

Overseas Student Enrolment Application

The Student Enrolment Application comprises the following Sections

Section 1	Enrolment Process
Section 2	Fees and Business Regulations
Section 3	Student Profile & Relevant Information
Section 4	Family Details & Relevant Information
Section 5	Terms and Conditions of Enrolment

Enrolment Process

Section 1

Completed Overseas Student Enrolment Applications should be returned to the College marked to the attention of the Enrolments Officer. Please note that lodgement of this application does not guarantee enrolment. The College reserves the right to allocate places at its discretion. There are a number of steps in the enrolment process which include:

Step 1 - Making an application

Return a completed *Overseas Student Enrolment Application* and all other required documentation, the current *Overseas Application Fee* and any other items listed. For an application to be considered, a *Pastor's / Minister's Reference* must be completed.

There is no obligation to provide us with this Personal Information or Sensitive Information. However, a failure to provide this information may mean that we are unable to process your enrolment application, as this information is considered reasonably necessary for the processing of your enrolment application and to assist in the adequate provision of education to your child should an offer of a place be made. By providing the required information (whether it is Personal Information or Sensitive Information), completing and returning the *Overseas Student Enrolment Application*, you and your child, who is the subject of your enrolment application, are taken to have consented to the collection of this information and its use for one or more of the school's functions or activities. It is important to ensure you assist us by advising the College Enrolments Office of any changes in your address or other contact details, as students may be removed from our waiting lists if mail is returned without any new address details being provided.

Step 2 – Additional information and testing

The purpose of gathering additional information or requiring standardised or English proficiency testing and attendance at an interview is to build a student profile that provides the College with valuable background information about the student's individual skills and abilities, and to ascertain whether he/she is able to cope with Northside Christian College's culture and program offerings.

The College is unable to keep application forms and associated information for extended periods of time. Applications for positions can be made once a child has been born and necessary proof of identity documents can be provided. The College reserves the right to destroy the applicant's information if it remains incomplete for an extended period of time (say more than 90 days), or where there is no ongoing communication or proof of residency.

Step 3 - Interview and offer of a place

When the required information is to hand, parents and the student applying for entry may be invited to attend an interview with the Enrolment Panel, which consists of the Head of School or his/her representative, the Principal or his/her representative and the Business Manager or his/her representative. At this interview, the College's expectations of parents and students are discussed. Should an offer of a place result, this will be communicated in writing by a *Letter of Offer*, invoice for monies owing at this time, along with the *Acceptance of Enrolment/Written Agreement*.

Step 4 - Accepting the place

Enrolment will be confirmed on receipt of the current *Confirmation Fee* and the signed *Acceptance of Enrolment/Written Agreement*. The agreement identifies that parents and students are accepting the policies, rules and regulations of the College.

Step 5 – Provision of Confirmation of Enrolment (CoE)

Upon receipt of the above mentioned documents and payment of the relevant fees, the College will provide the *Confirmation of Enrolment* for your use in applying for the student visa.

Step 6 - Welcome to Northside Christian College: Enrolment Package and orientation

Close to the date of your child(ren)'s commencement, you will receive a comprehensive *Information Pack* regarding a variety of topics such as uniforms, book lists, instrumental lessons, bus routes and fees and a Parent/Student Handbook. An orientation day for all new starters is scheduled at the beginning of the year of commencement. This day is solely for new students.

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Enrolment Application Checklist

<ul style="list-style-type: none"> <input type="checkbox"/> Certified copy of Birth Certificate <input type="checkbox"/> 2 x Current certified transcripts of School Reports <input type="checkbox"/> Letter of recommendation from School Principal <input type="checkbox"/> Copy of English language proficiency test <input type="checkbox"/> Pastor/Minister's Reference <input type="checkbox"/> Passport or Travel documentation <input type="checkbox"/> Current (and previous – if applicable) visas <input type="checkbox"/> Application Fee \$250 <input type="checkbox"/> Passport size photo of student <input type="checkbox"/> Court Order – if applicable <input type="checkbox"/> Medical information – if applicable <input type="checkbox"/> Completed Homestay Request Application Form <input type="checkbox"/> Completed Subject Choice Form – if applicable 	<p>Temporary Visa Holders</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authority to enrol or evidence of permission to transfer by the International Students Centre (if holding an International full fee student visa, sub class 500) <input type="checkbox"/> Authority to enrol for visitor and temporary resident holders may be required (other than sub class 500 referred to above) issued by the Temporary Visa Holders Program Unit <input type="checkbox"/> Evidence of the visa the student has applied for (if the student holds a bridging visa)
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Use of Personal Information as a Result of Application for Enrolment, or Ongoing Enrolment

The College and the Qld Department of Education and Training are subject to the *Privacy Act 1988* (Cth). The personal information (whether Personal Information or Sensitive Information) collected by way of the Enrolment Form and during the enrolment process is reasonably necessary for the purpose of processing the student's application for enrolment and to assist in the provision of education should an offer of a place be made, including where it is necessary to contact the child's parent for any reason related to the child's education.

The College may use and disclose, where it is necessary to, the information provided to the Queensland Department of Education and Training. The purpose for which the College may use and disclose Personal Information of students and parent/s or guardians/ include:

- General student administration
- Communication with students and parents
- State and National reporting purposes
- Promotion of the College
- College-related activities (e.g. College publications, College histories, College anniversary celebrations, reunions)
- To ensure the health and safety of students, staff and visitors to the College
- For other matters relating to the education and welfare of the student and
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information provided by contacting the College. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you may contact the College. The health-related information collected is subject to the *Health Records and Information Privacy Act 2002*. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the College, and to ensure that the College can discharge its duty of care. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other related purposes.

Use this link to view all College privacy policies - <https://www.northside.qld.edu.au/privacy>

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Enrolment Process continued

Northside Christian College will seek evidence from each overseas student applicant to assist in determining if that student meets the minimum accepted requirements of English language proficiency adopted by this College. The standards have been set with regard to the proficiency levels required for overseas students to be successful in the nominated Year Level of study.

1. Academic Requirements:

- Students must provide evidence of academic performance appropriate to entry of the Year Level requested in the Student Enrolment Application, or, for the Year Level offered as an alternative point of entry by the College in a Letter of Offer.
- Junior School (Prep–Year 6): Evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum.
- Middle School (Years 7–9): A pass level or “C” grade or better for the majority of core subjects as shown by reports from their current school.
- Senior School (Years 10–12): A pass level or “C” grade or better for the majority of core and elective subjects as shown by reports from their current school.

2. English Proficiency Requirements:

- A student wishing to enrol at Northside Christian College must have achieved certain levels of competency in English. Northside Christian College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the National Code of Practice, Standard 2.
- The test that is required to determine competency in the English language is the IELTS Test (International English Language Testing System), currently conducted at a testing centre at the University of Queensland.
- It is the student’s and Parent / Guardians’ responsibility to organise, pay for and have the testing completed at an approved IELTS Testing Centre PRIOR to submitting a Student Enrolment Application, or seeking an interview at the College. A copy of the test and its results is to be given to the College as part of the Application documentation.
- A student wishing to enrol at Northside Christian College must have achieved the following band scales of NILLIA (National Languages & Literacy Institute of Australia) from their IELTS Test.

Year 7	Minimum Level 4
Year 8	Minimum Level 4
Year 9	Minimum Level 5
Year 10	Minimum Level 5
Year 11	Minimum Level 6
- Prior to starting, student who is enrolled in Years 7-12 may be requested at the College’s discretion to re-sit an IELTS Test or another Diagnostic Test approved by the College to ascertain that they are at the minimum level of competency – especially for Year 11. All students must be at a Minimum Level 6 of the NILLIA Band Scales to progress onto an OP course in the College.

The Federal Government requires all full fee paying students to take out medical cover under the Overseas Student Health Cover (OSHC) Scheme.

Current providers include (but are not limited to):

- Bupa www.bupa.com.au/health-insurance/cover/oshc
- Medibank <http://www.medibank.com.au/oshc/>
- NIB <http://www.nib.com.au/overseas-students>

A minimum of one Semester’s tuition is required in advance when the enrolment is confirmed.

The College will issue the student’s Confirmation of Enrolment (COE) that is required for the student’s visa application on receipt of the OSHC and advance tuition fees.

A full copy of the College’s Overseas Student Policies are included in the application pack or are also available upon request.

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Full Fee Paying Overseas Students

Tuition fees are higher primarily by the amount of both Federal and State Government per capita grants for overseas students who have been classified by the Government as Full Fee Paying students.

Fee payments for a Full Fee Paying student must remain a minimum of one Semester's tuition fees in advance at all times. Should the student by staying in accommodation not arranged by the College, we requires that proof of appropriate living/boarding/home-stay arrangements is made prior to a Letter of Offer being made, and that arrangements are also maintained for the duration of the student's enrolment at the College.

Voluntary Donations

Any voluntary donations made to Northside Christian College Foundation may be tax-deductible. Please refer to the Australian Taxation Office guidelines.

Bus Fees

Charged (if incurred) on a quarterly basis and are due within 30 days of invoice.

Methods of Payment

College fees must be paid half yearly in advance by Direct Debit.

Absence/Withdrawal from the College

Refer to "Deferment, Suspension and Cancellation Policy" on College website.

Refund policy

Refer to "Refund Policy and Procedures for Overseas Students" on College website.

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Student Enrolment Application - Student Profile

Section 3

1. Family Name: _____ Gender: Male / Female (circle)
 Student's Given name(s): _____
 Preferred name(s): _____
 Date of birth: _____ Proposed Calendar Year of Entry: _____ Term: _____
 Year Level: _____

2. Student's Residential address: _____
 State: _____ Postcode: _____

3. Is the student an Australian Citizen?
 Yes – Please attach copy of birth certificate/extract or passport, certified as original
 No – Please complete Question 4

4. Passport number: _____ Date of Issue: _____
 Place of Issue: _____ Visa type: _____ Birth country: _____

5. Please provide details of any previous schools attended, including the current school attended, if applicable:

Name of School (including current school/kindergarten)	Year Levels	Years of Attendance

6. Does the student speak a language other than English at home? (Tick as appropriate)

No, English only [1201]
 Yes, Afrikaans [1403]
 Yes, Cantonese [7101]
 Yes, Filipino [6512]
 Yes, Korean [7301]
 Yes, Chinese [7100]
 Yes, Spanish [2303]
 Yes, Japanese [7201]
 Yes, Malay [6505]
 Yes, Arabic [4202]
 Yes, Thai [6402]
 Yes, Other (please specify): _____

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7. Is the student and Indigenous Australian? (Tick as appropriate)

- No
- Yes

8. What was the first date of enrolment at an Australian school (if applicable)?

_____ / _____ / _____

9. What is the student's residency status? (Tick as appropriate)

- Australian Citizen
- Norfolk Islander
- New Zealand Citizen
- Permanent Resident
- Temporary Visa Holder

10. If born overseas, what date did the student arrive in Australia?

_____ / _____ / _____

If the student is a permanent or temporary visa holder, please provide the following information:

Current Visa class: Principal / Subordinate holder (circle)

Current Visa sub-class: Visa expiry date: ____ / ____ / ____

Is the student an international full fee-paying student on Visa sub-class 500?

- No
- Yes

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Learning

Prior to enrolment, it is important that as parents/carers you inform the College if your child has any particular special needs such as medical, physical, learning (cognitive/academic) or social/emotional, which require specialised and professional attention above and beyond that of the level of individual attention already afforded to students at Northside Christian College.

Please disclose these special needs in the space below and attach further documentation as required. Northside Christian College reserves the right to determine its ability to meet the needs of students with special needs. Please note non-disclosure of important information may result in cancellation of enrolment.

11. Please circle as appropriate below:

- ADD/ADHD: Yes / No If yes, please provide details /attach: _____
- Allergic Reactions / Anaphylaxis: Yes / No If yes, please provide details /attach: _____
- Asthma: Yes / No If yes, please provide details /attach: _____
- Autism / Aspergers: Yes / No If yes, please provide details /attach: _____
- Epilepsy: Yes / No If yes, please provide details /attach: _____
- Hearing: Yes / No If yes, please provide details /attach: _____
- Heart condition: Yes / No If yes, please provide details /attach: _____
- Learning Disorder(s) Yes / No If yes, please provide details /attach: _____
- Non-Verbal Learning Disorders: Yes / No If yes, please provide details /attach: _____
- Social / Emotional: Yes / No If yes, please provide details /attach: _____
- Vision: Yes / No If yes, please provide details /attach: _____

- Has your child ever repeated or missed a grade? Yes / No
 - Has your child ever received formalised learning support from a previous school? Yes / No
 - Has your child ever received formalised learning extension from a previous school? Yes / No
 - Has your child moved from interstate or overseas during their schooling? Yes / No
- } If YES, please provide details below:

12. Has your child been assessed by any of the following Specialist Services?

Specialist Service	Y / N	Name of Centre	Date of 1 st visit	Is your child attending now?
State/Child Guidance Officer	Y / N			Y / N
Speech Pathologist	Y / N			Y / N
Occupational Therapist	Y / N			Y / N
Physiotherapist	Y / N			Y / N
Education Psychologist	Y / N			Y / N
Specialist Clinic (Hospital/Private)	Y / N			Y / N
Audiologist	Y / N			Y / N
Paediatrician	Y / N			Y / N
Other Specialist (e.g. Optometrist)	Y / N			Y / N

Note: Please include any relevant reports or referrals with your application.

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13. Has your child ever been diagnosed as having any of the following disabilities or impairments?

Disability / Impairment	Diagnosed?	Is condition current?	Date of diagnosis	Review Date(if known)
Hearing Impairment	Y / N	Y / N		
Vision Impairment	Y / N	Y / N		
Intellectual Impairment	Y / N	Y / N		
Learning Difficulty	Y / N	Y / N		
Dyslexia	Y / N	Y / N		
Autistic Spectrum Disorder (including Aspergers)	Y / N	Y / N		
Physical Impairment	Y / N	Y / N		
Speech Language Impairment	Y / N	Y / N		
Social / Emotional Disorder (ADD, ADHD etc)	Y / N	Y / N		
Multiple Impairment	Y / N	Y / N		
Psychiatric Disorder	Y / N	Y / N		

Note: Please include any relevant reports or referrals with your application.

- Has your child been appraised at a previous school or time? Yes / No
- Has an IEP been written for your child? Yes / No
- Has an EAP been completed for your child? Yes / No
- Does your child exhibit developmental delays in any area(s)? Yes / No
- Has another school or teacher ever suggested that your child may suffer from a learning difficulty or disability? Yes / No

If YES, please provide details below:

Medical History

14. Has your child experienced any of the following?

Incident / Condition		Incident / Condition	
Allergies	Yes / No	Frequent and/or severe Headaches	Yes / No
Asthma	Yes / No	Hearing Concerns	Yes / No
Convulsions	Yes / No	Head Injury e.g. Knocked Unconscious	Yes / No
Diabetes	Yes / No	Premature Birth	Yes / No
Eating Disorder	Yes / No	Toileting difficulties (ongoing)	Yes / No
Epilepsy	Yes / No	Very High Temperature(s)	Yes / No
Frequent Colds	Yes / No	Vision Concerns	Yes / No
Frequent Dizziness	Yes / No	Walking / running difficulties	Yes / No
Frequent Ear Infections	Yes / No	Stomach Complaints	Yes / No

If you answered YES to any of the above, please supply detailed information. Please attach copies of reports:

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15. Please provide details of any regular or ongoing medication that your child is taking:

Medication	Frequency	Dosage	Reason / condition

Is your child required to carry or administer their own medication? If so, please indicate below and attach details:

.....

.....

Does your child have a Medical Action Plan? Yes / No (circle) If YES, please attach a copy of the plan:

.....

Has your child been fully immunized? Yes / No

Extra-curricular activities & other interests

16. Please provide details of any talents, activities, hobbies or involvements your child has:

Activity / achievement / interest	When / frequency?	Details - level/awards/certificates etc

17. Would your child's involvement in any of the above items potentially affect their attendance at school, or require special consideration or special/flexible arrangements? If so, please provide details:

.....

.....

.....

18. Is there any other information that the College should be aware of in order to meet your child's educational needs? Please indicate below and attach information as necessary:

.....

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Parent / Guardian Declaration

19.I / We declare that the information pertaining to the Student Profile supplied in this application is true and complete and nothing which could affect our child's learning in the course of our child's enrolment and participation in the activities, curriculum, extra-curricular programs and culture of Northside Christian College has been withheld.

Name of Parent / Guardian 1

Name of Parent / Guardian 2

Signature of Parent / Guardian 1

Signature of Parent / Guardian 2

Date: ___/___/___

Date: ___/___/___

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Family details

Section 4

1. Family Name: _____ Student's Given name(s): _____
 Date of birth: _____ Proposed Calendar Year of Entry: _____ Term: _____ Year level: _____
 Student's Residential Address: _____
 _____ State: _____ Postcode: _____

2. Please state briefly why you wish to have your child attend Northside Christian College. (Answer for above-named child in family)

Church details

3. Is your family and/or student actively associated with a Christian church? Yes / No (circle)

Church Name: _____

Denominations: _____

Address: _____

_____ State: _____ Postcode: _____

Period of time at this church: _____

Pastor/Minister's Name and Position for Contact (Whom you sent the *Pastor's / Minister's Reference* to):

The student regularly attends / participates in the following church/Christian activities/programs:

Any family/relative(s) who have attended or are still attending Northside Christian College

Name/s	Year/s of enrolment	Year level/s	House

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Residency (ONLY complete this ('Residency') section if either or both natural parents are not living with the student)

4. This information is important to help clarify how the College communicates with the student's carers.

Please tick below where appropriate:

- Student living with mother
- Student living with father
- Student living with Legal guardian(s) Please attach official documentation and specify relationship with student: _____
- Student living with other. Please attach any official documentation and specify relationship with student: _____

Status of Natural Parents – please complete as applicable

5.

- Married
- Parents separated
- Parents divorced
- Father deceased
- Mother deceased

Mailing Details – Postal Address

6. Preferred Mailing Title (e.g. – Mr G & Mrs J Smith): _____
 Postal Address: _____
 _____ State: _____ Postcode: _____

Mailing Details – Street Address

7. Preferred Mailing Title (e.g. – Mr G & Mrs J Smith): _____
 Street Address (if different from above): _____
 _____ State: _____ Postcode: _____

Mailing Details – Billing Address

8. Preferred Mailing Title (e.g. – Mr G & Mrs J Smith): _____
 Billing Address (if different from above): _____
 _____ State: _____ Postcode: _____

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Parent / Guardian 1 – Contact Details (must be living at the same address as the student)

9. Title (e.g. Mr, Mrs, Ms):_____ Head of Household Y/N (circle)

*** Please note: This person will always appear as Parent/Guardian 1 / Head of Household in our database.**

Family Name:_____Given Names:_____

Daytime Telephone Number: _____Mobile Telephone Number:_____

Preferred Email Address: _____

Occupation:_____Position:_____

Employer:_____

10. Languages spoken at home - Parent / Guardian 1:

Does the student’s parent/Guardian 1 speak a language other than English at home?

- No, English only [1201]
- Yes, Afrikaans [1403]
- Yes, Cantonese [7101]
- Yes, Filipino [6512]
- Yes, Korean [7301]
- Yes, Chinese [7100]
- Yes, Spanish [2303]
- Yes, Japanese [7201]
- Yes, Malay [6505]
- Yes, Arabic [4202]
- Yes, Thai [6402]
- Yes, Other (please specify): _____

Parent / Guardian 2 – Contact Details (must be living at the same address as the student)

11. Title (e.g. Mr, Mrs, Ms):_____ Head of Household Y/N (circle)

*** Please note: This person will always appear as Parent/Guardian 2 / Head of Household in our database.**

Family Name:_____Given Names:_____

Daytime Telephone Number: _____Mobile Telephone Number:_____

Preferred Email Address: _____

Occupation:_____Position:_____

Employer:_____

12. Languages spoken at home - Parent / Guardian 2:

Does the student’s parent/Guardian 2 speak a language other than English at home?

- No, English only [1201]
- Yes, Afrikaans [1403]
- Yes, Cantonese [7101]
- Yes, Filipino [6512]
- Yes, Korean [7301]
- Yes, Chinese [7100]
- Yes, Spanish [2303]

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- Yes, Japanese [7201]
- Yes, Malay [6505]
- Yes, Arabic [4202]
- Yes, Thai [6402]
- Yes, Other (please specify): _____

Parent / Guardian 2 – Contact Details (not living with student, but wishing to receive communication from the College and/or details of whom Billing should be sent to)

13. Title (e.g. Mr, Mrs, Ms):_____ Head of Household* YES / NO (circle)

***Please note: If 'Y' is circled, this person will always appear as Head of Household in our database.**

Family Name:_____ Given Names:_____

Daytime Telephone Number:_____ Mobile Telephone Number:_____

Preferred Email Address: _____

Occupation:_____ Position:_____

Employer: _____ Relationship to student:_____

14. Are there any current Court-sanctioned residency, parental responsibility or contact orders relating to this Parent?

- No
- Yes. *If "Yes", please attach a copy of the order for the College's records*

Details of approved / permitted contact:

- Physical contact – e.g. pick up / drop off, attendance at carnivals and events
- Academic - reports
- Newsletter - email
- Interviews
- Other – specify:_____

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General Information

15. Is there any other information you wish to submit for consideration to support your application? If so, please provide details here, or attach:

16. Interpreters may be made available during College interviews. Would an interpreter be required?

- Yes
- No

17. Who should the College communicate with regarding day-to-day matters?

- Parent / Guardian 1 – as detailed in previous section
- Parent / Guardian 2 – as detailed in previous section
- Parent/Guardian not living with student – as detailed in previous section
- Other eg. Homestay parent (please provide contact details below):

Family Name: _____ Given Names: _____

Daytime Telephone Number: _____ Mobile Telephone Number: _____

Preferred Email Address: _____

Occupation: _____ Position: _____

Employer: _____ Relationship to student: _____

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Terms and conditions of enrolment

Section 5

Enrolment at the College is subject to the following terms and conditions:

1. Procedural issues:
 - a) This enrolment contract is governed by the laws of Queensland.
 - b) The parents and College submit to the exclusive jurisdiction of Queensland Courts in the event of any dispute that is unable to be resolved between the parents and the College.
 - c) This agreement represents the entire agreement between the parents and the College in relation to the enrolment of the student.
 - d) The parents acknowledge that the Application for Enrolment has been completed honestly, correctly and full disclosure has been made in the Application.
 - e) The parents acknowledge that the failure to complete the Application documents honestly, completely and correctly, or to fail to make full disclosure of the matters raised in the Application documents may result in the immediate termination of the contract by the College at the sole discretion of the College. If the College elects to terminate the enrolment contract as a result of failure to complete the Application documents honestly, completely and correctly, this will result in forfeiture of enrolment fees paid in advance.
 - f) The parents sign this enrolment contract jointly and severally and take on the rights and obligations under this Enrolment contract both as individuals and as a couple where more than one parent signs the enrolment contract.
2. The College obligations:
 - a) The College will educate the student with all due care and skill.
 - b) The College will provide every reasonable opportunity to the student to achieve their full potential.
 - c) The College does not, and cannot warrant that a student will attain a particular educational level. The Parents understand that student attainment depends largely on the student's ability and willingness to apply himself or herself.
 - d) The College will act in the best interests of the student body generally, and will act in the best interests of individual students wherever possible.
 - e) The College will communicate with all persons having parental responsibility, and will provide information from time to time in relation to the student to all persons having parental responsibility.
3. Parental responsibilities generally:
 - a) The parents will support the aims and policies of the College, and student participation in all devotional activities, camps and excursions.
 - b) The parents will support the Christian values and program of the College and maintain a regular and frequent church attendance throughout the time their child/ren are enrolled at the College.
 - c) The Parents undertake to provide the child with all necessary books and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.
 - d) The Parents undertake to provide the child with the correct uniform, approved by the College, and to ensure that the child is always sent to school neatly and modestly dressed in the required uniform.
4. Parental responsibilities in relation to medical, health and wellbeing matters:
 - a) The parents shall provide the College with such information about the physical and mental health of the student so as to allow the College to discharge their duty of care to the student.
 - b) The parents shall inform the College within 7 days of becoming aware if the student has experienced a change in their health information.
 - c) In the event of a medical or other emergency, the parents authorise the College to take all necessary steps to obtain medical treatment for the student.
 - d) The parents authorise the College to take whatever action is deemed necessary, and incur necessary expenditure to obtain such necessary medical treatment for the student, such expenditure to be paid by, or reimbursed by the parents.
 - e) The parents are to provide the College with any medication required by the student (e.g. epipen, Ventolin etc.), and shall be responsible to ensure that such medication is clearly labelled and within its "use by" date.
 - f) The parents agree that in the event that staff require special training to administer the medication or respond to specific health issues, the parents shall be responsible for both organising and paying for that special training for all necessary staff, and until that has occurred, you will arrange to attend and administer the necessary medication as needed.

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5. Behavioural expectations of the student
 - a) The College will ensure that all parents and students have access to policies and rules that are put in place to facilitate the good order of the College;
 - b) The parents shall, as far as practicable, encourage and facilitate student adherence to College policies and rules that are in place from time to time, noting that such policies and rules do not form part of this contract.
 - c) The parents agree to support the College in its pursuit of high standards of behaviour during the student's time at the College.
 - d) The parents agree that they will do all acts and things to support the student behaving in a God-honouring way and, in particular, shall not use alcohol, tobacco or any other drugs (apart from medication recommended by a medical practitioner or pharmacist) while enrolled at the College and shall observe the Code of Conduct of the College.
 - e) The parents agree to support the College to administer such discipline as it deems wise and expedient for the student in accordance with the policies of the College. The parents agree that such discipline may include suspension or expulsion from the College.
 - f) The parents agree that they will be responsible for any wilful damage caused to property of the College, or of an individual at the College, caused by their child.
6. Communication:
 - a) The College will provide information about the student to the parents signing this enrolment contract.
 - b) The parents shall be responsible to share information and communications from the College with each other.
 - c) The parents agree to ensure that all changes to current family or student details are notified to the College as soon as possible, including but not limited to contact details, changes to family circumstances, changes to medical information, or copies of Court documents.
 - d) The College is not responsible for ensuring parental compliance with copies of Court documents.
 - e) The parents authorise and direct the College to act on the direction of one parent, and any such communication or direction given by a parent shall be deemed to have been given on behalf of both parents.
 - f) Where a Court Order provides that one parent has sole parental responsibility for making decisions in relation to education matters, we will act only on that parent's direction.
 - g) In circumstances where separated parents are unable to agree on whether a child is to remain at the College, the College shall be at liberty to give both parents written notice that the enrolment of the child shall be terminated upon the expiry of 3 months unless notified in writing that both parents agree, or a Court Order has been made that resolves the issue.
 - h) The parents authorise the College to make any enquiries it deems necessary or appropriate in relation to the student, including previous schooling records. The parents authorise, request and direct that any previous school provide such information in writing as is requested by the College.
7. Payment of Fees:
 - a) The parents shall be responsible for paying the non-refundable enrolment Confirmation Fee. * Refer Refund Policy Point 6 on grounds of Visa refusal.
 - b) The parents shall pay such tuition fees, costs and levies as are levied each year during the student's enrolment at the College in accordance with the Fee Schedule.
 - c) Fees and levies are to be half yearly in advance each calendar year.
 - d) Whilst it is the aim of the College Board to set fees on an annual basis, it reserves the right to change fees at any time within the government guidelines as laid down in legislation.
 - e) The College may charge levies to cover costs over and above tuition fees.
 - f) Any voluntary donations made to the Northside Christian College Foundation may be tax-deductible. Please refer to the Australian Taxation Office guidelines.
8. Other matters:
 - a) The College extends lifetime Alumni Membership at the conclusion of the student's enrolment at the College.
 - b) The College is not liable for any loss or damage to property belonging to a student or family of any description and howsoever caused. The parents shall be responsible for insuring any belongings at their election and cost.
 - c) The College reserves the right to exclude any person from entering or remaining on College property or participating in College activities where they reasonably believe this is required to promote the best interests of a student, or the College.

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- d) The College may exclude a student temporarily or permanently in the event that the student poses a risk to the health or safety of another, for example, if they show symptoms of a communicable disease, or there is a real risk of abuse or assault of another.
 - e) The College may search lockers, bags and personal property, including electronic devices or electronic data storage.
 - f) The College may confiscate forbidden, illegal or dangerous property. In the event that illegal property is located during a search, such property will be provided to the Police and parents shall be informed.
9. Privacy:
- a) The College may take photographs of staff, students, parents and volunteers during normal school activities, for student identification cards, during curricular, co-curricular and sporting activities and for other promotional purposes.
 - b) The College may use the images captured for the purposes of keeping parents and other people informed about matters relating to the student or the College, and for the purposes of promotions, marketing and fundraising.
 - c) Individuals may discuss with the College Principal use of their image in such material, and may withdraw consent to the use of their image.
 - d) The College may collect personal and sensitive information in relation to the student and the student's family for the primary purposes of providing schooling for the student and discharging their duty of care and ancillary purposes relating to primary purposes. Ancillary purposes include keeping parents informed about matters related to their child's schooling, day to day administration, looking after a student's educational, physical, social and medical wellbeing, seeking donations and marketing for the school and satisfying the College's legal obligations generally.
 - e) The parents agree that the College Collection of personal and sensitive information is necessary and consent to the College collection of personal and sensitive information in relation to the student and the student's family.
 - f) The College may disclose personal information including sensitive information in accordance with their privacy policy.
 - g) The College may store personal information including sensitive information 'in the cloud.' The College will take reasonable steps to ensure that information stored is secure.
 - h) The parents' consent to the College storage of, and disclosure of, personal and sensitive information.
 - i) The parents must ensure that personal information is current and is accurate, up-to-date and complete, and will contact the Enrolments Office to notify the College of any changes, additions or amendments to personal information.
 - j) The parents or student may seek to access copies of personal information held by the College. In these circumstances, individuals must direct a written request to access information to the Principal. The College will respond to such written request within a reasonable period after the request is made and will give access to personal information if it is reasonable and practicable to do so. A fee may be applied to cover the administrative costs of verifying the application, and locating, retrieving, reviewing and copying any material requested.
 - k) If access to personal information is denied, the College shall provide written reasons for the refusal to allow access (except to the extent it would be unreasonable to do so having regard to the grounds for refusal) and the mechanisms available to make a complaint about the refusal.
 - l) The College may, in its sole discretion, on the request of a student grant that student access to information held about them, or allow a student to give or withhold consent to the use of their Personal Information, independently of the Parents.
10. Termination:
- a) This Contract will be terminated upon the student completing their education.
 - b) Please refer to the "School Deferment, Suspension and Cancellation Policy" on College website.

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Parent/Guardian Signatures

I/We certify that the information supplied in this application is true and correct and no important information has been withheld that could affect the student's or our family's agreement with the College.

I/We declare that the information pertaining to the Student Profile supplied in this application is true and complete and nothing which could affect our child's learning in the course of our child's enrolment and participation in the activities, curriculum, extra-curricular programs and culture of Northside Christian College has been withheld.

I/We have read and accept the Terms and Conditions of Enrolment, the Enrolment Process and the Fees and Business Regulations as set out within and hereby make application for our child to be enrolled at Northside Christian College.

Name of Parent / Guardian 1	Name of Parent / Guardian 2
Signature of Parent / Guardian 1	Signature of Parent / Guardian 2

Date: ___/___/___

Date: ___/___/___

Declaration of Faith

Northside Christian College accepts students from a wide range of Christian denominations. The common and uniting factor in the College community is the Lordship of Jesus Christ. It is this factor, which provides the basis for the relationship between the College and the family in the task of educating children. Therefore, we believe it is vital that at least one parent, and preferably both, can say without hesitation, that Jesus Christ is their Saviour and Lord, and that commitment to Him is a primary influence on their lives. Please complete the following declaration, as you are able.

I recognise Jesus Christ as my Saviour and Lord

Signature of Parent/Guardian 1: _____ Date: ___/___/___

Signature of Parent/Guardian 2: _____ Date: ___/___/___

OR

I have not received Jesus Christ as Saviour and Lord, but I respect this position and the faith of my spouse. I am willing for my child/ward to be educated in this Christian College.

Signature of Parent/Guardian:..... Date: ___/___/___

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APPLICATION PAYMENT OPTIONS

OPTION 1

Payment by Cheque

All cheques should be made out to "Northside Christian College" and include the name of your child and a contact phone number on the back of the cheque.

OPTION 2

Payment by Credit Card

Card Type: Visa Mastercard

Card Number: □□□□ □□□□ □□□□ □□□□

Expiry Date: □□/□□

Total Amount Payable: \$ _____

Cardholders Name: _____

Cardholders Signature: _____

OPTION 3

Payment by Direct Deposit

You are able to deposit your payment amount directly to the college account. Details are as follows:

Bank: National Australia Bank, Queen Street Brisbane Branch

Account Name: Northside Christian College Qld Ltd Working Account

BSB: 084-004 **Account No:** 140011887

Please:

- Reference any direct deposit payment with "**ApplicFee**" and your **surname**.
- Email your receipt number to accounts for confirmation purposes

accounts@northside.qld.edu.au