of their comfort zone.*

*Teachers at Saint Stephen's College are expected to be masters of their academic disciplines and well-informed classroom practitioners. High levels of enthusiasm and a genuine love of children underpin these expectations.*

*The College's teachers and other staff are expected to engage in professional development to ensure they apply best practice, including the integration of ICT into the teaching/learning process. While the College accepts that it has a major role to play in guiding this development, it also expects its teachers to be proactive in managing their own learning.*

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

## Making an application

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.
   b) Copy of the prospective student's birth certificate, extract of birth entry, or passport.
   c) Passport sized photo of the child.
   d) Copies of latest school reports and those of the past two years, plus any state or national testing results (if applicable).
   e) Any reports (including medical or educational specialist reports) which refer to your child's behaviour, aptitude or medical conditions.

2. The decision about the enrolment of any child is made on the basis of full and complete information being provided to the College, plus a successful interview with the Headmaster or his delegate.

## How the College reviews the application

1. Placements in the College are prioritised on the basis of <u>any or all of the following</u>:
   a) Siblings of existing students.
   b) Religious Affiliation with the Anglican Catholic Church in Australia (Traditional Anglican Communion).
   c) Students returning from an approved leave of absence.
   d) Date of receipt of application.
   e) The quality of the reference from the child's current school using the form provided.
   f) The Headmaster's assessment of the child's capacity to make a positive contribution to the College.
   g) Results of a Needs Analysis conducted by staff at Saint Stephen's College *(* refer to page 4 for more details).*

2. Places in the Preparatory (Prep) year will be confirmed on a date publicised by the College.

3. Offers for placements in other intake years are made as early as possible in the year prior to entry.

4. Information evenings, tours of the College and enrolment interviews are conducted 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 Section 1 above)* to organise a formal interview with a senior member of the College staff (this can be with the Headmaster or his delegate).

## The process of enrolling, paying deposits and fees and withdrawing a child

1. If an offer of enrolment is made, parents are asked to pay the remainder of enrolment fees and amend any personal details which may have changed since completing the enrolment form. Formal confirmation of enrolment, in writing from the Headmaster, will be sent shortly thereafter.

2. If a child does not commence at the College:
   a) Application and enrolment fees are forfeited.
   b) The enrolment deposit is forfeited.
   c) The Old Scholars' fee is returned.

3. Once a student commences at the College, **ten school week's notice** in writing, is required before a student is withdrawn. If appropriate notice is given, parents are eligible for the return of the enrolment deposit. Failure to provide such notice will result in the forfeiture of the enrolment deposit and the payment of ten week's tuition fees.

4. If a student leaves the College within their first year of study, the Old Scholars' fee is refundable, upon written request.

5. 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 in Year 12.

6. Enrolled students and parents are expected to comply with all relevant College policies. The Headmaster is authorised, after consultation with the Chairman of the College Board, to terminate the enrolment of any student or to prohibit access to the College by any parent who is in breach of these policies.

7. If the marital status of parents/guardians 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 of status or a court designated custodian of the child requests such a change. This request must be made in writing to the Headmaster, via the Director of Enrolments.

** Needs Analysis is a series of assessments that identify the correct entry point of a child (from Year 1 onwards). The results of the analysis are used to determine whether or not the child will require a programme of learning support and allow the appropriate staff to provide such a programme as soon as possible. Parents should note that the College is committed to providing the appropriate service with its available resources. In order to do this the College has applied a quota to the number of students who can be provided with separate learning support in any year level. If your child is identified as requiring support he or she will either be:*

*a) Offered a place at the College and enrolled in the learning support programme if spaces are available; or*
*b) Offered a place at the College and placed on a wait list for the learning support programme; or*
*c) Not offered a place because the College will be unable to provide the appropriate resources.*

*Enrolled students are given preference for learning support. The College understands that you must consider the best interests of your child. Consequently, if you are offered a place at the College but he or she is waitlisted for learning support and you decide not to accept the offer of enrolment, your enrolment deposit will be refunded.*

**Enrolment Fees Payment Timeframe – All Students**

1. Application Fee paid when applying for Enrolment ..... (Non refundable)
2. Enrolment Fee paid when place is offered..... (Non refundable)

**Domestic Only**

3. Enrolment Deposit paid when place is offered .....(conditionally refundable)
4. Old Scholars' Fee paid when place is offered..... (refundable ONLY within first year)

## Your agreement with us:

1. I/We hereby apply to enrol my/our child at Saint Stephen's College. I/We undertake to support the ethos of the College and its existing rules, regulations and work programmes, plus lawful changes implemented by the College Board.

2. I/We understand that the initial and continuing enrolment of my/our child at Saint Stephen's College is dependent upon open and honest disclosure of information relevant to the on-going education of my child.

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

4. 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.

5. I/We understand that once a student commences at the College, the Enrolment Deposit is forfeited if that student leaves without giving ten school week's notice of departure in writing to the Headmaster (this does not apply to students who leave at the completion of Year 12).

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

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

**Date**

| **Office Use Only** | |
|---|---|
| *Application Fee* | *Enrolment Fees* |
| **Date Paid:** | **Date Paid:** |
| **Amount:** | **Amount:** |
| **Receipt No:** | **Receipt No:** |
| **Initial of SSC Officer:** | **Initial of SSC Officer:** |

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

| | | | | |
|---|---|---|---|---|
| **Mother or Legal Custodian** | 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 ☐ No ☐ |
| Last School Attended | Name and Type | | Government ☐ Non-Government ☐ Catholic ☐ | |
| Location of School | Country | | State or Province | |

*** Do you speak a language other than English at home?** ***(If more than one language, indicate the one that is spoken most often).***

No, English only ..... ☐ ..... Code ..... 1201
Yes, Afrikaans ..... ☐ ..... Code .... 9202
Yes, Japanese..... ☐ ..... Code .... 7201
Yes, Korean ..... ☐ ..... Code .... 7301
Yes, Indonesian ..... ☐ ..... Code .... 6504
Yes, Mandarin ..... ☐ ..... Code .... 7104
Yes, Spanish ..... ☐ ..... Code .... 2303
Yes, Italian ..... ☐ ..... Code .... 2401
Yes, Greek ..... ☐ ..... Code .... 2201
Yes, Tagalog (Filipino)..... ☐ ..... Code .... 6506
Yes, French..... ☐ ..... Code .... 2101
Yes, German..... ☐ ..... Code .... 1301
Yes, Other, please specify .....

*** What is the highest year of primary or secondary school you have completed?** *(Mark one box only)*

Year 12 or equivalent ..... ☐ ..... Code 4
Year 11 or equivalent ..... ☐ ..... Code 3
Year 10 or equivalent ..... ☐ ..... Code 2
Year 9 or equivalent or below ..... ☐ ..... Code 1

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

*** What is the level of highest qualification you have completed?** *(Mark one box only)*

Bachelor degree or above..... ☐ ..... Code 7
Advanced Diploma/Diploma..... ☐ ..... Code 6
Certificate I to IV (including trade certificate ..... ☐ ..... Code 5
No non-school qualification ..... ☐ ..... Code 8

*** 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.**

Group 1 (Senior Management) ..... ☐ ..... Code 1
Group 2 (Other business managers) ..... ☐ ..... Code 2
Group 3 (Tradesmen/women) ..... ☐ ..... Code 3
Group 4 (Machine Operators) ..... ☐ ..... Code 4

If you are **not** 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

If you have **not** been in paid work in the last 12 months, please tick this box: ..... ☐ ..... Code 8

****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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators**.
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
**Office assistants, sales assistants and other assistants**.
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
**Labourers and related 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, green keeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
**Other worker** [labourer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

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

| | | | | |
|---|---|---|---|---|
| **Father or Legal Custodian** | 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 ☐ No ☐ |
| Last School Attended | Name and Type | | Government ☐ Non-Government ☐ Catholic ☐ | |
| Location of School | Country | | State or Province | |

*** Do you speak a language other than English at home?** ***(If more than one language, indicate the one that is spoken most often).***

No, English only ..... ☐ ..... Code ..... 1201
Yes, Afrikaans ..... ☐ ..... Code ..... 9202
Yes, Japanese ..... ☐ ..... Code ..... 7201
Yes, Korean ..... ☐ ..... Code ..... 7301
Yes, Indonesian ..... ☐ ..... Code ..... 6504
Yes, Mandarin ..... ☐ ..... Code ..... 7104
Yes, Spanish ..... ☐ ..... Code ..... 2303
Yes, Italian ..... ☐ ..... Code ..... 2401
Yes, Greek ..... ☐ ..... Code ..... 2201
Yes, Tagalog (Filipino) ..... ☐ ..... Code ..... 6506
Yes, French ..... ☐ ..... Code ..... 2101
Yes, German ..... ☐ ..... Code ..... 1301
Yes, Other, please specify .....

*** What is the highest year of primary or secondary school you have completed?** *(Mark one box only)*

Year 12 or equivalent ..... ☐ ..... Code 4
Year 11 or equivalent ..... ☐ ..... Code 3
Year 10 or equivalent ..... ☐ ..... Code 2
Year 9 or equivalent or below ..... ☐ ..... Code 1

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

*** What is the level of highest qualification you have completed?** *(Mark one box only)*

Bachelor degree or above ..... ☐ ..... Code 7
Advanced Diploma/Diploma ..... ☐ ..... Code 6
Certificate I to IV (including trade certificate ..... ☐ ..... Code 5
No non-school qualification ..... ☐ ..... Code 8

*** 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.**

Group 1 (Senior Management) ..... ☐ ..... Code 1
Group 2 (Other business managers) ..... ☐ ..... Code 2
Group 3 (Tradesmen/women) ..... ☐ ..... Code 3
Group 4 (Machine Operators) ..... ☐ ..... Code 4

If you are **not** 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

If you have **not** been in paid work in the last 12 months, please tick this box: ..... ☐ ..... Code 8

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

# ***Section 3*** – *Student/s Details*

| | | | |
|---|---|---|---|
| **Student's Name** *(block letters)* | *(Last Name)* | *(First and subsequent name/s)* | |
| Preferred Name | | | |
| Current Year Level | | Proposed Year of Entry to SSC | Year Level in the Year |
| Sex | *Code 1 = Male* ☐ | *Code 2 = Female* ☐ | |
| Date of Birth (Day/Month/Year) | / / | Religion (eg Anglican Catholic) | |
| Indigenous Status | Is the student of Aboriginal or Torres Strait Islander origin? *(For persons of both Aboriginal and Torres Strait Island origin, mark both 'Yes' boxes).*<br>Aboriginal only ..... ☐ .....Code 1<br>Torres Strait Island, but not Aboriginal Origin..... ☐ .....Code 2<br>Both Aboriginal and Torres Strait Islander Origin..... ☐ .....Code 3<br>Neither Aboriginal nor Torres Strait Island Origin..... ☐ .....Code 4 | | |

In which country was the student born?

Australia ..... ☐ ..... Code..... 1101
New Zealand..... ☐ ..... Code..... 1201
England ..... ☐ ..... Code..... 2102
South Africa..... ☐ ..... Code..... 9225
Japan ..... ☐ ..... Code..... 6201
Korea..... ☐ ..... Code..... 6203
Indonesia..... ☐ ..... Code..... 5202
China..... ☐ ..... Code..... 6101
Spain ..... ☐ ..... Code..... 3108
Italy ..... ☐ ..... Code..... 3104
Greece ..... ☐ ..... Code..... 3207
Philippines..... ☐ ..... Code..... 5204
France ..... ☐ ..... Code..... 2303
Germany ..... ☐ ..... Code..... 2304
Other, please specify.....

Does the child speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often).*

No, English only ..... ☐ ..... Code..... 1201
Yes, Afrikaans ..... ☐ ..... Code..... 9202
Yes, Japanese..... ☐ ..... Code..... 7201
Yes, Korean ..... ☐ ..... Code..... 7301
Yes, Indonesian ..... ☐ ..... Code..... 6504
Yes, Mandarin ..... ☐ ..... Code ..... 7104
Yes, Spanish ..... ☐ ..... Code..... 2303
Yes, Italian ..... ☐ ..... Code..... 2401
Yes, Greek ..... ☐ ..... Code..... 2201
Yes, Tagalog (Filipino)..... ☐ ..... Code..... 6506
Yes, French..... ☐ ..... Code..... 2101
Yes, German..... ☐ ..... Code..... 1301
Yes, Other, please specify.....

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

| | | | |
|---|---|---|---|
| Nationality | | | |
| *(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)* | | | |
| Passport Number | | Date of Issue | |
| Type of Visa | | Place of Issue | |
| Date of Expiry | | | |
| Current School | | Years attended, ie Prep to Year 7 | |
| Schools Previously Attended | 1. | | |
| | 2. | | |
| | 3. | | |
| Reason for Transfer | | | |

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

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Surname | | Preferred Name | | Year Level | | House | |
| Surname | | Preferred Name | | Year Level | | | |
| Surname | | Preferred Name | | Year Level | | | |

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

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Surname | | Preferred Name | | Year Left | | In Year Level | |
| Surname | | Preferred Name | | Year Left | | In Year Level | |
| Surname | | Preferred Name | | Year Left | | In Year Level | |

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

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Surname | | Preferred Name | | Year Level | | House | |
| Surname | | Preferred Name | | Year Level | | | |
| Surname | | Preferred Name | | Year Level | | | |

# ***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'?<br>*(Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner)* | Yes | No |
| Has your child received ESL (English as a Second Language) support? | Yes | No |
| If so, which year? | | |
| 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 undertaken an 'Ascertainement/EAP' process?<br>*(Ascertainment/EAP process is based on an educational need arising from a disability. It is a collaborative decision-making process used to recommend the level of adjustments needed by students with learning disabilities. The education support is provided by or accessed through specialist teaching personnel).* | Yes | No |

| | | | |
|---|---|---|---|
| If Yes, please circle their current level | ASC – 6 or EAP 4 | ASC – 5 or EAP 3 | ASC – 4 or EAP 2 |
| Please tick the diagnosis/disability for the above level | | | |
| Intellectual ☐ | Social/Emotional ☐ | Hearing ☐ | |
| Physical ☐ | Vision ☐ | Speech and Language ☐ | |
| Autism/Aspergers ☐ | | | |

| | | |
|---|---|---|
| If your child has one of the above special needs? How does it impact on him/her as a learner? | | |
| | | |
| | | |
| *(If Other, please specify)* | | |
| Do you have a report from the specialist? If so, please attach. | Yes | No |
| | | |
| Does your child take medication on a regular basis? | Yes | No |
| *(If Yes, what type of medication and how often is it taken.)* | | |
| | | |
| | | |
| Does your child have a pre-existing medical condition? | Yes | No |
| *(If Yes, please specify the condition and medication required.)* | | |
| | | |
| | | |
| Has your child been involved in any Social or Behaviour Management Programmes? | Yes | No |
| *(If Yes, please specify.)* | | |
| | | |
| | | |
| Has your child been suspended from any school? | Yes | No |
| *(If Yes, please specify.)* | | |
| | | |
| | | |

# ***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 deemed necessary to recover unpaid fees or accounts from the parent or other person(s) signing this form.

| | |
|---|---|
| Full name of **Father**/**Guardian** or person responsible for payment of College fees (please print) | **Signature** |

| | |
|---|---|
| Full name of **Mother**/**Guardian** or person responsible for payment of College fees (please print) | **Signature** |

| Address for College Fee Accounts (if same as for parent details on pages 5 & 7, 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 (five days after the commencement of each term, unless otherwise stated in writing).

2. The College will charge an administration fee of $55 (including GST). This fee is payable if school fees and other charges have not been finalised 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/guardians/person responsible for payment of College fees liable to legal action for recovery of the unpaid fees or other charges.

5. **Ten school week's notice** in writing to the Headmaster is required of intention to withdraw a student from the College, otherwise ten week's tuition fees 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 Parent's 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 recognise 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 recognise 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.*

# ***Section 7*** *– College Policies*

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

*These policies are available on the College's website www.saintstephenscollege.net.au or from the Administration Centre.*

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

# ***Section 8*** *– Privacy Policy*

The College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student'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, ISQ (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 students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student 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. Students 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 student and/or to other students, or where students 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 organisations 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.

# ***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 progammes specific to the educational needs of students with disabilities.

Saint Stephen's College will, within the limits of available resources, 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 progamme 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.
- 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, if required.

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

# 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 will need to complete and return this form to the College as soon as possible.

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

| SURNAME | Preferred Names | Mother's Name | Father's Name | Phone numbers |
|---|---|---|---|---|

*I hereby give ☐ do not give ☐ (please tick a box) permission for my/our details to be included in the Parent Directory in the above format.*

# Section 11 – 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 unless prior permission is sought from parents..

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*

| **Student's Name** *(Block letters)* | |
|---|---|
| | *(Surname)* *(Given name/s)* |

*to be used in Saint Stephen's College approved promotional items including Quotannis, Optima, but not limited to, brochures, advertisements and the College Website.*

***I/We have read and understood:***

| | Please initial the boxes | |
|---|---|---|
| Section 6 – Parent Declaration | | ---------- -- Signature of Parent/Guardian (Please PRINT name) |
| Section 7 – College Policies | | |
| Section 8 – Privacy Policy | | |
| Section 9 – Disability Policy | | ---------- -- Signature of Parent/Guardian (Please PRINT name) |
| Section 10 – Parent Directory | | |
| Section 11 – Photo Use Policy | | ---------- Date |

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

| | | | | |
|---|---|---|---|---|
| **Agent Details (if Applicable)** | Contact Name | | Company | |
| | Work Number | | Mobile Number | |
| Company Address | | | | |
| | | | | |
| | | | Post Code | |
| Email | | | | |
| **Homestay Details (if Applicable)** | First Name/s | | Last Name/s | |
| | Home Number | | Mobile Number | |
| Address | | | | |
| | | | | |
| | | | Post Code | |
| Email | | | | |

### *Formal Enrolment Procedure and Orientation Checklist*

| **Process** | **Tick on Completion and Comprehension** |
|---|---|
| Completed Application Form | |
| Student Passport Copy | |
| Copy of Visa | |
| Health Cover Completed | |
| Letter of Release Received | |
| Guardian Appointment Letter | |
| Enrolment Deposit Received | |
| Tour of the College | |
| Discuss Curriculum | |
| Check Subject Selection | |
| Checked Reports, Birth Certificate/Passport | |
| Outlined process of enrolment, ie:<br>➢ *IS Refund Policy*<br>➢ *IS Grievance Policy*<br>➢ *IS Fee Schedule*<br>➢ *IS Attendance Requirements*<br>➢ *IS Visa Requirements* | |
| Outline Parent/Parent Carer Expectation | |
| Outline College Expectation:<br>➢ *Wearing of Uniforms*<br>➢ *Attending College functions*<br>➢ *Policy on Bullying*<br>➢ *Parental/Adult Carer involvement* | |
| 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.*

Printed Name of Student

Signature of Student

**Sam Holmes, Assistant to the Headmaster – International Education**

# Checklist

**Please ensure you have attached the following documentation (if applicable) with this form. Failure to fully disclose information can result in the cancellation of enrolment.**

| | | | |
|---|---|---|---|
| 1. Enrolment fees | Yes ☐ | No ☐ | To come ☐ |
| 2. Copy of either the Birth Certificate, an extract of Birth Entry and/or Passport/Visa for International Students | Yes ☐ | No ☐ | To come ☐ |
| 3. Passport sized photo of the child | Yes ☐ | No ☐ | To come ☐ |
| 4. Copies of latest school reports and those of the past two years, plus any state or national testing results (if applicable) | Yes ☐ | No ☐ | To come ☐ |
| 5. Medical reports (if applicable) | Yes ☐ | No ☐ | To come ☐ |
| 6. Specialist reports (if applicable) | Yes ☐ | No ☐ | To come ☐ |

**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? | |

Thank you

Mary Wells

Mary Wells
**Director of Enrolments**

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