

Fremantle Christian College Enrolment Form



Fremantle
Christian
College

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A ministry of New Life Christian Community (www.newlifefreo.com)

Fremantle Christian College has an open enrolment policy and welcomes families from different faiths. Being a Christian is not a requirement for enrolment but all parents/guardians and students must support the Christian ethos of the College.

Family Information

(please print)

Female Parent/Guardian

Surname

Given Names

Mobile

Email

Marital Status

Occupation

Address

Post Code

Home Phone

Church Attendance Yes / No

Is any member of your family a past student?

How did you hear about us?

What attracted you to the College?

Why have you chosen a Christian School?

Male Parent/Guardian

Surname

Given Names

Mobile

Email

Marital Status

Occupation

Address (if different)

Post Code

Home Phone

Name of Church

If you are **NOT** an Australian Citizen please fill out this section

Country of Citizenship

Residency Status

Passport and Visa Number

Please attach a copy of your passport, including residence visa page, to this application.

If you are not a citizen or permanent resident of Australia, depending on your visa you may be required to pay international fees: this will be clarified prior to agreeing to enrol.

Custody / Guardianship

(if different from above)

Under the provisions of The Family Reform Act 1995, biological parents are regarded as having full parental responsibility unless a Parenting Plan or Court Order is presented to the school stating otherwise.

Name of Legal Guardian _____

Special Conditions enforceable by law _____

If applicable, have you attached a copy of any Parenting or Restraining Order? Yes / No _____

Custody Arrangements (if there is a shared custody arrangement): _____

Emergency Contact Details

(cannot be a Parent or Guardian)

Emergency Contact 1

Surname _____

Given Names _____

Mobile _____

Home Ph. _____

Work Ph. _____

Email _____

Relationship to Student _____

Emergency Contact 2

Surname _____

Given Names _____

Mobile _____

Home Ph. _____

Work Ph. _____

Email _____

Relationship to Student _____

Medical Emergency Information

I/We authorise the school to seek medical/dental attention, call an ambulance or to hospitalise my/our child when considered necessary. I/We further authorise the school that if an emergency occurs requiring surgery, anaesthetic, oxygen, blood transfusion, medication, and I/we cannot be contacted within a reasonable time, the school has the authority to agree to medically recommended treatment by an accredited medical practitioner on my/our behalf and to provide the medical practitioner with any relevant medical information held by the school.

Signature of Male Parent/Guardian _____

Date _____

Signature of Female Parent/Guardian _____

Date _____

Student Information

Year of Enrolment

Year Level of Admission K PP 1 2 3 4 5 6 7

Student Full Name

Gender M / F

Home Address

Post Code

Date of Birth

Birthplace

Birth Cert. Attached Yes / No

Current School and Year level

If you were born outside of Australia

Date of Arrival

Permanent Resident

Yes / No

Number of Years in Australia

Nationality

Country of Citizenship

Has your child had any significant behavioural difficulties, been expelled or suspended, skipped or repeated a grade?
Please explain below.

Any other relevant information you would like us to know?

Medical Information

Immunisation Record (Please fill in the table as follows)

F – Fully Immunised **N** – Not Immunised **I** – Incomplete Immunisation

MMR	Polio	HIB
DTP	HEP B	Meningococcal
Other	Immunisation Record Attached Yes / No	

Family Doctor / Medical Clinic

Clinic Address

Post Code

Dentist / Orthodontist

Clinic Address

Post Code

Medicare Number

Exp. Date

Position No.

Blood Group

Name of Private Health Fund

Ambulance Cover and Name of Provider

Medical Assistance Permission Yes / No

Student's Individual Needs

The *School Education Act 1999* requires the provision of: "details of any condition of the enrollee that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school" (16G). To assist the school to respond to individual requirements please detail any special needs your child needs in the following area(s) that affect their learning, participation or welfare during school hours.

Medical

Medication

Physical

Orthotics/Prostheses

Psychological

Cognitive

Sensory

Behavioral

Safety

Communicative

Allergies

External Service Provision

(including Day care)

Does your child receive any services from an external agency that may affect educational arrangements?
If so, please provide details of service/s and service provider/s below.

Siblings Currently Attending Fremantle Christian College

Full Name

Year

Full Name

Year

Full Name

Year

Data Collection

All Schools in Australia are required to collect this data on behalf of the Department of Education, Science and Training. The data has been requested by the Federal Minister of Education, together with all State and Territory Education Ministers and it is a requirement of the College to provide the information as part of the agreement that it signs with the Australian Government in order to access per capita grants and other financial support. Please be advised that once collected, the information will be aggregated so that individuals cannot be identified.

This particular information is not used for any purposes by the College in providing education services to our students and is not disclosed for any other purpose other than that described above.

Is the student of Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

In which country was the student born?

Which language does the student speak most often at home?

Mother/Guardian

Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

Main language spoken at home

Highest level of primary or secondary school?

Highest level of tertiary education?

Occupation Group (see descriptions below)

Father/Guardian

Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander

Main language spoken at home

Highest level of primary or secondary school?

Highest level of tertiary education?

Occupation Group (see descriptions below)

Please select the appropriate parental occupation group from the list below. 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 had paid work in the last 12 months, enter '8' on the relevant line above.

Group 1

Senior management in large business organisation, government administration and defence, and qualified professional

Public service manager	Senior executive/manager/department head
Other administrator	Defence Forces commissioned officer
Professionals	Business management or professional
Air/Sea transport	
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional	

Group 2

Other business managers, art/media/sports persons and associate professionals

Owner/manager of farm	Arts/Media/Sports
Associate Professionals	Specialist Manager
Financial Services manager	Business Admin
Retail manager	Defence Forces

Group 3

Tradesmen/women, clerks and skilled office/sales and service staff

Tradesmen/women	Clerks
Skilled office/sales and service staff	

Group 4

Machine Operators, hospitality staff, assistants, labourers and related workers

Hospitality staff	Drivers, plant production/processing and machinery operators
Labourer and related workers	Office assistants, sales and other assistants

Disclosure of Personal Information

Personal information collected and stored by the School is subject to the Privacy Act. A copy of the Privacy Policy can be obtained from the School.

Conditions of Enrolment

Fremantle Christian College uses various forms of technology to promote and publicise classroom and other school-related activities. On occasion, photographs and videos are used as part of the School's communications. Media used include College newsletters, Facebook page and website, and newspaper advertisements. *Please note the relevant sections within the Conditions of Enrolment.*

These consents cover all approved activities and excursions during the years your child is enrolled at the College.

Enrolment in the School is subject to the following conditions:

1. I/We understand that I/We need to attend an interview with the Principal before my child's enrolment is accepted.
2. I/We agree to pay the stipulated Acceptance Fee (non-refundable) with my Enrolment Application.
3. I/We agree to give one term's notice upon withdrawing from the school.
4. I/We agree to pay all fees promptly as they are due. I/We also agree to pay any costs incurred by Fremantle Christian College in retrieving any outstanding monies that I/We owe.

I/We have read, understand and agree to the terms outlined in the College Billing Procedure (see overleaf).

Signed: _____

Signed: _____

5. I/We hereby consent to my/our child enrolled at this school to participate in all supervised school activities and excursions approved by the Principal. I understand that this may involve travel by either private or public transport, which will be communicated in good time. The school cannot accept responsibility for children who may be injured through ignoring procedures or rules laid down for the safe conduct of students on any activity or excursion.

(Notification must be given prior to a trip if you wish to withdraw your consent for any reason for that trip)

Signed: _____

Signed: _____

6. I/We give permission for my/our child's name and year level to be released to appropriate Government departments and other organisations (e.g. School Dental Clinic, School photographer for yearly photos etc).
7. I/We give consent for my/our child's photograph or video taken in the context of College activities to be used in appropriate printed advertising for the College, on the College website and the College Facebook page.

Yes

No

8. I/We consent to my/our contact details being provided to my child's Parent Representatives so they can keep me informed of class activities.

Yes

No

9. I/We consent to my/our contact details going on a 'class contact list' that will go to other parents in my child's classes for the purpose of organising things such as social gatherings.

Yes

No

Signed: _____

Signed: _____

10. I/We understand that my/our child will receive a Christian Education whilst attending the College.
11. I/We agree to accept and respect the Christian culture and practices of the College and its Statement of Belief.
12. I/We agree to follow the policies and procedures established by the governing body of the College.
13. I/We understand that the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College's rules and regulations.

Both parents must sign where there is shared custody of children.

Signed _____

Signed _____

Date _____

Date _____

Billing Procedure

This procedure outlines the payment process for school fees at Fremantle Christian College.

This document is to be read, understood and agreed to by parents/guardians who are enrolling at the College. A signed acknowledgement of this is required in the Enrolment Form (section 4 in *Conditions of Enrolment*).

1. REGISTRATION FEE

A non-refundable Registration Fee of \$100 per family is payable upon registering your interest to enrol in the College. After payment of the Registration Fee, children will be placed on the College Registration List, from which families will be invited to interview when a position is available.

2. CONFIRMATION FEE

Following interview and offer of a place at the College, enrolment is confirmed by payment of a non-refundable Confirmation Fee. This fee is offset against your first fees invoice when enrolment commences.

3. TUITION FEES

Tuition fees are subject to change by the College Council as and when deemed necessary.

A concession of 5% on tuition fees is awarded on payment of annual fees in advance on or before 15 February (or next business day) each year.

3.1 FAMILY DISCOUNTS

Discounts are offered for concurrently enrolled siblings as follows:

First child	-	Full fees are payable
Second child	-	20% discount on tuition fees
Subsequent children	-	40% discount on tuition fees

4. AMENITIES FEES

An amenities fee per child is payable at the beginning of the year. The amenities fee is non-refundable and covers the following:

- Class or school excursions
- 2 weeks of swimming lessons (excludes Kindergarten); other sporting and education events
- Bus transport to inter-school carnivals, swimming lessons and other College events
- Art and craft costs and other specialized equipment as may be required for different learning areas

5. BUILDING LEVY

A building levy is charged to each family per year and it is payable at the beginning of the year. The money raised is used to support building programs and capital works that will improve the College facilities.

6. ANNUAL BILLING

The annual tuition fee, amenities fee and building levy will be billed at the beginning of the year. Where a new student commences part way through any term, a pro-rata tuition fee and amenities fee will be calculated and the parents/guardians will be billed upon enrolment. A full contribution to the Building Levy shall apply to students commencing part way through the school year.

7. PAYMENT METHODS

All payments are to be made by direct debit managed by the College. All parents/guardians are required to complete the Direct Debit Form and submit to the Office no later than the last Thursday of the fourth term of the previous year.

There are five options for payment of College fees each year, as described in the following table:

Annual (1 payment)	Bi-Annually (2 payments)	Quarterly (4 payments)	Monthly (10 payments)	Fortnightly (20 payments)
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The payment dates for each instalment are established within the direct debit plan that is established. These dates are listed below.

Payment Option	Payment Dates			
Annual	Second Friday in February			
Bi-Annual	Second Friday in February		Fourth Friday in July	
Quarterly	Second Friday in February	Second Friday in May	Fourth Friday in July	Fourth Friday in October
Monthly	Second Friday in each month (February to November, inclusive)			
Fortnightly	Fortnightly, with first payment on second Friday in February			

* If the payment falls on a public holiday, it will be processed on the next banking day.

8. LATE PAYMENT OF FEES

Parents/guardians who are unable to pay fees by the due date for any reason must apply to the Finance Manager for an extension of payment. This must be done as soon as possible, and before the due date for payment.

9. BANK AND OTHER COLLECTION FEES

If there is going to be a difficulty with honouring a payment by direct debit, then the parent/guardian is responsible for informing the College at least **five days** before the debit is due to be withdrawn. This is to give time to make the necessary adjustments with the bank so that the direct debit does not proceed and result in default fees to the bank.

In the event the direct debit is rejected due to insufficient funds, any fees charged by the bank/financial institute to the College will be recovered from the parents/guardians responsible.

Any expenses, costs or disbursements incurred by the College in recovering the outstanding monies, including debt collection fees and solicitor costs, will also be charged to the parents/guardians responsible.

10. NOTICE OF WITHDRAWAL

One school term's notice in writing to the Principal is required prior to the withdrawal of the student from the College. Verbal notice is not considered to be due notice of withdrawal.

11. FEE REBATE

Families experiencing unexpected and limited financial hardship may approach the College to apply for a fee rebate. Application forms are available from the office. On receipt of the completed form the Principal will call for an interview to assess the application.

FOR USE BY COLLEGE ADMINISTRATION ONLY

ENROLMENT PROCEDURE CHECKLIST

FAMILY SURNAME _____ (_____)
Student Surname if different

ADMINISTRATION

- Enrolment Form received, completed and signed in all applicable sections
 - Preferred interview time am pm evening
 - Confirmation Fee received and receipted # _____
 - Australian Citizen Overseas - Visa Number (check funding eligibility) _____
Citizenship _____
 - Birth Certificate
 - Immunisation Form or Exception Letter
 - Notes _____
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ENROLMENT APPROVAL

- Principal Interview Yes (Date: ___/___/___ Time: _____) No
- Approved Not Approved Hold
- Proceed with immediate enrolment Place on waiting list
- Letter of Enrolment Acceptance sent

FINANCIAL INTERVIEW

- Billing Procedure signed off Yes No
- Finance Manager Interview Yes (Date: ___/___/___ Time: _____) No
- Family entered into MYOB School Fees set up in MYOB

HANDBOOKS/FORMS

- Parent Handbook made available
 - Canteen Menu made available
 - Notes _____
-
-

OTHER

- Family entered into School Pro
 - Booklist given Booklist ordered
 - Uniform Order given
 - Medical Forms completed (if applicable)
 - Student File Created
 - Notes _____
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