



Emmanuel Catholic College

122 Hammond Road Success Western Australia

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ABN: 73 382 297 575

Enrolment Contract - College's Copy

*Please sign and return this copy to the College

This contract is made between **Emmanuel Catholic College** ('the School') (ABN : 73 382 297 575) of 122 Hammond Road SUCCESS Western Australia 6164 and **NAME OF PARENTS** ('the Parents') of **NAME OF STUDENT** ('the Student') of **ADDRESS** to commence at Emmanuel Catholic College in Year 7, **CALENDAR YEAR COMMENCING**.

FEES AND OTHER CHARGES

1. We jointly and severally agree to be liable for all fees and charges applicable to the student as determined each year by the College Board in accordance with the following terms;
 - a. By the College's direct debit instalment system on a weekly, fortnightly or monthly basis
or
 - b. Payment in full at the commencement of each term.
2. Parents whose fees are in arrears will forfeit their child's ability to participate in overseas and interstate activities.
3. A full term's notice in writing must be given to the Principal before any student is withdrawn from the College. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay ONE term's fees in lieu of notice.
4. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
5. Application and enrolment fees are non-refundable and non-transferrable whether or not a student takes up a position at the College.
6. We understand that no remission of fees or excursion or camp charges, either in whole or in part, will be made if the student is absent from school due to illness, leave or suspension.
7. We understand that we will be liable for all expenses, costs and disbursements incurred by the College in recovering outstanding fees and monies owing to the College.

EXPECTATIONS AND BEHAVIOUR

1. We understand that our acceptance of the College's offer of a place for the student implies that the student will complete their schooling at the College unless unforeseen circumstances arise. We acknowledge that any request for a change to a student's enrolment must be in writing, and that the request must be made at least one term before the change is to occur and that approval is at the Principal's discretion.
2. We acknowledge that the College is built on the Catholic values of respect, compassion and fairness and on the behaviours and attitudes that these qualities reflect. We agree that all communication between parents, students, community and staff members should be conducted in a considerate, polite and respectful manner and where, between us and the College, using the agreed channels. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, humiliation, intimidation, inappropriate familiarity or offensive or defamatory comments and derogatory remarks.
3. We agree to support the ethos and to abide by the values, policies, rules and Student Code of Conduct. We note that the student must do the same and we agree to encourage our son/daughter in this regard. We have noted the College's requirements for discipline, uniform, homework, attendance and leave.
4. We accept the College's Behavioural Management Policy and all other policies in regard to student welfare and College matters. In particular, we accept that the Principal (or his/her delegate) may in his/her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
 - i. for breaches of rules or discipline; or,
 - ii. for behaviour prejudicial to the welfare of the School, its staff or students; or,
 - iii. where we have failed to comply with these conditions of enrolment.
5. We accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
 - a. Religious Education classes and full College Religious activities.
 - b. Co-curricular activities, including all annual College camps.
 - c. The College Academic/Sports/Performing Arts/Service Programs including weekly activities before and after school. There is a requirement to honour the commitment of team selection by attendance to the event and participation at training, rehearsals, and other expectations as directed by the College.
 - d. College functions, such as Presentation Night, and other events as required by the Principal.
 - e. Excursions as required as part of the College learning programme.

6. We agree that the Principal may exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship.
7. We understand that the College requires parents to be actively involved in the College through attendance at Parent-Teacher Interviews, Parent Information Evenings and Parent Forums and provide assistance to the College in a voluntary capacity from time to time. Parents are always welcome to attend whole College Assemblies and to support the College's Parents and Friends Association.

HEALTH AND SAFETY

1. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School, including any health matter that arises during the year that may impact on other students or staff, or the ability of the College to care for your child.
2. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in his/her absence, a responsible member of the College executive staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
3. We acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
4. We understand that the College requires parents and visitors to observe College security procedures for the protection of students from direct contact with those outside the College during College hours and that we are only to make contact through the College front Administration.
5. We acknowledge that the student's personal property is not insured by the school, therefore the College does not accept any responsibility for its loss or damage.

LEAVE

1. We understand that requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for in advance in writing to the Principal.

PRIVACY

1. We acknowledge that the College may from time to time collect personal information about parents and students, which may be necessary for the School’s function or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the Privacy Policy and Standard Collection Notice.
2. We give permission for photographs and videos of the student to be placed in the School’s records, displayed from time to time around the School, be published in College publications, on its website and in other marketing and promotional material unless the Principal has been advised or is advised in writing that the Parents do not give this permission.
3. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us, and the student. We note that the College’s Privacy Policy deals with the confidentiality of such information.
4. The College will send electronic Academic Reports to the email address or addresses notified by the Parents. If the Parents are separated or divorced, Reports will be sent to each of the Parents on request to the email address notified by each Parent unless there is an order of a court or an agreement that Reports are to be sent to only one of the Parents.

Declaration

Each of us agrees that our obligations to the College, as set out above, may only be terminated at the end of one term after we give notice, in writing, to the Principal, of our desire to be released from such obligations.

Parent/Caregiver A

Parent/Caregiver B

Date

Date