ENROLMENT CONTRACT

Details
Student (full name) ................................................................. (“Student”)
Parent/Carer/Guardian 1 (full name) ...................................................
Parent/Carer/Guardian 2 (full name) .................................................................

(Referred to as “You” in the Contract)

1. EDUCATION
   a) The College will educate the Student with due care and skill, within an environment of commitment to the Christian ethos as expressed in the Christian faith.
   b) You will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided by the College to further the Student's education.
   c) The College will arrange excursions from time to time. We will inform you of intended excursions involving the Student.
   d) You are required to encourage the student to attend such activities and provide consent. We will obtain your written consent to any excursions where the Student will be away for one or more nights.
   e) The College does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student's willingness to work for their own education.
   f) We will act in the best interests of the Student and the student body generally. This may mean we do not always act in accordance with your requests.
   g) You will be receptive to the informed professional recommendations regarding your Student’s educational needs.

2. COMMUNICATION
   a) You will assure us that you have given us full information about the health of the Student when applying for enrolment. This information includes any unusual psychological or psychiatric assessment.
   b) You will let the College know if there is any change in the health, well-being or physical abilities of the Student while the Student is at the College, which may require special consideration of their education needs.
   c) If something happens to the Student in any medical or other emergency, and if it is impossible or impractical to communicate with You, the College may take action and incur expenditure as it considers necessary in the best interests of the Student. You must refund to us any expenditure we incur protecting the Student.
   d) The College will provide information about the Student to both natural parents of the Student and to any other person signing this Enrolment Contract. You may request other arrangements relating to the provision of information about the Student by giving written notice to us, with accompanying documentation as appropriate (e.g. Violence Orders).
e) You consent to the use of personal information for educational and ancillary purposes relevant to the best interests of the Student.

f) Any medical information will be used discreetly and in accordance with the College’s Privacy Policy. The Privacy Policy may be viewed on our website. We will provide a hard copy of the Privacy Policy to anyone who requests it.

3. UNIFORM

a) Students are required to wear the school uniform and You are required to support them. The College does not allow any individualistic interpretations of the uniform. The students are “public” representatives of the College community.

b) Unless in exceptional circumstances, the Student is expected to live in the care and control of his/her parents or carers while the Student attends the College.

4. FEES

a) We will determine the fees for each year, before the commencement of the year to which the fees apply.

b) You must pay the fees in advance of the term to which they apply and not later than fourteen (14) days after the date of invoice for the fees. If you do not pay the fees by the due date for payment, we may charge interest on the fees from the due date for payment until they are paid.

c) If we increase the fees for a year by more than 10% than those of the preceding year, you may terminate this Enrolment Contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

d) If you choose to terminate this Enrolment Contract:

i. because of an increase in fees within the time limited by this Contract, you must inform us of your decision within two (2) weeks of the fee increase being made known to the College community. We commit resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. We may have difficulty filling the student’s position at short notice.

ii. in the circumstances of the College expelling the student, you must pay fees for the whole term in which the Student is expelled, unless otherwise agreed.

The Parties will work together to promote a well running College and a safe environment in the best interests of all students.

5. POLICIES

a) We will keep You informed of our Policies and Rules in interviews, meetings and newsletters. We have copies of our Policies you can ask for. In the future, we plan to display on our website the Policies and Rules with which You and the Student are expected to comply.

b) You must support the Policies and Rules we adopt from time to time. You must ensure, as far as practicable, that the Student complies with those College Policies and Rules, most especially those that address respect, safety and the prohibition of bullying behaviours. The Policies and Rules do not form part of this Contract.

6. DISCIPLINE

a) We may discipline the Student for failure to comply with directions given by a person in authority or for failure to comply with the College Policies and Rules or for bringing the College into disrepute.
b) The Principal or acting Principal may expel the Student from the College for behaviours considered by the Principal or acting Principal to be serious enough to warrant “Show Cause” or “Expulsion.”

c) Where discipline may involve Show Cause or Expulsion of the Student, the Principal or acting Principal will not expel the Student until the allegations have been put to the Student and both You and the Student have been allowed an adequate opportunity to respond.

d) We may search lockers, bags and property of the Student where it is reasonable for us to do so, or as part of a general or random search of a place where we conduct our activities.

e) We may confiscate forbidden or dangerous property.

f) Under mandatory reporting legislation, the College must report known or suspected harm caused to students at the College to State Authorities.

7. INDEMNITY

a) You indemnify the College against any loss or damage caused by failure by You or the Student to comply with our Rules and Policies. You also indemnify the College against any loss or damage caused by wilful disobedience or reckless behaviour of the Student.

8. CONTRACT

a) The obligations under this Contract are joint and several.

9. TERMINATION

a) The College may terminate this Contract if:-

   i. we expel the Student from the College;

   ii. we decide at the end of a school year that we do not wish to continue the Contract for the following school year for any reasons;

   iii. mutual trust, co-operation and partnership between You, the Student, and the College, breaks down;

   iv. we consider You are in breach of this Contract and You fail to remedy the breach within a reasonable time and after written communication from us requiring You to do so.

b) You may terminate this Contract at any time, for any reason, with one clear term’s notice to the College in writing.

c) You may also terminate this Contract when:

   i. you consider the College is in breach of the Contract and we fail to remedy the breach within a reasonable time and after written communication from You requiring us to do so; and

   ii. there is an increase in fees of the kind referred to in Clause 4. c) of this Contract and You give us notice as required by the aforementioned Clause.

SIGNATURES

..................................................................................................................  ..................................................................................................................
Parent/Guardian/Carer 1                                                  Parent/Guardian/Carer 2
Date:                                                                     Date:

..................................................................................................................
College Principal
Date:
ENROLMENT PROCESS

This is an explanation of the process for enrolling a student at Gulf Christian College (“the College”). If you have any questions about this process, please contact us on telephone (07) 4745 118

Step 1

a) Complete the Enrolment Application Form and return to the College’s office.

b) The application fee of $50.00 helps us to pay for the administration of the enrolment process at the College. The application fee is non-refundable.

c) Payment can be made by cheque drawn to the College or by transfer of funds to our account with Westpac Bank and BSB 034205. Account No 430552.

Step 2

We will confirm our receipt of this documentation and the year nominated on your application form.

Step 3

a) We will contact you to arrange an interview as soon as possible after receiving the completed application form. At that time, we will take the opportunity to confirm the information required on the Application Form, along with any supporting documentation.

b) We will ask you to provide the Student’s academic history including details of any special education provided, English as a Second Language (ESL) report and any other material relevant to the Student’s past and future academic performance.

c) Following the interview, the Principal will notify applicants to advise whether their application has been successful or not. Offers are made accordingly.

d) Acceptance of the offer is by signing the Enrolment Contract.

e) You will be informed of fee paying requirements.

Step 4

THE ENROLMENT CONTRACT

The College will send you an Enrolment Contract for You to sign and return to us. We will in turn sign and file the Contract, sending a copy to You for your records. If you would like to see the current form of the Enrolment Contract, please telephone our Enrolments Registrar or send us an email requesting a copy.