
**Nunawading
Christian College**



Enrollment



Nunawading Christian College Enrolment Application

This enrolment application is for primary and secondary applications.

Part A Details of student

Student's surname		Given names	
Student's preferred name			
Student's address			
		Postcode	
Date of birth / /		Country of birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Aboriginal / Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
International visa number (if applicable)			

Academic information

Current school (if applicable)	Victorian student number (Yrs 1 – 12)
Proposed year of entry	Year level on entry (Prep – Year 12)
Kindergarten attended (for Prep enrollees only)	

Family

Language spoken at home	English proficiency
Religious denomination	
If a Seventh-day Adventist, please state which church you attend and the pastor's name / phone number	
Please indicate if you are an employee of the Seventh-day Adventist Church or Organisation	
Number of children in family	Student's place in family <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Name and D.O.B of younger siblings	

Other Children currently attending an Adventist School

Name	School	Year level
Name	School	Year level
Name	School	Year level
Name	School	Year level



Part B Details of parents/guardian

Student currently resides with Guardian Mother Father Both Parents

Mother

Mother's surname Given names

Mother's address Postcode

Home phone Work phone

Mobile phone Email

Father

Father's surname Given names

Father's address Postcode

Home phone Work phone

Mobile phone Email

Step Parent/Guardian

Surname Given names

Address Postcode

Home phone Work phone

Mobile phone Email

Are there custody or court orders in place? Yes No If yes, please provide a copy.

Part C Medical information

Family doctor Phone number of family doctor

Medicare no. Ambulance no.

Private health fund Health Fund no.

Does your child suffer from any of the following medical conditions?

Asthma (circle) Yes No Heart condition (circle) Yes No

Diabetes (circle) Yes No Epilepsy (circle) Yes No

Migraine (circle) Yes No Allergies (circle) Yes No

Anaphylaxis (circle) Yes No If yes, Anaphylactic to:

Please list any further medical conditions (including medications) that will assist us in ensuring the wellbeing of the student whilst at Nunawading College:



Part D Education information

Describe any special learning difficulties for which your child may require assistance

Has your child been assessed by any health/education/learning specialists? (circle) Yes No

If yes, please provide copies of relevant reports.

Does your child currently receive government funding? (circle) Yes No

I / We certify that all the information provided on this Enrolment Form is true and correct. I / We authorise the use of my/our personal information as detailed in the Privacy Act herein. I have read and understand all the TERMS AND CONDITIONS (overleaf or attached) of Seventh-day Adventist Church - SDA Schools (VIC) T/A Nunawading College which form part of, and are intended to be read in conjunction with this Enrolment Form and agree to be bound by these conditions.

Signature

Date

Part E Financial matters

Do you have a current Health Care Card? (circle) Yes No HCC No

I / We plan to pay fees (for local Students) A year in advance A term in advance

Instalments (Fee Payment Agreement)

Person responsible for fee account

The college requires the details of both parents / guardians who will take full responsibility for the student and (if applicable) guarantee payment.

First person's name Relationship to student

Address

Home phone Mobile phone

Email

Signed Date

Second person's name Relationship to student

Address

Home phone Mobile phone

Email

Signed Date

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 monies owing to Nunawading College by the parent/guardian and all obligations herein have been fully paid, satisfied, and performed.

Guarantor's name (if required)

Signature

Date



Part F Emergency contact (other than parent)

Surname _____ Given names _____

Relationship to child _____

Address _____

Home phone _____ Mobile phone _____

Email _____

College promotions & marketing

Do you have any objections to your child being included in college promotions: newsletter, newspaper, website, school magazine, online social media, Seesaw? Yes No

Part G Parent survey (data requirement for state & federal government*)

*Government requirement for data collection to assess literacy and numeracy skills of students and how they relate to socioeconomic factors.

Mother

Language spoken at home _____

Highest year of secondary education completed (circle) 12 11 10 9 below

Highest qualification completed Bachelor or above

Advanced Diploma/Diploma

Certificate I to IV (including trade)

No non-school qualification

Occupation name _____

Occupation group

Senior Management in large business organisation, government administration and defence, and qualified professionals

Other business managers, arts/medical/sportspersons and associate professionals

Tradesmen/women, clerks and skilled officers, sales and service

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

Father

Language spoken at home _____

Highest year of secondary education completed (circle) 12 11 10 9 below

Highest qualification completed Bachelor or above

Advanced Diploma/Diploma

Certificate I to IV (including trade)

No non-school qualification

Occupation name _____

Occupation group

Senior Management in large business organisation, government administration and defence, and qualified professionals

Other business managers, arts/medical/sportspersons and associate professionals

Tradesmen/women, clerks and skilled officers, sales and service

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



Declaration

I / We will support the Christian ethos and uphold the standards of conduct and moral behaviour of Nunawading College.

I / We understand that the non-payment of school fees may result in the cancellation of my/our child's enrolment at Nunawading College.

Parent Signature(s)

Date

I have read the Student Handbook (available on Nunawading College website) and agree to abide by the conditions as outlined.

Student's Signature

Date

The following documents must accompany this Application.

Documentation to include with enrolment application

1. Copies of the student's last two school reports.

2. A copy of the student's birth certificate.

3. A current action plan for any existing medical conditions e.g. anaphylaxis or asthma.

4. A copy of the student's immunisation certificate.

5. A copy of fee payer's driver's licence.

6. A copy of Family Court order (if applicable).

7. Application fee of \$150 per child.



Nunawading College – Terms and Conditions

1. Definitions

- 1.1 **NCC** shall mean Seventh-Day Adventist Schools (Vic) Ltd T/A Nunawading Christian College, 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.
- 1.2 **Student** shall mean the Student enrolled with NCC, 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 NCC 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 NCC to the Student.
- 1.7 **Fees** shall mean the Fees payable for the Services as agreed between NCC 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 NCC from the Parent for the provision of Services and/or the Parent's acceptance of Services provided by NCC 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 NCC.
- 3.4 None of NCC's teachers, agents or representatives are authorised to make any representations, statements, conditions or agreements not expressed by the Principal of NCC in writing, nor is NCC bound by any such unauthorised statements.
- 3.5 The Parent shall notify NCC 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 NCC's sole discretion the Fees shall be either:
 - (a) as indicated on invoices provided by NCC to the Parent in respect of Services provided; or
 - (b) NCC's Fees at the current date according to NCC'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 NCC.
- 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 NCC 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 NCC'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 NCC to provide the Services shall not entitle either party to treat this contract as repudiated.
- 5.2 NCC shall not be liable for any loss or damage whatsoever due to failure by NCC to provide the Services (or any part of them) promptly or at all, where due to circumstances beyond the control of NCC.
- 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 NCC 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 NCC of the estimated length of absence.
- 6.2 The Student will not be able to attend NCC 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 NCC requests that the sick Student be kept away from NCC because the Student requires care which NCC staff resources do not permit.

7. Emergency Contacts

- 7.1 The Parent must provide NCC 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 NCC staff, the Parent (or a responsible person authorised by the Parent) must go immediately to NCC to collect the sick or injured Student.

8. Medication

- 8.1 The Parent agrees to NCC'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 NCC; 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 NCC's staff with the name and contact phone number of the Student's doctor.
- 8.3 NCC staff are authorised to administer medication only in accordance with the Parents written authority. In doing so, NCC staff are to be regarded as acting as the Parent's agent. NCC 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 NCC 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 NCC'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, NCC 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 NCC 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 NCC, and shall only be used by the Parent at NCC's discretion.

13. Quality Assurance

- 13.1 Unless expressly requested otherwise in writing, the Parent permits NCC 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 NCC, and is returnable on demand by NCC. In the event that the Equipment is not returned to NCC in the condition in which it was delivered, NCC retains the right to charge the price of repair or replacement of the Equipment.
- 14.2 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 NCC
- 14.3 The Parent accepts full responsibility for the safekeeping of the Equipment and agrees to insure, or self insure, NCC's interest in the Equipment.
- 14.4 The Parent agrees to indemnify NCC 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 NCC 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 NCC may cancel these terms and conditions or terminate the Student's enrolment at any time by giving written notice to the Parent. NCC 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 NCC'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 NCC
- 16.3 If the Parent defaults in payment of any invoice when due, the Parent shall indemnify NCC from and against all costs and disbursements incurred by NCC in pursuing the debt including legal costs on a solicitor and own client basis and NCC's collection agency costs.
- 16.4 Without prejudice to any other remedies NCC may have, if at any time the Parent is in breach of any obligation (including those relating to payment) NCC may suspend or terminate the enrolment of student at NCC and any of its other obligations under the terms and conditions. NCC will not be liable to the Parent for any loss or damage the Parent suffers because NCC 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 NCC's other remedies at law NCC shall be entitled to cancel all or any part of any order of the Parent which remains unfulfilled and all amounts owing to NCC shall, whether or not due for payment, become immediately payable in the event that:
- any money payable to NCC becomes overdue, or in NCC'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 NCC 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 NCC or NCC'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 NCC (or NCC'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 NCC elect to proceed in any manner in accordance with this clause and/or its sub-clauses, the Parent and/or Guarantor shall indemnify NCC from and against all NCC'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 NCC or NCC'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 NCC to obtain from a credit reporting agency a credit report containing personal credit information about the Parent in relation to credit provided by NCC
- 18.2 The Parent agrees that NCC 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 NCC 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 NCC for the following purposes (and for other purposes as shall be agreed between the Parent and NCC or required by law from time to time):
- the provision of Services; and/or
 - the marketing of Services by NCC, 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 NCC 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 NCC 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 NCC, 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 NCC 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 NCC 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 NCC of these terms and conditions.



- 19.4 In the event of any breach of this contract by NCC 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 NCC nor to withhold payment of any invoice because part of that invoice is in dispute.
- 19.6 NCC 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 NCC 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 NCC notifies the Parent of such change.