



ENROLMENT APPLICATION

Student Details

Surname:

Given Names:

Street Address:

Suburb:

Phone: Email:

Gender: Date of Birth:

Country of Birth: Grade Level to be enrolled in:

Victorian Student Number: Year commencing:

Aboriginal or Torres Strait Islander? Y/N

Religion: Church Attending:

Postcode:

Place student photo here

PREVIOUS SCHOOL ATTENDED Name:

Address: Phone:

LEARNING PROFILE: Please give details of any medical issues or learning difficulties which may affect the student's school life

Please include copies of any supporting reports

Asthma ADD Comments:

Diabetics ADHD

Vision impaired Dyslexia

Hearing impaired Learning Disabilities (please include relevant reports)

MEDICAL PROFILE:

Family Doctor Name: Phone:

Doctor Address: Ambulance Cover: Yes No

Emergency Contact: Medicare No:

Phone:

OFFICE USE ONLY

Enrolment Fee - \$150: Birth Certificate:

Acceptance Letter Immunisation Certificate:

Non-Acceptance Letter: Reports:

Waiting List Letter Entrance Test:

Enrolment Acceptance Returned Registration No. : \$ Date Sent:.....

Application submitted:

Interview:

De Registration Date:

Bond refunded:

Cash/Cheque No:

Family Information

MOTHER

FATHER

First Name:

Surname:

Occupation:

Address:

Home Ph:

Work Ph:

Mobile Ph:

Email Address:

Country of Birth:

Language Spoken at Home:

Religion:

Highest Year of Primary/Secondary Education:

Highest Qualification Completed:

Occupation Group* :

First Name:

Surname:

Occupation:

Address:

Home Ph:

Work Ph:

Mobile Ph:

Email Address:

Country of Birth:

Language Spoken at Home:

Religion:

Highest Year of Primary/Secondary Education:

Highest Qualification Completed:

Occupation Group* :

* Please refer to this table when completing Occupation Group.

Group 1: Senior Management in large business organisation, government administration and defence, and qualified professionals.

Group 2: Other business managers, arts/medical/sports persons and other associate professionals.

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff.

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers.

NAMES OF OTHER CHILDREN AT NCC

Name: _____ Year Level _____

Name: _____ Year Level _____

Family Court Order

Please detail any Family Court Orders which may limit or prevent access by a non-custodial parent to the child whilst in the care of the school.

Please attach any supporting documentation:

Please notify the school immediately if there are any changes to these details.

Full Fee Paying Overseas Students Only

Name of Guardian:

Address of Guardian:

Telephone Numbers
of Guardian

Home:

Mobile:

Visa Number:

Student Travel (Fill in this section only if your child plans to travel on the private school bus)

Yes - AM Pickup Required

Yes - PM Drop-Off Required

AM Address: (Only complete if different to address in section 1)

PM Address: (Only complete if different to address in section 1)

Extra-Curricula Program

What extra-curricular activities does your child have a special interest in? (Please list)

References

Please give the name and telephone number of two referees who may be contacted in relation to this enrolment (secondary applicants only).

FIRST REFEREE

Name:

Occupation:

Telephone:

Home: _____ Mobile: _____

SECOND REFEREE

Name:

Occupation:

Telephone:

Home: _____ Mobile: _____

Enrolment Checklist

- 1. Enclose a copy of the student's latest academic report and NAPLAN report (applicants in Years 3 -12 only)
- 2. Enclose a payment of \$150 being an application fee.
- 3. Enclose a copy of the applicant's birth certificate (or extract)
- 4. Enclose a copy of the applicant's Immunisation Certificate (Primary applicants only)
- 5. Enclose a copy of the student's Visa or Australian Citizenship certificate if student not born in Australia.

Person/Persons Responsible for Payment of Fees

Title:

Surname:

Name:

Address:

Suburb:

Postcode:

Phone:

Signature of
Fee Payer:

Dated:

Please tick your preferred payment plan:

Year in Advance
5% Discount on Tuition Fees

Term in Advance
3% Discount on Tuition Fees

Direct Debit
Fortnightly Payments

Credit Card
Monthly Payments

I certify that all the information provided on this Enrolment Form is true and correct. I authorise the use of my personal information as detailed in the Privacy Act herein. I have read and understand all the TERMS AND CONDITIONS on pages 6 & 7 (please note that a larger print version of the terms and conditions is available from N.C.C.S on request) of Seventh-day Adventist Schools (Vic) Ltd T/A Nunawading Christian College Secondary (NCCS) which form part of, and are intended to be read in conjunction with this Enrolment Form and agree to be bound by these conditions.

NCCS REQUIRES THE DETAILS OF AT LEAST ONE PARENT/GUARDIAN WHO WILL TAKE FULL RESPONSIBILITY FOR THE STUDENT AND (if applicable) GUARANTEE PAYMENT

PARENT/GUARDIAN

Name: Relationship to Applicant:

Address:

Phone: Mobile:

Email Address:

SIGNED:

GUARANTEE

If I execute this agreement as the person responsible for payment on behalf of the Parent/Guardian, I guarantee the due and punctual payment of all monies payable under this agreement. This Guarantee and Indemnity shall constitute an unconditional and continuing guarantee and indemnity and accordingly shall be irrevocable and remain in full force and effect until the whole of the monies owing to NCCS by the Parent/Guardian and all obligations herein have been fully paid, satisfied, and performed.

GUARANTOR/S DETAILS (if required):

SIGNED:

Name:

Date:

Seventh-Day Adventist Schools (Victoria) Limited T/A Nunawading Christian College Secondary - Terms & Conditions of Trade

1. **Definitions**
- 1.1 "NCCS" shall mean Seventh-Day Adventist Schools (Vic) Ltd T/A Nunawading Christian College Secondary, its successors and assigns or any person acting on behalf of and with the authority of Seventh-Day Adventist Schools (Vic) Ltd T/A Nunawading Christian College Secondary.
- 1.2 "Student" shall mean the Student enrolled with NCCS, and the recipient of the Services.
- 1.3 "Parent" shall mean the legal guardian (or guardians) of the Student.
- 1.4 "Guarantor" means that person (or persons), or entity, who agrees to be liable for the debts of the Parent on a principal debtor basis.
- 1.5 "Services" shall mean all Services provided by NCCS to the Student and includes any advice or recommendations.
- 1.6 "Equipment" shall mean Equipment (including, but not limited to, textbooks and musical instruments, and any accessories) supplied on hire by NCCS to the Student.
- 1.7 "Fees" shall mean the Fees payable for the Services as agreed between NCCS and the Parent in accordance with clause 4 of this contract.
2. **The Commonwealth Trade Practices Act 1974 ("TPA") and Fair Trading Acts ("FTA")**
- 2.1 Nothing in this agreement is intended to have the effect of contracting out of any applicable provisions of the TPA or the FTA in each of the States and Territories of Australia, except to the extent permitted by those Acts where applicable.
3. **Acceptance**
- 3.1 Any instructions received by NCCS from the Parent for the provision of Services and/or the Parent's acceptance of Services provided by NCCS shall constitute acceptance of the terms and conditions contained herein.
- 3.2 Where more than one Parent has entered into this agreement, the Parents shall be jointly and severally liable for all payments of the Fees.
- 3.3 Upon acceptance of these terms and conditions by the Parent the terms and conditions are binding and can only be amended with the written consent of NCCS
- 3.4 None of NCCS's teachers, agents or representatives are authorised to make any representations, statements, conditions or agreements not expressed by the Principal of NCCS in writing, nor is NCCS bound by any such unauthorised statements.
- 3.5 The Parent shall notify NCCS immediately should there be any change in circumstances from the details as outlined in the enrolment form including (but not limited to) living arrangements of the Student and/or Parents.
4. **Fees and Payment**
- 4.1 At NCCS's sole discretion the Fees shall be either:
 - (a) as indicated on invoices provided by NCCS to the Parent in respect of Services provided; or
 - (b) NCCS's Fees at the current date according to NCCS's 'Schedule of Fees'.
- 4.2 A non-refundable application fee of one hundred dollars (\$150.00) shall be required.
- 4.3 Time for payment shall be of the essence and will be stated on the invoice or any other forms.
- 4.4 Payment will be made by cash, or by cheque, or by bank cheque, or by credit card or by direct credit, or by any other method as agreed to between the Parent and NCCS
- 4.5 GST and other taxes and duties that may be applicable shall be added to the Fees except when they are expressly included in the Fees.
- 4.6 Receipt by NCCS of any form of payment other than cash shall not be deemed to be payment until that form of payment has been honoured, cleared or recognised and until then NCCS's ownership or rights in respect of this Agreement shall continue.
- 4.7 The NCC School Council reserves the right to change the payment schedule of school fees at any time and the Parent is obliged to adhere to these changes as a condition of their child's enrolment.
5. **Provision of Services**
- 5.1 The failure of NCCS to provide the Services shall not entitle either party to treat this contract as repudiated.
- 5.2 NCCS shall not be liable for any loss or damage whatsoever due to failure by NCCS to provide the Services (or any part of them) promptly or at all, where due to circumstances beyond the control of NCCS
- 5.3 The Parent acknowledges that any personal property (including, but not limited to, laptop, mobile phone, electronic devices) brought on the premises by the Student is done at their sole risk, and NCCS accept no responsibility for any loss, theft or damage to the personal property.
6. **Absences and Illness**
- 6.1 It is the responsibility of the Parent to advise if a Student is to be absent as soon as possible, and inform NCCS of the estimated length of absence.
- 6.2 The Student will not be able to attend NCCS for any period of time during which:
 - (a) the Student is suffering from a disease or condition which is contagious through normal social contact; or
 - (b) a medical practitioner has recommended the Student not attend; or
 - (c) the Principal of NCCS requests that the sick Student be kept away from NCCS because the Student requires care which NCCS staff resources do not permit.
7. **Emergency Contacts**
- 7.1 The Parent must provide NCCS with the names and addresses of two responsible persons over the age of eighteen (18) who can collect the Student in case of an emergency or illness. When contacted by NCCS staff, the Parent (or a responsible person authorised by the Parent) must go immediately to NCCS to collect the sick or injured Student.
8. **Medication**
- 8.1 The Parent agrees to NCCS's staff administering one (1) dosage of paracetamol in the event the Student has a temperature of over thirty-eight and a half degrees (38.5°C).
- 8.2 Where the Student requires the administration of medication, the Parent will:
 - (a) complete the appropriate form at NCCS; and
 - (b) provide the correct medication in its original container; and
 - (c) provide written instructions from a medical practitioner for the administration of non-prescription medication; and
 - (d) provide NCCS's staff with the name and contact phone number of the Student's doctor.
- 8.3 NCCS staff are authorised to administer medication only in accordance with the Parents written authority. In doing so, NCCS staff are to be regarded as acting as the Parent's agent. NCCS Staff are not liable for any allergic reaction or injury caused to the Student by the administration of the medication in accordance with the Parents written authority. Nor will they be responsible for any error contained in the written permission, or the supply of incorrect medication by the Parent.
- 8.4 The Parent will notify the centre of any changes or developments in the Student's medical history.
9. **Accident or Emergency**
- 9.1 Whilst every reasonable effort shall be made by NCCS to contact the Parent in the event of an accident or emergency, the Parent hereby gives authority to the Principal or their delegate to, on behalf of the Parent, authorise the administration of medication, transportation to hospital and administration of treatment as is recommended by NCCS's doctor, any attending doctor, ambulance officer, police or State Government Officer.
- 9.2 The Parent will be responsible for any costs incurred as a result of transportation or treatment.
10. **Notification of Abuse**
- 10.1 Under the Children, Youth and Families Act 2005, reporting physical or sexual abuse, or suspected physical or sexual abuse, is mandatory for all staff members; and as such are obligated to report any suspected incidents to the licensing body.
11. **Court Action**
- 11.1 Should the Student be the subject of any court action, particularly custody or access issues, being heard before the Family Law Court, NCCS shall not allow staff to issue statements or provide reports regarding the Student, except where instructed to do so by the Court itself.
12. **Intellectual Property**
- 12.1 Where NCCS has designed, drawn, written, or created educational systems, techniques and curriculum in relation to the Student, then the copyright in those designs, drawings, documents, systems, techniques and curriculum shall remain vested in NCCS, and shall only be used by the Parent at NCCS's discretion.
13. **Quality Assurance**
- 13.1 Unless expressly requested otherwise in writing, the Parent permits NCCS to photograph or video record the Student for quality assurance, promotional or marketing purposes and for the purpose of school observations and local, state and national newspaper stories.
14. **Textbook and Musical Instrument Hire**
- 4.1 The Equipment shall at all times remain the property of NCCS, and is returnable on demand by NCCS. In the event that the Equipment is not returned to NCCS in the condition in which it was delivered, NCCS retains the right to charge the price of repair or replacement of the Equipment.
- 4.2 The Parent shall (on behalf of the Student):
 - (a) keep the Equipment in their own possession and control and shall not assign the benefit of the Equipment nor be entitled to lend over the Equipment; and
 - (b) not alter or make any additions to the Equipment including but without limitation altering, make any additions to, defacing or erasing any identifying mark, plate or number on or in the Equipment or in any other manner interfere with the Equipment; and

- (c) keep the Equipment, complete with all parts and accessories, clean and in good order as delivered, and shall comply with any maintenance schedule as advised by NCCS
- 14.3 The Parent accepts full responsibility for the safekeeping of the Equipment and agrees to insure, or self insure, NCCS's interest in the Equipment.
- 14.4 The Parent agrees to indemnify NCCS against physical loss or damage including, but not limited to, the perils of accident, fire, theft and burglary and all other usual risks. Further the Parent will not use the Equipment nor permit it to be used in such a manner as would permit an insurer to decline any claim.
- 15. Withdrawal or Termination of Enrolment**
- 15.1 Notification of withdrawal of enrolment from NCCS must be made in writing with at least one full term's advance notice. Full Fees must be paid in lieu of notice, and no refund of Fees paid will be given unless a full term's notice is provided.
- 15.2 NCCS may cancel these terms and conditions or terminate the Student's enrolment at any time by giving written notice to the Parent. NCCS shall not be liable for any loss (including, but not limited to, loss of income) arising from such termination.
- 16. Default and Consequences of Default**
- 16.1 Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at NCCS's sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment.
- 16.2 In the event that the Parent's payment is dishonoured for any reason, the Parent shall be liable for any dishonour fees incurred by NCCS
- 16.3 If the Parent defaults in payment of any invoice when due, the Parent shall indemnify NCCS from and against all costs and disbursements incurred by NCCS in pursuing the debt including legal costs on a solicitor and own client basis and NCCS's collection agency costs.
- 16.4 Without prejudice to any other remedies NCCS may have, if at any time the Parent is in breach of any obligation (including those relating to payment) NCCS may suspend or terminate the enrolment of student at NCCS and any of its other obligations under the terms and conditions. NCCS will not be liable to the Parent for any loss or damage the Parent suffers because NCCS has exercised its rights under this clause.
- 16.5 If any account remains overdue after thirty (30) days then an amount of the greater of twenty dollars (\$20.00) or ten percent (10%) of the amount overdue (up to a maximum of two hundred dollars (\$200.00)) shall be levied for administration fees which sum shall become immediately due and payable.
- 16.6 Without prejudice to NCCS's other remedies at law NCCS shall be entitled to cancel all or any part of any order of the Parent which remains unfulfilled and all amounts owing to NCCS shall, whether or not due for payment, become immediately payable in the event that:
- any money payable to NCCS becomes overdue, or in NCCS's opinion the Parent will be unable to meet its payments as they fall due; or
 - the Parent becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or
 - a receiver, manager, Official Receiver or a Registered Trustee, liquidator or similar person is appointed in respect of the Parent or any asset of the Parent.
- 17. Security and Charge**
- 17.1 Despite anything to the contrary contained herein or any other rights which NCCS may have howsoever:
- where the Parent and/or the Guarantor (if any) is the owner of land, realty or any other asset capable of being charged, both the Parent and/or Guarantor agree to mortgage and/ or charge all of their joint and/or several interest in the said land, realty or any other asset to NCCS or NCCS's nominee to secure all amounts and other monetary obligations payable under these terms and conditions. The Parent and/or the Guarantor acknowledge and agree that NCCS (or NCCS's nominee) shall be entitled to lodge where appropriate a caveat, which caveat shall be withdrawn once all payments and other monetary obligations payable hereunder have been met.
 - should NCCS elect to proceed in any manner in accordance with this clause and/or its sub-clauses, the Parent and/or Guarantor shall indemnify NCCS from and against all NCCS's costs and disbursements including legal costs on a solicitor and own client basis.
 - the Parent and/or the Guarantor (if any) agree to irrevocably nominate constitute and appoint NCCS or NCCS's nominee as the Parent's and/ or Guarantor's true and lawful attorney to perform all necessary acts to give effect to the provisions of this clause 17.1.
- 18. Privacy Act 1988**
- 18.1 The Parent and/or the Guarantor/s (herein referred to as the Parent) agree for NCCS to obtain from a credit reporting agency a credit report containing personal credit information about the Parent in relation to credit provided by NCCS
- 18.2 The Parent agrees that NCCS may exchange information about the Parent with those credit providers either named as trade referees by the Parent or named in a consumer credit report issued by a credit reporting agency for the following purposes:
- to assess an application by the Parent; and/or
 - to notify other credit providers of a default by the Parent; and/or
 - to exchange information with other credit providers as to the status of this credit account, where the Parent is in default with other credit providers; and/or
 - to assess the creditworthiness of the Parent. The Parent understands that the information exchanged can include anything about the Parent's creditworthiness, credit standing, credit history or credit capacity that credit providers are allowed to exchange under the Privacy Act 1988.
- 18.3 The Parent consents to NCCS being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).
- 18.4 The Parent agrees that personal credit information provided may be used and retained by NCCS for the following purposes (and for other purposes as shall be agreed between the Parent and NCCS or required by law from time to time):
- the provision of Services; and/or
 - the marketing of Services by NCCS, its agents or distributors; and/or
 - analysing, verifying and/or checking the Parent's credit, payment and/or status in relation to the provision of Services; and/or
 - processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Parent; and/or
 - enabling the daily operation of Parent's account and/or the collection of amounts outstanding in the Parent's account in relation to the Services.
- 18.5 NCCS may give information about the Parent to a credit reporting agency for the following purposes:
- to obtain a consumer credit report about the Parent;
 - allow the credit reporting agency to create or maintain a credit information file containing information about the Parent.
- 18.6 The information given to the credit reporting agency may include:
- personal particulars (the Parent's name, sex, address, previous addresses, date of birth, name of employer and driver's licence number;
 - details concerning the Parent's application for credit or commercial credit and the amount requested;
 - advice that NCCS is a current credit provider to the Parent;
 - advice of any overdue accounts, loan repayments, and/or any outstanding monies owing which are overdue by more than sixty (60) days, and for which debt collection action has been started;
 - that the Parent's overdue accounts, loan repayments and/or any outstanding monies are no longer overdue in respect of any default that has been listed;
 - information that, in the opinion of NCCS, the Parent has committed a serious credit infringement (that is, fraudulently or shown an intention not to comply with the Parents credit obligations);
 - advice that cheques drawn by the Parent for one hundred dollars (\$100) or more, have been dishonoured more than once;
 - that credit provided to the Parent by NCCS has been paid or otherwise discharged.
- 19. General**
- 19.1 If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.
- 19.2 These terms and conditions and any contract to which they apply shall be governed by the laws of Victoria and are subject to the jurisdiction of the courts of Melbourne.
- 19.3 NCCS shall be under no liability whatsoever to the Parent for any indirect and/or consequential loss and/or expense (including loss of profit) suffered by the Parent arising out of a breach by NCCS of these terms and conditions.
- 19.4 In the event of any breach of this contract by NCCS the remedies of the Parent shall be limited to damages which under no circumstances shall exceed the Fees of the Services.
- 19.5 The Parent shall not be entitled to set off against, or deduct from the Fees, any sums owed or claimed to be owed to the Parent by NCCS nor to withhold payment of any invoice because part of that invoice is in dispute.
- 19.6 NCCS may license or sub-contract all or any part of its rights and obligations without the Parent's consent.
- 19.7 The Parent agrees that NCCS may review these terms and conditions at any time. If, following any such review, there is to be any change to these terms and conditions, then that change will take effect from the date on which NCCS notifies the Parent of such change.

