



**Catholic  
College**  
Wodonga  
Life in Jesus



# Enrolment Agreement

The College will not process this agreement until the checklist on the back page has been completed.

Call 02 6043 5500 if you have questions whilst completing this agreement.

## APPLICATION FEE

A non-refundable application fee of \$50 is payable at the time of lodgement for children from St Francis of Assisi, St Monica's and St Augustine's Primary.

The fee for all other children at the time of lodgement is \$100.

Please see back page for payment details.

This school promotes the safety, wellbeing and inclusion of all children.

Entry into year level (please circle)

7 8 9 10 11 12

Entry Year

2021 2022

Mid Year Enrolment

Anticipated start date \_\_\_\_\_

New Family

Existing Family

## STUDENT INFORMATION

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred name \_\_\_\_\_

\*Preferred name will be used for reports, certificates, class rolls etc.  
VCE will reference a student's legal name as supplied on birth certificate.

Date of Birth \_\_\_\_\_ Sex Male | Female | Intersex

Attach copy of Birth Certificate

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

\_\_\_\_\_ Postcode \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone AH \_\_\_\_\_ Student Mobile \_\_\_\_\_

Order in the family (e.g. 2nd of 4 children) \_\_\_\_\_

Name(s) of other family members currently or previously at the College

\_\_\_\_\_

\_\_\_\_\_

Reasons for applying \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Use ONLY

Sibling LMG

Student ID

Class

LMG



## STUDENT INFORMATION

### Student Religious Background

Student's religion	Parish / Church
Baptism date	Eucharist date
Confirmation date	Attach copy of Baptism Certificate <input type="checkbox"/>

### Student Nationality

Country of Birth	Nationality	Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the student on a VISA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, VISA Class	VISA Sub Class
VISA Number	Refugee Status	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach copy of VISA <input type="checkbox"/>
If born overseas, what year did the student start school in Australia? _____				
Does the student speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please specify _____				
Is the student of Aboriginal or Torres Strait Islander origin?				
<input type="checkbox"/> No	<input type="checkbox"/> Yes - Aboriginal	<input type="checkbox"/> Yes - Torres Strait	<input type="checkbox"/> Both	

### Student Services Support

Does the student currently receive assistance for their learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the student require any assistance from Catholic College Student Support Services? e.g. Wellbeing, Allied Health, Diverse Learning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has or is your child accessing any specialist support services?		
<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Psychologist	<input type="checkbox"/> Junction Support
<input type="checkbox"/> Speech Therapist	<input type="checkbox"/> Psychiatrist	<input type="checkbox"/> Gateway Health
<input type="checkbox"/> General Practitioner/Doctor	<input type="checkbox"/> Child First	<input type="checkbox"/> Upper Murray Family Care
<input type="checkbox"/> Paediatrician	<input type="checkbox"/> Headspace	<input type="checkbox"/> Child Adolescent Mental Health Support
<input type="checkbox"/> Others: (please specify)	<input type="checkbox"/> Counsellor	
_____		
Does your child have a diagnosis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details/Mental Health Plan/Care Plan _____		
If yes, is your child aware of his/her condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any other information about the student's learning and care that should be taken into account in our planning for his / her enrolment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details _____		
_____		
Attach copy of relevant information <input type="checkbox"/>		

### Consent Wellbeing Services

I / we hereby give consent for Catholic College Wodonga to request information regarding my child's learning and wellbeing from my child's current school.

I / we hereby give consent for the student named on this form to access the services of the Student Support Services at any point during their schooling. Such services include assessment, support, intervention, counselling, advocacy and case management.

**Residential Parent/Guardian 1**

Parent | Guardian (please circle)  
Title Surname  
Former | Maiden (if applicable)  
Given Names  
Preferred Name  
Gender Date of Birth  
Married Status  Married  Partner  Single  
Mobile  
Work Home  
Occupation  
Employer  
Relationship to student  
Active enlisted ADF Soldier | Officer  Yes  No  
Religion Parish | Church  
Country of Birth  
Nationality  
What is the main language spoken at home?  
Health Care Card Number  
Pension Concession Card  
Veteran Affairs Gold Card

**Residential Parent/Guardian 1**

Parent | Guardian (please circle)  
Title Surname  
Former | Maiden (if applicable)  
Given Names  
Preferred Name  
Gender Date of Birth  
Married Status  Married  Partner  Single  
Mobile  
Work Home  
Occupation  
Employer  
Relationship to student  
Active enlisted ADF Soldier | Officer  Yes  No  
Religion Parish | Church  
Country of Birth  
Nationality  
What is the main language spoken at home?  
Health Care Card Number  
Pension Concession Card  
Veteran Affairs Gold Card

The College's primary method of communication is email.  
Please nominate **ONE** email address for parents at the same residential address:  
\_\_\_\_\_

**Highest level of secondary education?**  
 Year 9 or equivalent / below  
 Year 10 or equivalent  
 Year 11 or equivalent  
 Year 12 or equivalent

**Highest level of qualification?**  
 Bachelor degree or above  
 Advanced Diploma | Diploma  
 Certificate | Trade  
 No non-school qualification

**Occupational Group (refer page 4)**  
 1  
 2  
 3  
 4

**Highest level of secondary education?**  
 Year 9 or equivalent / below  
 Year 10 or equivalent  
 Year 11 or equivalent  
 Year 12 or equivalent

**Highest level of qualification?**  
 Bachelor degree or above  
 Advanced Diploma | Diploma  
 Certificate | Trade  
 No non-school qualification

**Occupational Group (refer page 4)**  
 1  
 2  
 3  
 4

# OCCUPATION GROUP DEFINITIONS

Group 1	Group 2	Group 3	Group 4
<p><b>Senior Management in large business organisation, government administration, defence, and qualified professionals</b></p> <hr/> <p><b>Senior Executive/Manager/ Department Head</b> industry, commerce, media or other large organisation</p> <p><b>Public Service Manager (Section Head or above)</b> regional director, health/education/police/fire services administrator</p> <p><b>Other Administrator</b> school principal, faculty head/dean, library/museum/gallery director, research facility director</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:</p> <ul style="list-style-type: none"> <li>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</li> <li>Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer</li> <li>Air/sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller</li> </ul>	<p><b>Other business managers, arts/media/sportspersons &amp; associate professionals</b></p> <hr/> <p><b>Owner/Manager</b> farm, construction, import/export, wholesale, manufacturing, transport, real estate business</p> <p><b>Specialist Manager</b> finance/engineering/production/personnel/industrial relations/sales/marketing</p> <p><b>Financial Services Manager</b> bank branch manager, finance/investment/insurance broker, credit/loans officer</p> <p><b>Retail sales/ Services Manager</b> shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency</p> <p><b>Arts/Media/Sports</b> musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official</p> <p><b>Associate Professionals</b> generally have diploma/technical qualifications and support managers and professionals:</p> <ul style="list-style-type: none"> <li>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</li> <li>Business/administration: recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager</li> <li>Defence Forces senior Non-Commissioned Officer</li> </ul>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p> <hr/> <p><b>Tradesmen/women</b> generally have completed a four year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group</p> <p><b>Clerks</b> bookkeeper, bank/Post Office clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk</p> <p><b>Skilled office, sales and service staff</b></p> <ul style="list-style-type: none"> <li>Office: secretary, personal assistant, desktop publishing operator, switchboard operator</li> <li>Sales: company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher</li> <li>Service: aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor</li> </ul>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p> <hr/> <p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <ul style="list-style-type: none"> <li>Office: typist, word processing/data entry/business machine operator, receptionist, office assistant</li> <li>Sales: sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker</li> <li>Assistant/aide: trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant</li> </ul> <p><b>Labourers &amp; related workers</b></p> <ul style="list-style-type: none"> <li>Defence Forces - ranks below senior NCO not included above</li> <li>Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand</li> </ul> <p><b>Other worker</b> labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor</p>

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

## STUDENT INFORMATION

### Student Educational Details

Name of current school	Catholic   Government   Independent
Date of enrolment at current school	Current year level
Address of school	Postcode
Has the student previously been enrolled in a Victorian school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student previously been enrolled in a Victorian Certificate of Education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide VBOS number	If known, supply Victorian Student number (VSN)
If known, supply Unique Student Identifier (USI for students in Years 10-12)	

## FAMILY INFORMATION

### Non-residential Parent or Other Residential Parent for students who have Dual Living Arrangements

Parent   Guardian (please circle)	Title	Surname
Given Names	Preferred Name	
Former   Maiden (if applicable)		
Gender	Date of Birth	
Married Status <input type="checkbox"/> Married <input type="checkbox"/> Partner <input type="checkbox"/> Single		
Postal Address	Postcode	
Street Address	Postcode	
Mobile		
Work	Home	
Occupation	Employer	
Relationship to student	Active enlisted ADF Soldier   Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Religion	Parish   Church	
Country of Birth	Nationality	
What is the main language spoken at home?		
Health Care Card Number	Pension Concession Card	
Veteran Affairs Gold Card		

The College's primary method of communication is email. Please nominate ONE email address for the parent listed above:

Highest level of secondary education?	Highest level of qualification?	Occupational Group <small>(refer p4)</small>
<input type="checkbox"/> Year 9 or equivalent / below	<input type="checkbox"/> Bachelor degree or above	<input type="checkbox"/> 1
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Advanced Diploma   Diploma	<input type="checkbox"/> 2
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Certificate   Trade	<input type="checkbox"/> 3
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> No non-school qualification	<input type="checkbox"/> 4

### EMERGENCY CONTACTS (other than a Parent | Guardian)

Please give the name and number of a person who will act as a contact should parents/guardian be unavailable

Emergency Contact 1	Relationship to student
Mobile	Work/Home
Emergency Contact 2	Relationship to student
Mobile	Work/Home

## LIVING ARRANGEMENTS

### Dual Living Arrangements

Where a student lives with both parents in separate residences, both parents will be regarded by the College as 'residential parents'. If applicable, please indicate percentage of dual living arrangements, ie 50 | 50

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### Court Orders

Are there any Court Orders | Parenting Agreements relating to the powers and responsibilities of the parents in relation to the child or access to the child?  Yes  No  
If Yes, copies of court order must be provided.

### Parent Access Module (PAM)

Parent Access Module (PAM) is a web-based software that allows parents and guardians to access students':

- Latest results, marks and course work (including homework and assessments)
- Attendance, timetables and school reports
- Upload/Viewing/Confirmation
- Excursion, Camps, Activity Information and Permissions
- Student Medical Profile

Both parents have a right to access a PAM account unless there are court orders stating contrary arrangements.

## MEDICAL INFORMATION

### Student Medical Information

Student Medicare Number	Issue Number	Expiry Date
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If your child has a serious medical condition, please summarise here:

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Parents will be required to complete a comprehensive medical profile (including submission of action and management plans for health conditions) for their child via our Parent Access Module (PAM) once the enrolment position has been finalised. It is the responsibility of the parent/guardian to ensure that the information on PAM is regularly reviewed and updated.

### Consent Medical Treatment

In the event of an accident or illness, I | we authorise the person in charge to consent, where it is impractical to communicate with me | us, to the student named on this form receiving such medical or surgical treatment as may be deemed necessary.

## SCHOOL NOTIFICATION

### Disclosure of Information and Change to Circumstances

Parents | Guardians must disclose all information about their child that could possibly impede their learning or the learning of others.

Should there be any changes to the student's circumstances regarding living arrangements, contact details, emergency contacts and medical information, we undertake to alert the College as soon as reasonably possible.

## PHOTOGRAPHY I VIDEO CLEARANCE

Throughout the year, our students may have the opportunity to be photographed or filmed for school publications, such as the newsletter, website and social media, or to promote the school in newspapers and other media.

The Sandhurst Diocese, Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use photographs I videos in print and online promotional, marketing, media and educational materials.

I give permission for my child's photograph I video and name to be published in:

- school newsletter
- school intranet
- promotional materials
- school website
- social media
- Yearbook
- newspapers and other media

I authorise the CEOM I CECV to use the photograph I video in material available free of charge to schools and education departments around Australia for the CEOM I CECV's promotional, marketing, media and educational purposes.

I give permission for a photograph I video of my child to be used by the CEOM I CECV in the agreed publications without acknowledgement, remuneration or compensation.

I understand and agree that if I do not wish to consent to my child's photograph I video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

**Licensed under NEALS:** The photograph I video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 years or over) by notifying the school in advance of any photograph or recording being made.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website: [www.ccw.vic.edu.au](http://www.ccw.vic.edu.au)

### Consent to Photography I Video

Name of Parent I Guardian \_\_\_\_\_

Signed Parent I Guardian \_\_\_\_\_

If your child is aged 15+ they may also sign

## TRANSFER INFORMATION

### Student details

First name		Surname		DOB	
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Current School					
E NO.	E	School		Suburb	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
E NO.	E3050	School	Catholic College Wodonga	Suburb	Wodonga

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We consistently provide informed and express consent for all relevant health and/or educational information held by our current school, detailed below, to be provided to Catholic College Wodonga. I/We understand that this information will be collected and used by Catholic College Wodonga to inform health and safety management strategies and educational programming for my child.

**Type of information:** (e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, and other plans: medical management, attendant care, behaviour and attendance support, safety.)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

### Consent to Transfer Information

Parent / Guardian signature	Parent / Guardian signature
Print name	Print name
Date	Date

Please refer to each school's information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principals.



## SCHOOL EXCURSIONS, CAMPS AND ACTIVITIES

As part of the Learning and Teaching programs at Catholic College Wodonga, students are required to undertake off-campus excursions, camps and activities. In most subject areas, off-campus activities will be irregular. However, Physical Education I VET I VCAL classes will be off-campus on a more regular basis.

Parents receive detailed information about the Excursion, Camp or Activity via PAM. Consent from parents must be provided via PAM and it is the responsibility of the parents to ensure that their child's medical information is also regularly updated via PAM.

Students walk or travel by bus to the venues. Qualified supervision, appropriate to the activity being undertaken, is provided at all venues, and staff will have access to relevant medical information should first aid or medical attention be required.

All off-campus Excursions, Camps and Activities are assessed against the College's Excursion Policy so that legal staff/student ratios and risk management procedures are followed.

### Consent of Behaviour

1. To ensure the success of excursions the following points must be observed:
2. Courtesy, consideration, maturity and helpful attitudes must be displayed at all times.
3. Respect, courtesy and interest must be displayed to teachers, bus drivers, guides etc. Critical comments, if necessary, must be directed to the teacher in charge of the excursion.
4. In order to travel as safely as possible, objects or parts of the body must not protrude from the bus or train. Students should not talk to the driver whilst the bus is moving or, engage in non-essential talk with anyone outside the bus or train.
5. Smoking, possession of cigarettes, drinking and possession of alcoholic drink are prohibited at all times.
6. Schedule times must be strictly observed.
7. Assignments should be undertaken during the excursion, if possible, and/or completed soon after the excursion.
8. The teacher in charge, in consultation with the Deputy Principal, will determine clothing to be worn.
9. Preparation, organisation and contact of excursions require a great deal of work by staff. It is essential that all students cooperate and assist staff.
10. Non-attendance is recorded on the student's school file and may also impact on their opportunities to participate in future elective events.

NOTE: Any serious breach of the above points may mean that a student is returned home at the parents' expense. Parents may be requested to pick the student up from the venue and the student is excluded from future excursions.

## INFORMATION COLLECTION

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school 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 (which includes information about any disability as defined by the Disability Discrimination Act (1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The College may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the College is not provided, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.
6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - College service providers such as the CECV, Catholic Education Offices, parish, Catholic Education Wodonga schools, college governing bodies and other dioceses
  - third party service providers that provide online educational and assessment support services or applications (apps), or services in relation to school improvement surveys, which may include email and instant messaging
  - College systems, including the Integrated Catholic Online Network (ICON) and online services such as Google's 'G Suite' and Microsoft Office 365. Limited personal information and students' personalised learning plans (PLP's) may be collected and processed or stored by these providers in connection with these services
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
  - CECV to support the training of selected staff in the use of colleges' systems, such as ICON
  - another college to facilitate the transfer of a student
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
  - health service providers, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
  - people providing administrative and financial services to the College
  - anyone you authorise the College to disclose information to; and
  - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
7. The college is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The college provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. If you make an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.

10. 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 an online or 'cloud' service providers is contained in the College's Privacy Policy.
11. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their 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, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
12. The College makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. College personnel and the college's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. The College may disclose limited personal information to the college parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The College's Privacy Policy is accessible via the college website, newsletter, handbook, or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their 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, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. The College's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.
18. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet (and on our website). This may include photographs and videos of student activities such as sporting events, college camps and college excursions. The College will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the college to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The college may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the college unless the college is notified otherwise. Annually, the college will remind parents and guardians to notify the college if they wish to vary the permissions previously provided. (We may include student's and parents' or guardians' contact details in a class list and College directory.)
20. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the school and why.

## Consent to Information Collection

I have read the Information Collection and am aware of how information about the student named on this form may be used by the College.

# TERMS AND CONDITIONS

## 1. Enrolment

To meet school and government requirements, you will need to provide the school with a completed enrolment agreement including, among other things, the information listed below.

- a. names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
- b. names of emergency contacts and their details;
- c. information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- d. medical conditions;
- e. specific residence arrangements;
- f. parenting agreements or court orders, including any guardianship orders
- g. nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable;

After lodgment of the enrolment agreement, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment agreement. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have.

## 2. Fees

- 2.1 The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of payment frequencies for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 2.2 The fees must be paid for a child to continue to be enrolled at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 2.3 The school may at its sole discretion determine not to continue an enrolment for the following school year should fees and other compulsory charges remain outstanding for greater than six months.

### Financial Commitment

As the parent(s) | guardian(s) signing this enrolment application, it is important that you are aware you are entering into a legal contract and are therefore legally bound to pay all fees and charges for the enrolled child. Where circumstances dictate that full payment is not possible, the obligation remains on the parent(s) | guardian(s) to discuss this with the Principal at the time of enrolment.

Subsequent to enrolment, a change in circumstances does not absolve the signatory(s) from their obligation for payment. Any change impacting the financial commitment of the signatory(s), should be communicated to the College immediately.

Please note that the College uses the services of a debt collection agency to collect fees that remain unpaid.

In making an application for my | our child to be enrolled, I | we undertake to pay fees charged by Catholic College Wodonga. I | we agree to be liable for the debt collection costs and commission charges incurred in connection to overdue accounts referred to the College's debt collection agency.

Parent   Guardian signature _____	Parent   Guardian signature _____
Print name _____	Print name _____
Date _____	Date _____

### 3. Acceptable Behaviour

- 3.1 The school community recognizes that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 3.2 Every person at the school has a right to feel safe, to be happy and to learn. The College recognises its duty of care to students and is committed to providing a safe, supportive and secure environment that promotes respect, care and values diversity; therefore, we aim to:
  - a. promote the values of honesty, fairness and respect for others
  - b. acknowledge the worth of all members of the community, and their right to work and learn in a positive environment
  - c. maintain good order and harmony
  - d. affirm cooperation as well as responsible independence in learning
  - e. foster self-discipline and develop responsibility for one's own behaviour.
- 3.3 The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 3.4 Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

### 4. Provision of Accurate Information

- 4.1 It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 4.2 Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school with any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 4.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 4.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

### 5. Assessment and Updates

- 5.1 Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

## ENROLMENT AGREEMENT

Catholic College Wodonga is a member of Catholic Education Wodonga (CEW). As members of the CEW community, students, staff and families are expected to uphold and foster the unique nature of the College, in that we are faithful to the Catholic tradition; we seek to serve rather than be served; we promote the values of compassion, honesty, integrity and justice; we are life-long learners and critical thinkers; and we work in partnership with families and the parish community.

I/We acknowledge that I/we understand and accept the terms and conditions of enrolment, including the information collection notice. I/we agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I/We will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school I have read the College's Student Management and Engagement Policy, including the levels of response and support actions. I understand that my child's enrolment can be terminated based on these guidelines.
- As members of the Catholic College community we acknowledge responsibility for our conduct, learning and relationships with others. We have read, understand and accept the rights, responsibilities and expectations of students, parents and staff outlined in the Student Management and Engagement Policy, Students Rights and Responsibilities and the Parent Code of Conduct. We therefore support the college in the fulfilment of its mission.
- I/We will support my child's participation in the religious life of the school including but not limited to RE classes, school liturgies, seminar days and year level camps and retreat programs.
- I/We will treat all members of the school community with respect as befits a Catholic school
- I/We will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I/we will raise them initially with the Learning Mentor or relevant teacher or the school principal
- I/We will ensure that the information I have provided is kept up to date throughout the period of enrolment and I/we will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders, student medical information)
- I/We will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as per the payment methods provided by the school, or otherwise notify the school immediately if I am/we are experiencing financial difficulties.
- If in time of emergencies, accidents or serious illness I/we cannot be contacted, I/we give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I/we also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I/we understand that if this application is successful, I/we will support the vision of the school and parish. In accepting the enrolment, I/we agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I/we will work with the school to support any academic/social/behavioural needs of my child. The consequence of not complying with the school's Policies may result in the termination of the enrolment.

## 1. Enrolment

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent | Guardian signature \_\_\_\_\_ Parent | Guardian signature \_\_\_\_\_

Print name \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Note:** The Victorian Government provides the following guidance regarding admission:

### Consent Guidance

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the Family Law Act 1975

**Note:** In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.

- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration.

### Carers

- a) may be a relative or other carer
- b) have day-to-day care of the student with the student regularly living with them
- c) may provide any other consent required e.g. excursions.

Notes for informal carer

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Note: Secondary students may complete parts of the form and co-sign.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website: [www.ccw.vic.edu.au](http://www.ccw.vic.edu.au).



## CHECKLIST

- Birth Certificate 1
- VISA (if applicable) 2
- Baptism Certificate 2
- Parent | Guardian Occupation 3 & 5
- Court Order (if applicable) 6
- Photography | Video signed 7
- Transfer Information signed 8
- Financial Commitment signed 12
- Enrolment Agreement Parent | Guardian signed 15

### APPLICATION FEE

A non-refundable application fee, payable at the time of lodgement, is \$50 for children from St Francis of Assisi, St Monica's and St Augustine's Primary. The fee for all other children is \$100.

### HOW TO LODGE YOUR APPLICATION

#### IN PERSON

Please return to our reception at 1 Bowman Court Wodonga. Your application fee can be paid by cash or EFTPOS at this time.

#### VIA POST OR EMAIL

If you are emailing or posting, please make your payment to the account details below and include proof of payment with your application.

### PAYMENTS

**Account Name** Catholic College Wodonga  
**BSB** 083-543  
**Account** 4576 29634  
**Reference** Surname of student

### ENQUIRIES

Please call 02 6043 5500 if you have questions.

The College will not process this agreement until the checklist has been completed.

OFFICE USE ONLY				CODE	
Received	/	/		Entered	/ /
LMG		Class		Language	
ONLY process when all items below have been received.					
<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Transfer Information Consent		
<input type="checkbox"/>	VISA	<input type="checkbox"/>	Financial Commitment		
<input type="checkbox"/>	Baptism Certificate	<input type="checkbox"/>	Parent   Guardian Consent		
<input type="checkbox"/>	Application Fee Paid				