



## APPLICATION FOR ENROLMENT — PART ONE

Your interest and subsequent enquiry for enrolment is appreciated. Thank you for completing all areas including the check list on the back cover. Please complete a separate form for each student and return to the College Registrar.

### PRIVACY NOTICE

1. Cooloola Christian College, (herein referred to as the "College"), acknowledges its obligations under the Privacy Act 1988 (Commonwealth) (the "Act") and may from time to time review and update its policy to ensure that it remains appropriate to current laws, technology and the College environment.
2. The College collects personal, sensitive and health information about students and parents and/or guardians prior to, during and post the enrolment process, during your time as a member of the College community. The College may ask you to provide and update information that is relevant to the health and wellbeing of your child/children to ensure that it is accurate, relevant, up-to-date and complete.
3. The primary purpose for collecting personal information is to enable the College to provide quality education within the Biblical tradition. In addition, the collection is also to enable the College to discharge its duties and obligations under current legislation, including its duty of care.
4. All personal information that is collected by the College for its primary or secondary purposes will be kept securely and in accordance with the Privacy Act 1988.
5. The College may use or disclose personal, sensitive or health information to others for administrative, educational, health and safety purposes. Disclosure may occur to government departments, system education offices, your local church, relevant medical practitioners, the Parents and Friends Association, visiting teaching specialists and sports coaches or College approved volunteers.
6. You may request an appointment to see any personal, sensitive or health information that the College has on record, for you, by submitting the appropriate form to the Registrar. The form is located at the Administration Building or via the College website; [www.cccgympie.qld.edu.au/enrolment](http://www.cccgympie.qld.edu.au/enrolment). In addition you may send a postal request to the address listed above.
7. Full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your child/children at the College. The obligation to supply information that may affect your child/children at the College is ongoing.

### STUDENT DETAILS

Desired Year Level \_\_\_\_\_ Year 20 \_\_\_\_\_ Term \_\_\_\_\_

Surname \_\_\_\_\_ Christian Names \_\_\_\_\_

Preferred Name \_\_\_\_\_ Male  Female  Date of Birth \_\_\_\_\_

Residential Address \_\_\_\_\_

Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

If nationality is not Australian, please specify type of residency Permanent  Temporary

Aboriginal/Torres Strait Islander descent Yes  No

Language spoken at home \_\_\_\_\_

### HOW DID YOU HEAR ABOUT COOLOOLA CHRISTIAN COLLEGE?

Friend/Relative  Website  Radio  TV  Newspaper  Flyer  Other \_\_\_\_\_

### FOR OFFICE USE

Family Code \_\_\_\_\_ Student Number \_\_\_\_\_ Date Finished \_\_\_\_\_

## PARENT/GUARDIAN DETAILS

### Father's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Married  Separated  Divorced  Single

Living with student Yes  No

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent? Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Religion \_\_\_\_\_

First contact for receiving email/SMS messages

### Mother's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Married  Separated  Divorced  Single

Living with student Yes  No

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent? Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Religion \_\_\_\_\_

First contact for receiving email/SMS messages

### Guardian's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Married  Separated  Divorced  Single

Living with student Yes  No

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent? Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Religion \_\_\_\_\_

First contact for receiving email/SMS messages

### Guardian's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Married  Separated  Divorced  Single

Living with student Yes  No

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Home ph \_\_\_\_\_ Silent? Yes  No

Work ph \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Religion \_\_\_\_\_

First contact for receiving email/SMS messages

## SCHOOLING HISTORY

CURRENT SCHOOL	YEAR LEVEL ATTENDED	REASON FOR LEAVING
PREVIOUS DAY CARE/SCHOOLS		

1. Has your child ever been suspended, expelled or refused admission to another school?  
 Yes  No  If yes, please state which and explain why:

\_\_\_\_\_

\_\_\_\_\_

2. Student interests (i.e. sport, music, hobbies, community involvement, etc)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Why do you consider that your child would benefit from a Christian education at Cooloola Christian College?

\_\_\_\_\_

\_\_\_\_\_

## OTHER CHILDREN IN THE FAMILY

DOB	PRESENT SCHOOL	YR LEVEL	DOB	PRESENT SCHOOL	YR LEVEL

(Please complete a separate Application for Enrolment Form for each student)

## SPECIAL CIRCUMSTANCES

Please note any special circumstances we need to be aware of in relation to your student (health issues, living arrangements / custody / guardianship etc.) \_\_\_\_\_

\_\_\_\_\_

**Family Court Orders or Domestic Violence Orders that pertain to this student must be provided. For the student's safety, it is essential that the parent advises the College, in writing, immediately if there are changes in this regard.**

## CHURCH DETAILS

1. Is your family involved in a Christian Church? Yes  No   
 (If yes how often do you attend?) Regularly  Occasionally  Seldom
2. Church denomination \_\_\_\_\_ Church name \_\_\_\_\_
3. Name of Pastor \_\_\_\_\_ Location of Church \_\_\_\_\_
4. Indicate if student attends Church  Sunday School  Youth Group

## ACADEMIC & MEDICAL DETAILS

Please indicate if your child has:

- ever received learning support from your current or a previous school? Yes  No   
If yes, is your child currently receiving learning support at his/her school? Yes  No
- repeated a year at school? Yes  No   
If yes, please state when and reason \_\_\_\_\_
- been elevated a year level at school? Yes  No   
If yes, please state when and reason \_\_\_\_\_
- been involved in a gifted and talented program? Yes  No
- Please tick if your child has any of the following medical conditions:  
Asthma  Headaches  Head Injury   
Epilepsy  Diabetes  Allergies   
Eating disorder  Other   
**(If Asthma and/or Anaphylactic reaction attach a medical plan)**  
How does this condition impact in the classroom? \_\_\_\_\_  
\_\_\_\_\_
- Does your child take any medication on a regular basis? Yes  No   
If yes, please state \_\_\_\_\_

Are your child's immunisations up to date? Yes  No

## EMERGENCY CONTACT

Please list **two persons** who in the event of an accident/illness would be able to take responsibility for your child should you not be available.

Contact 1 Name \_\_\_\_\_ Phone No's \_\_\_\_\_

Contact 2 Name \_\_\_\_\_ Phone No's \_\_\_\_\_

Doctor \_\_\_\_\_ Phone \_\_\_\_\_ Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Medicare No \_\_\_\_\_

## EXTRA CURRICULAR ACTIVITIES AND INTEREST

Music: Vocal \_\_\_\_\_ Instrumental \_\_\_\_\_

Sport \_\_\_\_\_

Duke of Edinburgh Scheme \_\_\_\_\_

Other \_\_\_\_\_

## LEARNING SUPPORT ASSESSMENT

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

Specialist Services	Yes/No	Name of Centre	Date of first visit	Is your child attending now?	Copy of Report
State / Child Guidance					
Speech Pathologist					
Occupational Therapist					
Physiotherapist					
Psychiatrist					
Specialist Clinic (Hospital/Private)					
Audiology Clinic					
Educational Psychologist					
Paediatrician					
Other (e.g. Optometrist)					

## MEDICAL HISTORY

Please circle appropriate response

Feeding difficulties	Yes/No	Frequent colds	Yes/No
Vision concerns	Yes/No	Ear infection	Yes/No
Hearing concerns	Yes/No	Convulsions	Yes/No
Allergies	Yes/No	Very high temperature	Yes/No
Headaches	Yes/No	Stomach complaints	Yes/No
Head injury e.g. knocked unconscious	Yes/No		

If you have answered YES to any of the above, please supply detailed information.

**Please attach copies of reports from any specialists.**

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## LEARNING HISTORY

Has your child ever been diagnosed as having any of the following?

Disability / Impairment		Date of Diagnosis	Paediatrician /Other Specialist Report / Letter
Autistic Spectrum Disorder (including Aspergers)	Yes / No		
Hearing Impairment	Yes / No		
Intellectual Impairment	Yes / No		
Physical Impairment	Yes / No		
Social/Emotional Impairment	Yes / No		
Speech Language Impairment	Yes / No		
Vision Impairment	Yes / No		
Conditions/behaviours that interfere with learning (e.g. ADD, OCD)	Yes / No		
Dyslexia	Yes / No		
Learning difficulty	Yes / No		

If you have answered YES to any of the above, please supply detailed information.

**Please attach copies of reports from any specialists.**

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## EDUCATION ADJUSTMENT PROFILE

Has your child been Verified and / or Profiled in the past? Yes  No

If YES, circle category/ies of Verification/s.

Is this Profile current? Yes  No  (Please supply copies of all documentation)

II	SLI	ASD	PI	HI	VI	SE

Has

Was your child registered on the National Consistent Collection of Data at your previous school? Yes  No

If YES, which category? Social

Cognitive

Sensory

Physical

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# SPEAKERS OF ENGLISH AS ANOTHER LANGUAGE

## BACKGROUND PROFILE

Country of Birth \_\_\_\_\_

Date of your child's arrival in Australia (if born overseas) \_\_\_\_\_

Residential status Permanent  Temporary  If temporary, then your length of stay \_\_\_\_\_

Date of initial school enrolment in Australia \_\_\_\_\_

Type of enrolment Language school  Primary school  Secondary school

Country of birth: Mother \_\_\_\_\_ Father \_\_\_\_\_

Language(s) spoken at home \_\_\_\_\_

How well can your child read and write in their mother tongue? Excellent  Satisfactory  Good  Poor

Language(s) other than English which your child is currently studying \_\_\_\_\_

Did your child attend school overseas? \_\_\_\_\_ Number of years \_\_\_\_\_

What year levels did your child complete? \_\_\_\_\_

Previous ESL instruction in Australia  \_\_\_\_\_ months/years Overseas  \_\_\_\_\_

Do you wish to talk to someone regarding possible ESL support? Yes  No

## PAYMENT OF FEES

The persons named below are severally and jointly responsible for full and prompt payment of fees.

Father  Mother  Other  If 'Other' relationship to child

Name for Accounts:

Address for Accounts:

.....

Signed by Fee Payer/s indicating agreement to pay fees.

.....

.....



## ENROLMENT PROCESS

1. Parents complete an Application for Enrolment form for each child in the family—including all information and reports as requested. The enrolment process will take longer when reports and assessments are required.
2. Return the completed Application for Enrolment form to the College Registrar ensuring that all policies have been read and signed, with a copy of your child's:
  - birth certificate
  - latest school report
  - year 3, 5, 7 and 9 benchmark test results (where applicable)Include any other necessary documents or reports and the enrolment fee of \$55 per family.
3. Please note that until **all** documents are received we cannot proceed with the application for enrolment process.

### WHAT WILL HAPPEN NEXT?

1. Your application will be acknowledged by telephone or letter.
2. Further information may be sought if required or if the application is incomplete.
3. Children from new and existing CCC families are required to attend an interview. Students may be required to do a general aptitude assessment.
4. Interviews will be conducted by the Principal or their delegate.
5. An interview does not mean that a place will be offered.
6. If a place is not available, your child's name will be held on the waiting list unless you notify us otherwise.
7. If your application for enrolment is unsuccessful, you will be notified by letter from the Principal.
8. Offers of places will be forwarded by post as soon after the interview as practicable.
9. Acceptance of the offer is confirmed by signing an Enrolment Contract with the College that sets out the conditions and expectations of the parties. A Student Agreement is also signed by Secondary Students.

## ENROLMENT PRIORITY

Enrolment priority is given to:

1. Siblings of current College students.
2. Students from families who desire a Christian education for their student and support the ethos of the College.
3. Special circumstances at the Principal's discretion.
4. Dates of received applications for enrolment.

Placements can only be made if there are vacancies in the required year level.

**Please sign and return the attached Confession of Faith.**

I/we verify the Family, Student and Fee information contained in this application true and accurate.

Signed:            Mother/Guardian .....            Date .....

                          Father/Guardian .....            Date .....

# APPLICATION FOR ENROLMENT — PART TWO

## COLLEGE POLICIES

An important facet of the mission of Cooloola Christian College is to provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled.

The College has developed a number of policies formulated to protect students, staff and College property, providing the basis whereby this mission is translated into reality.

### PRIVACY POLICY—COOLOOLA CHRISTIAN COLLEGE

1. Cooloola Christian College, (herein referred to as the “College”), acknowledges its obligations under the Privacy Act 1988 (Commonwealth) (the “Act”) and may from time to time review and update its policy to ensure that it remains appropriate to current laws, technology and the College environment.
2. Information provided in the course of the enrolment process will be handled in compliance with the Act relating to the collection, use, disclosure, security, access and disposal. Information will be disposed of at an appropriate time and in accordance with current legislation.

#### PURPOSE OF COLLECTION

- a) The primary purpose of collecting and recording information is to enable the provision of quality education in a Christian framework. In addition, some of the information we collect and record is to satisfy the College’s legal obligations, in particular, to enable the College to discharge its duty of care to students and parents/guardians; this may include:
  - I. Day to day administration;
  - II. Keeping parents informed about matters relating to their child’s schooling, through correspondence, newsletters and magazines; this may include:
    1. Academic and/or sporting achievements;
    2. Student activities;
    3. Photos and other news that is published in the College newsletters, magazines and on our website.
  - III. Looking after students’ educational and vocational advancement, social and wellbeing;
  - IV. Seeking applications for funding for student and College programs;
  - V. Marketing the College, including public media. (Requires consent);
  - VI. Satisfying our legal obligations under various items of legislation and to discharge our duty of care.

#### USE AND DISCLOSURE

- b) The College may use or disclose personal information, collected during the enrolment process, to:
  - I. Inform College support groups (Parents and Friends Association);
  - II. Update the College Alumni database;
  - III. Inform supporting cultural and sporting groups;
  - IV. Produce Class lists (if you do not wish this to occur, you must contact the Principal immediately);
  - V. Third parties, for example: visiting or casual teaching staff, to enable the College to discharge its duty of care; fulfil any legal obligations.
3. Any personal information that you supply is stored securely and disposed of in accordance with the Act (or other legislation, as required). Where you provide us with personal information for other persons it is assumed that you have the consent of those individuals. This may include, for example: doctors, emergency contacts, grandparents, past students or similar persons.
4. The College requires a full and frank disclosure of information for its stated purposes; however, should you decide that you would not be willing to provide the required information, the College may not be able to continue with the enrolment process.
5. A more detailed version of the Privacy Policy is available online within the College website. In addition a paper copy can be obtained by contacting the Administration Office (07) 5482 1222 or in person. Further information regarding Privacy can be located at [www.oaic.gov.au](http://www.oaic.gov.au) (Office of the Australian Information Commissioner).

# CREDIT COLLECTION POLICY

## INTRODUCTION

Cooloola Christian College Ltd, (herein referred to as the College), requires all fees to be paid in a timely manner to assist with budgeting and operational aspects of the College. The College is a non-profit organisation and therefore payment of fees on time is critical to the effective provision of educational services.

## BIBLICAL PERSPECTIVE

Biblical principles determine that Cooloola Christian College seeks to:

- be good stewards of the finances and resources in its charge. We are committed to use our finances and resources wisely in managing the College affairs while at the same time ensuring accessibility to all families who genuinely desire a Christian education for their students.
- develop and maintain the physical resources and facilities in order to maximize the education experience and outcomes for its students.
- conduct relationships, programs and business dealings in a way that will demonstrate Christian values and ethics.

## PURPOSE

The purpose of the policy is to set out clearly the responsibilities and obligations of parents and or guardians who are intending to or who have enrolled their students at the College.

## POLICY STATEMENT

1. Full payment of fees and charges invoiced is due 14 days after the commencement of the term or date invoiced unless prior arrangements are made with the Business Manager.
2. Each family has three options to pay their account:
  - a) Account must be paid in full by the specified due date; or
  - b) An automatic payment arrangement is entered into with the College; or
  - c) A formal payment schedule is submitted to and accepted by the College. The request for payment schedule is a request to extend the 14 days notice stipulated in the credit policy and must outline how and when fees will be paid
3. Parents who are unable to pay within the specified time will be required to:
  - a) advise the College in writing of a payment schedule to reduce the account in the shortest time possible; and/or
  - b) establish a direct debit for payment of their existing balance
4. When a parent/guardian wishes to withdraw their students from the College, one (1) term's notice is required, otherwise 1 term's fees will be payable.

## THE LAW

The law requires that Cooloola Christian College Ltd operate with sufficient financial resources for its day-to-day operations. The law provides the College with avenues to follow-up unpaid fees.

## IMPLEMENTATION

This policy will be automatically implemented immediately when a student commences at the College..

## ROLES / RESPONSIBILITIES

The College will at all times be open to negotiate mutual payment arrangements and parents are encouraged to keep the Business Manager informed of any relevant circumstances.

- Families experiencing or who may experience difficulties making payment are requested to contact the Business Office BEFORE the account becomes overdue. In most situations, families will be required to sign a regular Direct Debit authority to meet payments or complete a request for payment schedule.
- An ongoing payment arrangement must be established when there is a debt outstanding beyond the terms outlined in (1) above. This also applies when parents leave the College and fees remain outstanding. Failure to comply may result in the student/s reports being withheld and the College proceeding with collection of outstanding fees through legal channels.

## ACCOUNTABILITY

Biblical principles determine that the College is to seek to conduct its relationships, programs and business dealings in a way that will demonstrate Christian values and ethics. Parents and guardians are likewise accountable to the College for prompt and full payment of fees in recognition of their acceptance of these terms at the time of enrolment or confirmation of enrolment of their students into the College.

## CONSEQUENCES

1. Overdue accounts where satisfactory payments have not been entered into or adhered to incur late penalty fees.
2. Continual failure to maintain a suitable payment arrangement may jeopardise the ongoing enrolment of the Student.
3. Failure to come to a suitable payment arrangement or to adhere to an agreed arrangement may result in the matter being referred to a Debt Collection Agency. Costs and commissions associated with the collection will be added to the outstanding balance.

## FINAL CHECKLIST

Parents please check and tick boxes once completed:

- |   |                          |
|---|--------------------------|
| Enrolment Fee (\$55 per family) .....                                   | <input type="checkbox"/> |
| Copy of school reports.....   | <input type="checkbox"/> |
| Copy of benchmark results Years 3, 5, 7 and 9.....                      | <input type="checkbox"/> |
| Evidence of date of birth.....  | <input type="checkbox"/> |
| Copies of any specialist reports (if applicable) .....                  | <input type="checkbox"/> |
| Copies of family court / domestic violence orders (if applicable) ..... | <input type="checkbox"/> |
| Signed Confession of Faith .....  | <input type="checkbox"/> |

*Supporting parents to educate their children for a Christ centred life.*

**College Address:** 1 College Road, Gympie QLD 4570 **Postal Address:** PO Box 1355, Gympie Qld 4570

**Phone:** (07) 5482 1222 **Fax:** (07) 5483 6299 **Email:** [admin@cccgympie.qld.edu.au](mailto:admin@cccgympie.qld.edu.au)

**Web:** [www.cccgympie.qld.edu.au](http://www.cccgympie.qld.edu.au)

**ABN:** 85 053 740 828

