



Mary MacKillop College Kensington

Application for Enrolment

Thank you for seeking enrolment at Mary MacKillop College.

Please complete the form in full and return to the College along with any documentation.

The Registrar will make contact with you to advise the next step in the enrolment process.

Please note that there is no charge associated with the submission of this application.



STUDENT

Family name:

Given names:

Preferred name:

Residential address:

Postcode:

To begin in

Year level:

Year:

Term:

Date of birth:

Country of birth:

Country of citizenship:

If not born in Australia

Date of arrival in Australia:

Visa sub-class:

Languages other than English spoken:

Is the student:

Aboriginal Yes No

Torres Strait Islander Yes No

Refugee Yes No

Current school:

Current Year Level:

Previous schools and preschools (*attach separate sheet for more, if required*)

		From	/	/	to	/	/
1							
2							
3							
4							

Religion:

Parish:

Sacraments	Parish	Year	Sacraments	Parish	Year
Baptism			Reconciliation		
Confirmation			Eucharist		

Additional considerations

To best serve the needs of the students, the following questions are being asked so that the College is aware of the conditions that could impact the student's learning and participation in the curriculum and school environment.

- a) Does your daughter have a disability or learning difficulty?
 - cognitive disability, e.g. dyslexia, intellectual disability, etc. Yes No
 - social/emotional disability, e.g. autism spectrum disorder, attention deficit disorder, etc.
 - sensory disability, physical disability, e.g. vision or hearing impairment, cerebral palsy, etc.
- b) Does your daughter have any medical conditions or infectious diseases?
 - e.g. asthma, allergies/anaphylaxis, diabetes, drug reactions, epilepsy, heart condition, etc. Yes No
- c) Does your daughter require any special provisions to be made by the College?
 - e.g. disabled access, special equipment, medication, curriculum adjustments, etc. Yes No
- d) Has your daughter been assessed by a specialist service?
 - e.g. Speech Pathologist, Occupational Therapist, Psychiatrist, Psychologist, Audiologist, Optometrist or other specialist clinic or service, etc. Yes No
- e) Does your daughter have any special talents or achievements? Yes No
- f) Has your daughter ever been suspended from school, expelled, or refused admission to another school? Yes No

If you answered yes to any questions above, please provide details below and a copy of the specialist report.

FAMILY	Parent/Caregiver 1	Parent/Caregiver 2
Title		
Family name		
Given names		
Marital status		
Relationship to student		
Student resides with	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time <input type="checkbox"/> No	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time <input type="checkbox"/> No
Mobile phone number		
Home phone number		
Work phone number		
Residential address		
Postal address (if different from above)		
Email address		
Country of birth		
Country of citizenship		
Language other than English (spoken)		
Religion		
Occupation		
Employer/business name		
If not employed, do you receive a government benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an old scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No Years attended: _____ to _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Years attended: _____ to _____
Family court or other relevant court order/intervention order or parenting plan? <i>(if yes, please attach a copy)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any outstanding fees from another school? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Other family members

Please provide details of other children in the family.

Name	M / F	Birth year	School/university/occupation	Year level

Have you or your daughter attended the College for a

Come 'n' Try Day Yes No

Principal's Tour Yes No

FAMILY**Parent/Caregiver 1****Parent/Caregiver 2**

Your responses to the following questions are required to meet Australian Government data requirements.

Language other than English spoken at home		
Highest school year completed (<i>circle one</i>)	Year 12 11 10 9 or below	Year 12 11 10 9 or below
Highest non-school (tertiary) qualifications (please tick)	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualifications	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualifications
Occupation group (please tick) (see College website for more information)	<input type="checkbox"/> Senior management/qualified professionals <input type="checkbox"/> Other business managers/owners/arts/media/ sports persons/associate professionals <input type="checkbox"/> Tradesperson/clerks/skilled staff <input type="checkbox"/> Machine operators/hospitality/assistants/labourers <input type="checkbox"/> Not in paid work in the last 12 months	<input type="checkbox"/> Senior management/qualified professionals <input type="checkbox"/> Other business managers/owners/arts/media/ sports persons/associate professionals <input type="checkbox"/> Tradesperson/clerks/skilled staff <input type="checkbox"/> Machine operators/hospitality/assistants/labourers <input type="checkbox"/> Not in paid work in the last 12 months

Additional information

How were you introduced to Mary MacKillop College (MMC)?

Family/friend/old scholar Social media: _____ College signage
 College website Current MMC parent MMC staff member
 Community advertising (bus stop etc) Through my child's primary school I live nearby
 Digital advertising (online advert) Community profile/reputation Google search
 I am an old scholar Other: _____

Please explain your reasons for choosing Mary MacKillop College for your daughter's education:

Please provide a copy of the following documents (as applicable) with this application for enrolment.

A copy of the birth certificate (or extract or current passport)
 Latest school reports
 Copies of any national tests results (e.g. NAPLAN)
 Baptismal, Reconciliation, Confirmation and First Eucharist certificates
 Any Court Order, Parenting Plan or related information affecting your daughter
 Documentation relating to additional needs (any reports, action plans, assessments, etc)
 A copy of the visa details (if student is not an Australian citizen)

TERMS AND CONDITIONS

1. ENROLMENT

Upon acceptance of the Offer of Placement at Mary MacKillop College (the College) and payment of the acceptance fee, the student is enrolled and the enrolment shall continue until terminated. In accepting the Offer of Placement, the Enrolling Parents/Guardians (Offerees) agree to be bound by the Terms and Conditions of Enrolment listed herein.

2. ACCEPTANCE FEE

2.1 The non-refundable Acceptance Fee is payable by the due date indicated on the Enrolment Contract.

2.2 The level of this fee and the terms and conditions for its payment are subject to alteration by the College from time to time.

3. FEES AND CHARGES

3.1 The Annual College Fees for the year are due and payable on 15 February of that relevant year.

3.2 All other fees and charges are due and payable within 14 days of the invoice date.

3.3 The scale of fees and charges is subject to alteration by the College from time to time.

3.4 The Offerees are jointly and severally liable for the payment of the College fees and all other costs associated with the education of the student.

3.5 The Offerees agree to pay all collections costs and legal costs incurred by the College in pursuing recovery of overdue amounts from the Offerees.

4. WITHDRAWAL / TERMINATION

4.1 A student can be withdrawn from the College or the Offerees can terminate the enrolment by giving one term's notice in writing to the Principal. Failing such notice, the Offerees will pay the Withdrawal Fee current at the time of withdrawal or termination.

4.2 The College reserves the right in its absolute discretion to terminate the enrolment by giving one term's notice to the Offerees.

5. SICKNESS OR INJURY

The Offerees hereby authorise the College in the event of the student suffering from sickness or injury to take such action as it deems fit to obtain medical or hospital treatment. The Offerees shall indemnify the College or its servants or agents against all costs, claims, actions and demands made against the College or its servants or agents, of and incidental to obtaining such treatment.

6. COLLEGE RULES, DISCIPLINE AND CURRICULAR ACTIVITIES

6.1 The Offerees agree to be bound by such rules, regulations and/or policies of the College as may be in force from time to time. The Offerees acknowledge that it is the responsibility of the Offerees and of the student to make themselves thoroughly conversant with the rules, regulations and/or policies and that the student must obey the rules and regulations.

6.2 The Offerees agree to cooperate with the College in all matters of discipline.

6.3 The Offerees agree that student participation in all curricular activities including camps, liturgical celebrations and retreats is compulsory.

7. SUSPENSION OR EXPULSION

The College reserves the right in its absolute discretion to suspend or expel the student for disciplinary purposes, or for breach of the College rules, regulations and/or policies as amended from time to time, or for conduct that brings to disrepute the good name and reputation of the College, or for breach of these Terms and Conditions. In the event of the student being suspended or expelled, any fees or other charges paid to the College shall not be refunded and the Offerees shall remain liable for any unpaid fees or other charges in full without apportionment.

8. SUPERVISION

8.1 The College provides for the supervision of the student in the following circumstances only:

-During school hours on Monday to Friday inclusive, as determined from time to time.

-During camps, retreats, excursions and other events and activities organised by the College.

8.2 The College does not provide supervision of the student in any and all other activities not referred to in clause above regardless of whether or not those activities take place in the College grounds.

9. COURT ORDERS

The Offerees must ensure that the Principal is provided with copies of all Court Orders relating to the guardianship, custody, residence, parental responsibility, payment of fees, care, control or welfare of the student. Copies of Court Orders and any variations to them must be provided as soon as possible after they are made.

10. NON-ENROLLING PARENT

Non-enrolling parents can request access to the College's Learning Management System (SEQTA) to view their daughter's assessments, reports, important College notices and Learning Reviews. However, the College will abide by any court orders which prevent the release of such information to any person named therein.

11. PERSONAL EFFECTS

The Offerees agree that the College does not accept liability for damage or loss of any personal effects of the students and that insurance for students' personal effects is the Offerees' responsibility.

12. NOTICES

The College may give any notice to the Offeree by posting or emailing the notice addressed to the Offeree at his or her latest address or email address, respectively, notified to the College by the Offeree. A notice so posted or emailed shall be deemed to be received on the date following the posting or emailing of the notice. A notice so given shall be effective notwithstanding that the Offeree is dead, bankrupt or incapable. If there is more than one Offeree, it shall be sufficient to give the notice to one of them.

13. FULL AND TRUE DISCLOSURE

The College must be satisfied that it is equipped to adequately respond to a student's needs, and ensure they are able to meaningfully derive from the educational programs on offer. This consideration is had both in relation to an individual student and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students. The Offerees must fully disclose to the College all needs and/or changes in needs of the student (including without limitation, any medical, physical, learning or psychological needs and associated reports, plans and assessments) at the time of applying for enrolment and subsequently during the period of the enrolment of the student at the College. Offerees' failure to make full disclosure, by omission, dishonesty or deception, may result in the withdrawal of offer or termination of the Enrolment Agreement by the College.

14. VARIATION OF ENROLMENT CONTRACT

The Offerees acknowledge that the College may from time to time vary these terms and conditions upon notice to the Offerees. The College may fix a time from which a variation operates being a time before or after the making of the variation.

PRIVACY INFORMATION

1. Mary MacKillop College (the College) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students and to enable them to take part in the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may ask you to provide medical information and reports about students from time to time.
5. The College, as required by law or as appropriate to discharge its duties, may disclose personal and sensitive information for educational, administrative and support purposes to other schools, government departments, educational authorities, medical practitioners, and people and organisations providing educational, support, health, administrative and financial services to the College.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Statement.
8. The College Privacy Policy sets out how parents or students may seek access to personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy sets out how parents and students can register a complaint about a breach of privacy and how the College will handle such a complaint.
10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information including photographs and videos about academic and sporting achievements, student activities and similar news are published in the College newsletters, magazines, on the College intranet, social media or website. The College will obtain permissions from the parent or student if appropriate prior to publication of photographs and videos.
12. We may include students' and parents' contact details in class lists and the College directory.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.

DECLARATION

In enrolling our daughter at Mary MacKillop College,

1. We/I accept that she will be educated in the Catholic faith within a Christian educational environment.
2. We/I accept that support of College staff and cooperation concerning College activities is essential.
3. We/I accept the standards the College sets regarding grooming, uniform and personal presentation.
4. We/I accept that we/I will abide by College policies as amended from time to time.
5. We/I agree to abide by the Parent Code of Conduct as amended from time to time.
6. We/I agree to be bound by the Terms and Conditions of Enrolment at Mary MacKillop College, as listed in this contract.

7. Payment of the College School Fees

We/I jointly and severally accept responsibility for the payment of the College school fees and all other costs associated with the education of our daughter as determined and amended from time to time by the College.

We/I will pay the annual school fees: in full by 15 February each school year, or we/I will commence a College Fee Payment Plan no later than 5 February each school year.

We/I will abide by the College Fee Policy.

We/I agree that the College reserves the right to pass overdue accounts to debt collection agencies for recovery of debt and/or for placement of charge over property to secure the debt. When this occurs, we agree that personal information will be disclosed to the agencies and we will pay the collection costs and legal costs.

We/I give consent for the College to contact any other Catholic and Independent schools, which our daughter has attended for the purpose of ascertaining our fee-paying record.

We/I declare that all of the information provided in this application is true, to the best of our/my knowledge.

Parent/Caregiver 1	Parent/Caregiver 2
Name:	Name:
Date:	Date:
Signature:	Signature:



Mary MacKillop College
Kensington

Courage to lead

OFFICE USE ONLY	
Student name:	Start date:
Year/term to commence:	Year level to commence:
Application received:	Date/time of interview:
Interview complete:	Letter of offer sent:
Offer accepted:	Acceptance fee paid:
Outstanding items:	
Finalised:	Student ID: