



# St Mary & St Mina's Coptic Orthodox College

"In Whom are hidden all the treasures of Wisdom and Knowledge"  
(Colossians 2:3)

ABN 12 088 941 913

## Office Use Only

Interview Date:  
...../...../20....

### Enrolment Fees Paid

\$.....

Payment Date

...../...../20....

Invoice Number

.....

### Bond Paid

\$.....

Payment Date

...../...../20....

Invoice Number:

.....

## Contact Us

Primary Campus  
339-377 Forest Road  
Bexley NSW 2207  
Phone: 02 9599 1155  
Fax: 02 9599 1165

Secondary Campus  
5 Alexandra Parade  
Rockdale NSW 2216  
Phone: 02 9597 4833  
Fax: 02 9597 4922

Postal Address  
PO Box 63  
Bexley NSW 2207

Email:  
office@stmary.nsw.edu.au



## Ministering Together

# Application For Enrolment

### Office Use Only:

Name: \_\_\_\_\_ Entry Year: \_\_\_\_\_

DOB: \_\_\_\_\_ Starting Year: \_\_\_\_\_



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1. Please complete one separate form for each child
2. Please provide **copies** of the following:  
Birth Certificate, Baptism Certificate, Immunisation Certificate and Academic Reports including NAPLAN results
3. An application fee must be attached to each application (this fee is not refundable) plus fees for the first term

## 1. Student Information

Child First Name	<input type="text"/>	Child Family Name	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	Post Code	<input type="text"/>
		State	<input type="text"/>
Residential Address	<input type="text"/>		
Postal Address	<input type="text"/>		
Home Phone	<input type="text"/>		
Date Of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)		
Place Of Birth	<input type="text"/>		

### If not born in Australia, please fill in the following section

Date of Arrival to Australia	<input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)		
Please tick one of the following	<input type="checkbox"/> Australian	<input type="checkbox"/> Permanent Resident	
	<input type="checkbox"/> Other (Please specify)		
	<input type="text"/>		
Entry Grade Required	<input type="text"/>	in	<input type="text"/> / <input type="text"/> / 20
			(dd/mm/yyyy)
Last School /Preschool attended	<input type="text"/>		
Reason For Leaving	<input type="text"/>		
Main language spoken at home	<input type="text"/>	Secondary Language	<input type="text"/>
Religious Background	<input type="text"/>		
Can Partake In Holy Communion	Yes or No		



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## OFFICE USE ONLY

- Application Fees (\$150)
- Bond Fees (\$350)
- Birth Certificate
- Immunisation Certificate
- Baptism Certificate
- Letter from priest
- Reports from previous school / NAPLAN Results
- Permanent Residency Yes or No
- Overseas Student Yes or No
- If Yes please write VISA code \_\_\_\_\_

## 2. Family Information

Father's Name	<input type="text"/>	Occupation	<input type="text"/>
Work Phone	( <input type="text"/> ) <input type="text"/>	Mobile Phone	<input type="text"/>
Work Fax	( <input type="text"/> ) <input type="text"/>	Email Address	<input type="text"/>
Mother's Name	<input type="text"/>	Occupation	<input type="text"/>
Work Phone	( <input type="text"/> ) <input type="text"/>	Mobile Phone	( <input type="text"/> ) <input type="text"/>
Work Fax	( <input type="text"/> ) <input type="text"/>	Email Address	<input type="text"/>

### Tick if Applicable

Father Deceased

Mother Deceased

### Emergency Contact

Name	<input type="text"/>	Occupation	<input type="text"/>
Home Phone	( <input type="text"/> ) <input type="text"/>	Work Phone	( <input type="text"/> ) <input type="text"/>
Mobile Phone	<input type="text"/>	Email Address	<input type="text"/>
Relationship to child	Uncle Aunt Family Friend Neighbour Other (Please specify) <input type="text"/>		



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## Other Children in the Family

	<i>Name</i>	<i>Date of Birth</i>	<i>Attending the College</i>	
1		/ /	Yes	No
2		/ /	Yes	No
3		/ /	Yes	No
4		/ /	Yes	No
5		/ /	Yes	No

## Student's method of travel to and from school

Private

Public Transport

Other

## 3. Religious Information

Date of child's baptism  /

Parish where baptised

Present Family Parish

Kind of Service at the Parish (e.g. Sunday School, Deacon, bookshop, etc.):

Father **Yes**

Mother **Yes**

Father's confession father (Optional)

Mother's confession father (Optional)



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## 4. Medical Details

Name of Family Doctor

Phone of Family Doctor

**Please indicate if your child has been immunised against any of the following by answering "Yes" or "No"**

Polio	Yes	No	Diphtheria	Yes	No
Measles	Yes	No	Tetanus	Yes	No
Mumps	Yes	No	Rubella (German Measles)	Yes	No

Any special needs

Daily medication to be administered

Any allergies of chronic complaints (e.g. asthma)

Any learning difficulties

Any other information which the school should know about that may affect your child's schooling

Medicare No

Private Health Fund no

If the child parents live at two separate addresses, state which parent the child lives with:

Father's Signature

Date

Mother's Signature

Date



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## 5. Permissions

1. I give permission for my child to be attended by a doctor or taken to a hospital/medical center in the case of an emergency knowing that every possible attempt will be made to inform us as parents, prior to any action being taken.

Signed  Date  /  / 20

2. I give permission for my child to be tested for sight and hearing by visiting practitioner as is customary in Australian schools from time to time.

Signed  Date  /  / 20

3.

I give permission for my child's teeth being checked by the college's visiting dentist provided by the government, knowing a letter would inform me of any treatment considered necessary and giving me the option of where and by whom this treatment was carried out.

Signed  Date  /  / 20

4. I give permission for my child to leave the college grounds accompanied by appropriate supervision on short expeditions arranged by the college.

Signed  Date  /  / 20

5.

I agree to support my child in keeping and maintaining the college rules. I agree to support the college in its efforts to do the same.

Signed  Date  /  / 20

## 6. Fees Payment Declaration / Declaration of Financial Capacity

By signing this form, I declare and agree to pay the school fees in full, The signature below is my signature and has not been signed on my behalf by another person and I declare that I have definite access to the funds for the school fees every year

Father's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_

Mother's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_



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## Data Collection Form

This information is being collected to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. This information is collected in accordance with the school's Privacy Policy.

### Name of student:

First name

Family name

Date of Birth (dd/mm/yyyy)

### Home address of student:

(No. and street name)

Suburb

Postcode

### 1 Sex

Male

Female

### 2 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

(office use only)

No	<input type="checkbox"/>	4
Yes, Aboriginal	<input type="checkbox"/>	1
Yes, Torres Strait Islander	<input type="checkbox"/>	2
Yes, both Aboriginal and Torres Strait Islander	<input type="checkbox"/>	3

### 3 In which country was the student born?

(office use only)

Australia	<input type="checkbox"/>	1101
England	<input type="checkbox"/>	2102
South Africa	<input type="checkbox"/>	9225
New Zealand	<input type="checkbox"/>	1201
Singapore	<input type="checkbox"/>	5205
Malaysia	<input type="checkbox"/>	5203
Scotland	<input type="checkbox"/>	2105
Indonesia	<input type="checkbox"/>	5202
United States of America	<input type="checkbox"/>	8104
India	<input type="checkbox"/>	7103
Other – please specify		



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## 4 Does the student or their female parent/guardian or their male parent/guardian speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

	student	female parent guardian	Male parent guardian	(office use only)
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1201
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2401
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6302
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7101
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7104
Yes, Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4202
Yes, Afrikaans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1403
Yes, Indonesian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6504
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2303
Yes, Malay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6505
Yes, Other - please specify	<input type="text"/>			

## 5 (a) What is the highest year of primary or secondary school the parents/guardians have completed?

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

	Mark one box only in each column		(office use only)
	female parent/guardian	male parent/guardian	
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	4
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	3
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	2
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	1

## 5 (b) What is the level of the highest qualification the parents/guardians have completed?

	Mark one box only in each column		(office use only)
	female parent/guardian	male parent/guardian	
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	7
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	6
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	5
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	8

## 6 (a) What is the occupation group of the female parent/guardian?

## 6 (b) What is the occupation group of the male parent/guardian?

Please select the appropriate parental occupation group from the attached list.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.





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## List of Parental Occupation Groups (for question 6)

### **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.



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### **Local Excursion Permission Note**

My child \_\_\_\_\_ has permission to walk, travel by private car or travel by bus in the local area. I understand this may be on occasions such as swimming, visits to the local library, heritage walks and other local area excursions.

Parent Name: \_\_\_\_\_

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

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### **Photo Permission Note**

My child \_\_\_\_\_ is allowed to be photographed and used in School Newsletters, the School Website, School App, Social media and local Newspapers.

Parent Name: \_\_\_\_\_

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

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### **Video Permission Note**

My child \_\_\_\_\_ is allowed to be filmed on video and used for:

- Teacher professional development. YES / NO
- Display on the School Website or School App. YES / NO

Parent Name: \_\_\_\_\_

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

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### **National Data Collection Permission Note**

My child \_\_\_\_\_ is allowed to be assessed for the national consistent collection of data requested by the commonwealth government:

- YES / NO

Parent Name: \_\_\_\_\_

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



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### Parents' Permission For Learning Support Team School Counsellor

The college requires permission from a parents and/or caregiver to assess the social, emotional and physical progress and development of your child in a need is identified

They may include seeing the College Counsellor. This will assist the school in providing the best care for your child during their time of enrolment at the College

Name of Parents/Caregiver: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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#### PRIVACY STATEMENT

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The information provided on your child by you will be used only by St Mary and St Mina's Coptic Orthodox College. Counsellor consultation can only be provided after parent permission is granted, unless in case of critical incident. Provision of this permission is a condition of enrolment. All information is highly confidential and will be stored securely and be accessed only by you, the caregiver of the child and the relevant party/ies who are working with your child. You may correct or amend any personal information which has been provided by you at any time by contacting the College Principal.



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## Conditions of Enrolment and Fees Policy [Kindergarten to Year 12] To be read as an integral part of the Application for Enrolment

### Expectations and Behaviour

- 1 Students are to abide by all College rules. Students are to wear the correct college uniform and do all work set for them, including homework.
- 2 Parents are to actively encourage their children to support the College's goals and to do their utmost to realise those goals in their lives, both within the College and away from it as outlined below.

*St Mary & St Mina's Coptic Orthodox College is a school that works in partnership with parents to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices and where students and staff feel secure and supported by all members of school community.*

*The distinctive, sincere and continuous practice of Christian love, service and humility provides students with the opportunity to develop and display a high moral standard.*

*Our Students are challenged to strive to achieve excellence and succeed in all areas of the curriculum by attaining their full potential, having confidence in who they are as Christian individuals and becoming active participants in church and the Australian community.*

- 3 Parents understand that the Coptic Orthodox Church is morally conservative, and all students are expected to respect the teachings of the Church and to live by them at all times. For example, disrespect, obscenity, alcohol, tobacco, drugs, dancing, violent or immoral music, dating and pre-marital physical relations are all strongly rejected. It is the aim of the College to help young people learn to live a life of purity and holiness without fear or shame, and to be living practical witnesses to the truths of the Bible. Morals should not be left behind at the school gates every afternoon!! Parents will support the College in this aim at all times.
- 4 Parents agree to actively encourage and support their children to partake in the spiritual programme set by the College fully and with sincerity. I understand that at present, this includes the following activities:
  - Morning prayers and hymns each day from the Coptic Orthodox tradition
  - Classroom prayers and devotions each day from the Coptic Orthodox tradition
  - School Masses on a regular basis
  - Community Service ProjectsChristian attitudes and behaviour are to be actively encouraged in the classroom and playground.
- 5 Parents are to actively encourage and support their children to partake fully in the Curriculum as set by the College. This includes the curriculum prescribed by the Board of Studies Teaching and Educational Standards BOSTES with the addition of three compulsory courses:
  - Arabic Language
  - Coptic Language and Hymns
  - Coptic Orthodox Studies (Religion).
- 6 Parents and guardians are expected to co-operate with the College in matters of discipline, attendance, completion of homework and the wearing of the full school uniform (including blazer Terms 1 to 4).
- 7 Parents understand that the curriculum also includes compulsory activities, excursions, carnivals and other events organised by the College.
- 8 Parents understand that St Mary & St Mina's College has designed its Student Management Policy with the aim of using it to teach our children right from wrong and how to live according to the commandments of God. This includes encouraging and rewarding good behaviour and discouraging and punishing bad behaviour.



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- 9 Parents agree to work in partnership with the College and fully support the College's policies relating to student management and discipline, and will at all times encourage their children to obey College rules and accept any punishments that may be given for breaking those rules by any staff member, within the College's Discipline Policy.
- 10 The College reserves the right to discipline, suspend or expel any student whose attitude or behaviour does not meet the expectations of the College.

### **School attendance:**

- 11 Students must attend college during specified school hours, except where leave is granted or in case of ill health. The college may require appropriate documentation including medical certificates to support leave.

### **School Fees**

- 12 Fees are fixed at the lowest level possible commensurate with costs of establishing and maintaining good educational standards and facilities.
- 13 Tuition fees are set by the School Board and are variable at the discretion of the Board.
- 14 Fees are charged three times per annum – posted prior to the commencement of each of Terms 1 to 3, and are due and payable within the first 2 weeks of term commencement
- 15 Fees in advance for all new enrolments should be paid within 3 weeks from date of offer.
- 16 A Service Charge will include costs for camps, excursions, school diary, fun days, swimming lessons, sport costs, textbooks and computers. Fee will also include the recommended contribution to the Building Fund. Although voluntary, the School Council expects the support of parents for the Library and Building Fund.
- 17 Parents are urged to contact the Head of College if it is anticipated that temporary financial difficulty might be experienced.
- 18 To complete enrolment in the school, parents are to pay the Enrolment Fee as listed in the Schedule of Fees and Charges or as indicated in the Letter of Offer.
- 19 A full term's notice is required in writing to the Head of College if a student is to be withdrawn from the College. If such notice is not given then one term's tuition fees will be charged.
- 20 A final statement of fees, following a student's withdrawal, will be sent to those responsible for payment.
- 21 For each full fees paid, a 10% sibling discount is allowed on tuition fees for the 2<sup>nd</sup> child, 20% for the 3<sup>rd</sup> child and 30% for the 4<sup>th</sup> child , after full fees are paid for the 1<sup>st</sup> child. Only one type of discount is available per child.
- 22 A bond of \$350 per child shall be paid before an offer made by the College. This shall be refunded in full at the completion of schooling provided all outstanding liabilities have been met by the parents and at least one term's notice is given.
- 23 Parents and Guardians must be prepared to abide by the Rules and Regulations that govern the College and be responsible for payment of fees and charges. Continued enrolment is at the sole discretion of the Head of College.



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### Health and Safety

- 24 Parents acknowledge that they have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, parents agree to notify the School immediately. Parents also agree to complete the student's medical form accurately and provide annual updates.
- 25 Parents acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. Parents also acknowledge that to this end the principal or his/her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Head of college may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
- 26 If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if parents are not readily available to authorise such treatment, Parents authorise the school or a responsible member of the School staff, to give the necessary authority for such treatment.

### Personal Belongings:

- 27 Parents/Guardians acknowledge and agree that the student is solely responsible for loss or damage to personal property brought to the school.
- 28 The college at its discretion may seek to recover from you any damage to the college's property caused or contributed to by the student. If the damage is covered by insurance we agree to pay the excess.

### General

- 29 The Head of College has the final authority to approve a course of instruction consistent with the objectives of the school: to determine all matters relating to order and discipline, and may be called upon to arbitrate on matters pertaining to a student's eligibility to enrol.
- 30 Parents agree to provide the following when filling out the Application for Enrolment Form:
- A copy or extract of the student's birth certificate (if not Australian, proof of Residential Status must be provided).
  - If the student is born on or after the 1st August 1986, a copy of one parent's "proof of residential status" (e.g. birth certificate, Certificate of Australian Citizenship, current passport) is required.
  - A copy of the immunization register/certificate.

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### Declaration of Parents or Guardian

*I declare that; I am fully aware the above Conditions of Enrolment and Fees Policy and the signature below is my signature and has not been signed on my behalf by another person.*

Student's Full Name: \_\_\_\_\_ Grade / Year: \_\_\_\_\_

Parents / Guardians Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents / Guardians Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_