



ST JAMES'  
ANGLICAN SCHOOL

**APPLICATION FOR ENROLMENT  
AND ENROLMENT AGREEMENT**

**CHILD'S NAME:** \_\_\_\_\_

**INTENDED ENTRY YEAR:** \_\_\_\_\_ **PROPOSED INTAKE YEAR:** \_\_\_\_\_

*(i.e. Pre-Primary)*

*(i.e. 2023)*

ST JAMES' ANGLICAN SCHOOL | 2 GRACEFUL BOULEVARD, ALKIMOS WA 6038

A school of the Anglican Schools Commission (Inc.)



## PERSONAL INFORMATION COLLECTION STATEMENT

1 **St James' Anglican School** (the School)

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 or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.

2 Some of the information collected 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 is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act. The School may ask you to provide medical reports about students.

5 The School from time to time discloses personal and sensitive information to others for administrative and educational purposes only. This includes to other schools, government departments, the Anglican Schools Commission (ASC), the School's local diocese and the parish, schools within other dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.

6 Personal information collected from students is often disclosed to their parents or guardians.

7 The School stores all personal and sensitive information it collects securely. It may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. If this is to occur the School will take reasonable steps to ensure the information is handled and stored in accordance with the requirements of the APPs under the Privacy Act.

8 The personal information collected by the School is subject to the Privacy Act and the ASC/school Privacy Policy. The ASC/school Privacy Policy may be accessed on the School's public website [www.stjames.wa.edu.au](http://www.stjames.wa.edu.au) and also on request from the School's Administration.

9 The ASC/school Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others or where access may result in a breach of the School's duty of care to the student.

10 The ASC/school Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

11 On occasions information such as academic and sporting achievements, student activities and similar news is published in the School's newsletters and magazines and on the School's website/social media platforms. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in the School's newsletters and magazines and on our website/social media platforms, and by the ASC and Anglican Schools Australia (ASA). The School may in certain circumstances obtain separate permissions from the students' parent or guardian prior to publication.

12 The School may include a student's parents'/guardians' contact details in a class list and/or School directory. The School will obtain separate permissions from the students' parent or guardian prior to the distribution of these lists.

13 If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not disclose this information to third parties.



**APPLICATION FOR ENROLMENT**

One form must be completed for each child.

STUDENT DETAILS					
<b>First Name:</b>		<b>Surname:</b>			
<b>Second Name:</b>		<b>Preferred Name:</b>			
<b>Date of birth:</b>	(dd/mm/yyyy)	<b>Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified
<b>Address:</b>					
<b>Suburb:</b>		<b>Postcode:</b>			
<b>Country of Birth:</b>		<b>Country of Citizenship:</b>			
<b>Student's first language:</b>					
<b>Calendar Year of Entry e.g. 2020:</b>					
<b>Level of Entry: e.g. PP, Yr 7:</b>					
<b>Commencing Date: e.g. 02.02.2020:</b>					
<b>Current school attended:</b>					
<b>Resident Status</b> (tick one)	<input type="checkbox"/> Student is an <b>Australian Citizen</b> or a <b>Permanent Resident</b> <input type="checkbox"/> Student has an <b>Australian Temporary Resident Visa</b> <input type="checkbox"/> Student has a student visa and is <b>not an Australian Citizen or Resident</b>				
<b>Visa details</b>	<b>Date of Entry:</b>	<b>Visa Code:</b>	<b>Visa Expiry:</b>		
<b>Is the student of Aboriginal or Torres Strait Islander origin?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal		<input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both		
<b>Religion / Denomination</b> (Anglican, Catholic, Uniting, Baptist, Buddhist, None etc.)					



<b>PARENT / GUARDIAN DETAILS</b>						
The pastoral care of students is one of our greatest priorities. Additional family and personal details will assist us in caring for your child.						
<b>PARENT/GUARDIAN 1</b>						
<b>Relationship to student</b>						
<b>Title</b>		<b>First Name</b>		<b>Surname</b>		
<b>Nationality</b>					<b>Country of birth:</b>	
<b>Languages spoken:</b>					<b>Religion:</b>	
<b>Occupation</b>					<b>Employer:</b>	
<b>Parent/Guardian 1 Email Address</b>						
<b>Telephone</b>	<b>Home</b>		<b>Work</b>		<b>Mobile</b>	
<b>Parent/Guardian 1 Address - If same as student tick here</b>		<input type="checkbox"/>				
<b>Suburb</b>					<b>State</b>	<b>Postcode</b>
<b>Are you a former student of this school?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name / maiden name:				
<i>St James' Anglican School is required to collect the following parent/guardian/guardian information for Census. Census is the broad term used for the coordinated collection of various data at a particular point in time.</i>						
<b>What is the highest year of school completed?</b>				<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below		
<b>What is the level of the <i>highest</i> qualification completed?</b>				<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade certificate) <input type="checkbox"/> No non-school qualification		
<b>What is your Occupation group?</b>				<input type="checkbox"/> (please see Addendum 1)		



PARENT / GUARDIAN DETAILS							
<b>PARENT/GUARDIAN 2</b>							
<b>Relationship to student</b>							
<b>Title</b>		<b>First Name</b>		<b>Surname</b>			
<b>Nationality</b>					<b>Country of birth</b>		
<b>Languages spoken:</b>					<b>Religion</b>		
<b>Occupation</b>					<b>Employer</b>		
<b>Parent/Guardian 2 Email Address</b>							
<b>Telephone</b>	<b>Home</b>		<b>Business</b>		<b>Mobile</b>		
<b>Parent/Guardian 2 Address - If same as student tick here</b> <input type="checkbox"/>							
<b>Suburb</b>					<b>State</b>		<b>Postcode</b>
<b>Are you a former student of this school?</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name / maiden name:				
<i>St James' Anglican School is required to collect the following parent/guardian information for Census. Census is the broad term used for the coordinated collection of various data at a particular point in time.</i>							
<b>What is the highest year of school completed?</b>				<input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent or below			
<b>What is the level of the <i>highest</i> qualification completed?</b>				<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate I to IV (incl. trade certificate) <input type="checkbox"/> No non-school qualification			
<b>What is your Occupation group?</b>				<input type="checkbox"/> (please see Addendum 1)			

PARENTAL/GUARDIAN ACCESS RESTRICTIONS		
<b>Access Restriction?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>If yes, which Parent/Guardian does the child reside with? (Please specify)</b> Parent/Guardian 1 <input type="checkbox"/> Parent/Guardian 2 <input type="checkbox"/>



Please specify shared arrangement (if applicable):

**Please note** – any custody issues are to be declared and supported by legal documentation. Parents/guardians who claim custody restrictions but fail to provide documentation will not have their requests met until such time as supporting documentation is provided and verified.

Name of person(s) with legal guardianship of student:

Please list any special family circumstances of which the School needs to be aware in order to ensure the child's welfare needs are met (*e.g. parent(s) deceased, parents divorced etc. Please provide documents if relevant*)

**ARE THERE CURRENTLY ANY SIBLINGS STUDYING AT ST JAMES' ANGLICAN SCHOOL**

No  Yes. If yes, please fill in below

First Name	Surname	Current Year Level

**STUDENT MEDICAL HISTORY**

Please tick the appropriate box. If you tick 'YES' to any of these questions, please provide details.

Does your child have or have had:	Tick YES or NO	Please provide details if you tick YES
<b>Asthma</b> ( <i>If YES please tick one below</i> ) <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Allergies</b> <input type="checkbox"/> Insect Bites <input type="checkbox"/> Food <input type="checkbox"/> Medications <input type="checkbox"/> Bandages / Plastic adhesives <input type="checkbox"/> Animals <input type="checkbox"/> Other Attach any medical action plans and submit with this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Epilepsy</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Diabetes</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Eating Disorder</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



<b>ADD / ADHD</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hearing / Sight or Speech Difficulties</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Physical Disability</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Cancer / Leukaemia</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hepatitis</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>High / Low Blood Pressure</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Heart Problems</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Dietary Restrictions</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Blood group type</b>	<input type="checkbox"/> Unknown	
Medicare Number: Expiry Date:  Private Health Fund Name and No.:		Doctor's Name: Doctor's Telephone Number: Medical Practice:
Ambulance Cover? <input type="checkbox"/> Yes <input type="checkbox"/> No		Health Care Card <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Immunisation</b> Please provide a copy of the child's current Australian Immunisation Register (AIR) Immunisation History Statement (myGOV) to the School (no more than 2 months old). This can be obtained by contacting the Department of Human Services Centre.		
Does your child have any health, physical, social, emotional or intellectual difficulties or specific medical or learning needs or disabilities of which the School should be aware? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please list) ..... ..... ..... .....		
I/We give permission for the School to administer the following medications (please tick) <input type="checkbox"/> Panadol (up to 2 tablets per day) <input type="checkbox"/> Antihistamine (up to 2 tablets per day) <b>Or</b> <input type="checkbox"/> I/We do not give permission for the School to administer medication		
Does your child take any medications at all? Include ALL prescribed medications:    		



Please provide any information and attach any documentation regarding any learning services previously received and difficulties identified at your child's previous school or early childcare provider.

- school subject       speech therapy       Paediatrician  
 Psychologist       Physiotherapist       Occupational Therapist  
 Other – please list:

### RELIGIOUS AFFILIATION

**St James' Anglican School** is a Christian school that seeks to demonstrate and uphold Anglican teaching and practices. The School is part of the Anglican Schools Commission (Inc.). As such, there is an expectation that students will participate in the School's religious curriculum including its Religious Studies classes and Chapel Services.

### STUDENT AGREEMENT

The School requires that Parents/Guardians go through each of the following points with their child so that a full understanding of the School's expectations of Students is understood by the Parents/Guardians and the Students.

**On seeking enrolment at St James' Anglican School, students will undertake:**

- (i) to make an honest and sustained effort to achieve my personal best in all my courses of study;
- (ii) to act at all times with respect towards School staff and other students;
- (iii) to follow **ALL** School policies, rules and regulations;
- (iv) to follow the Student Code of Conduct;
- (v) to make a genuine attempt to complete all assignments, homework and tasks by the due date;
- (vi) to wear the full School uniform as and when prescribed, and adhere to all personal grooming regulations; and
- (vii) to do my best to attend all training sessions or rehearsals to which I have made a commitment.

**Students will undertake not to be involved in:**

- (i) the possession or use, sale or distribution of illicit drugs, alcohol, tobacco or vaping while on or off campus, in School uniform or while attending a School function;
- (ii) vandalism of School property, such as defacing desks or walls and Public property, theft of school property or other property;
- (iii) bullying, teasing or intimidating other students physically, verbally or electronically, including social media, on or off campus;
- (iv) the use of offensive language or behaviour on or off campus; and
- (v) the bringing or distribution of offensive literature or photographs into the School, in hard or digital copy.

### PARENT/GUARDIAN UNDERTAKING

All adults responsible for PARENTING and PAYMENT OF FEES of the student are required to sign here:  
 (Please note that both signatories will be jointly and severally liable for the payment of all fees and charges)

<hr style="width: 80%; margin: 0 auto;"/> <p><b>Parent/Guardian 1 - Full Name</b> <i>(Please print)</i></p>	<hr style="width: 80%; margin: 0 auto;"/> <p><b>Parent/Guardian 1 - Signature</b></p>	<hr style="width: 80%; margin: 0 auto;"/> <p><b>Date</b> <i>(dd/mm/yyyy)</i></p>
<hr style="width: 80%; margin: 0 auto;"/> <p><b>Parent/Guardian 2 - Full Name</b> <i>(Please print)</i></p>	<hr style="width: 80%; margin: 0 auto;"/> <p><b>Parent/Guardian 2 - Signature</b></p>	<hr style="width: 80%; margin: 0 auto;"/> <p><b>Date</b> <i>(dd/mm/yyyy)</i></p>





**If person/s responsible for the PAYMENT OF FEES are different to above, please complete the following:**  
(Please note that both signatories will be jointly and severally liable for the payment of all fees and charges)

<b>Name:</b>	<b>Name</b>
<b>Relationship to student</b>	<b>Relationship to student</b>
<b>Postal Address</b>	<b>Postal Address</b>
<b>Email Address</b>	<b>Email Address</b>
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>

**EMERGENCY CONTACT DETAILS (Other than a Parent/Guardian)**

<b>FIRST EMERGENCY CONTACT 1</b>	<b>SECOND EMERGENCY CONTACT 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Relationship to student:</b>	<b>Relationship to student:</b>
<b>Business Phone:</b>	<b>Business Phone:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Mobile:</b>	<b>Mobile:</b>
<b>Home Address:</b>	<b>Home Address:</b>



### APPLICATION FOR ENROLMENT CHECKLIST

Before submitting this application, please:

- Ensure that ALL sections of the Application for Enrolment are filled out, signed and dated.**  
(Please be aware we are unable to process enrolments if incomplete or the required documentation or payment is not received)
- Enclose the Application Fee** (payable with this Application)
- Include the following:** (if not already provided at the time of application)
  - Australian Citizen**
    - Copy of Birth Certificate or proof of Australian Citizenship.
    - Copies of School Reports – past two years.
    - Documentation relating to any conditions stated on the Application for Enrolment.
    - Last NAPLAN and OLNA report (where appropriate).
  - Non-Australian Citizen – Includes Permanent Residents (PR) and Temporary Residents (TR)**
    - Passport – Personal Details page.
    - Proof of residency (copy of visa).
    - Documentation relating to any conditions stated on the Application for Enrolment.
- Include the Australian Immunisation Register (AIR) Immunisation History Statement (IHS)** (no more than 2 months old) *(This can be obtained from the Department of Human Services Centre)*  
**NB:** an 'up to date' IHS must be provided to the School prior to the child's commencement at the School.
- Ensure any Specialist reports for any learning difficulties or medical conditions are attached** *(if applicable)*
- Ensure any Court Orders are attached** *(if applicable)*
- Submit this APPLICATION FOR ENROLMENT AGREEMENT and the Enrolment Deposit to:**
  - St James' Anglican School
  - 2 Graceful Boulevard, Alkimos WA 6038
  - 08 6336 8330



## TERMS OF ENROLMENT

By applying to enrol \_\_\_\_\_ at **St James' Anglican School**, I/we agree to support and abide by the Parent Code of Conduct and to be legally bound by the following terms and conditions:

### PERMISSION TO PUBLISH PHOTOGRAPH AND SAMPLES OF WORK

The School produces a variety of print and online materials that members of the School community and the wider community will view and interact with over the course of any given school year. The ASC, Anglican Schools Australia (ASA), and School requests your permission to use your child's image and schoolwork in print and online media. Please note ALL students will have their photograph published in the School yearbook.

- I/We give permission to publish photographs containing my/our child and their schoolwork.**
- I/We do not give permission to publish photographs containing my/our child and their schoolwork.**

I/We agree that if we do not wish to have my/our child included in any marketing and/or fundraising material or for education purposes we will advise the Principal in writing.

### COMPLYING WITH THE SCHOOL'S REQUIREMENTS OF STUDENTS

I/We agree to uphold the rules and policies of the School and any other requirements as communicated to me/us from time to time and will actively encourage my/our child to uphold the School's values, ethos and standards of behaviour.

### PARENTS'/GUARDIANS' SUPPORT FOR THE SCHOOL'S POLICIES, RULES AND CODES OF BEHAVIOUR

I/We agree to support all School policies and to cooperate fully with teachers and administrators in this regard, and to support the values, principles, ethics and aims of the School including the Parent Code of Conduct. Where possible, I/we will participate in School activities for parents.

### APPEARANCE AND SCHOOL UNIFORM

I/We agree to support the **[Schools Uniform Policy]** and ensure that my/our child's uniform is kept in a clean and neat condition and is worn appropriately.

### ATTENDING SCHOOL ACTIVITIES, SCHOOL CAMPS AND TOURS

I/We agree to ensure that my/our child attends all the activities of the School as required, including but not limited to attending classes, compulsory Outdoor Education camps, co-curricular activities and special School functions such as Chapel Services, end of year celebrations and sporting carnivals.

I/We authorise that my/our child/children attends all approved School excursions, including transport to and from the venue.

### ALCOHOL AND OTHER DRUGS

I/We are aware that the School has a clear policy on the use of illegal drugs and agree to support the School's policies with respect to student drug and alcohol use.

### SCHOOL COMMUNICATIONS

I/We agree that, unless a Court has ordered otherwise, both parents will receive information and be involved in decision-making about their child's education.

I/We agree that the School will communicate with me/us using current contact details supplied on the Registration of Interest in Enrolment form and as modified from time to time on the Student Information Update form.



### **ADVISING THE SCHOOL OF CHANGES**

I/We agree to inform the School as soon as possible about any matters that could affect my/our child's participation in the School's programme and activities, including health issues, family circumstances or any Family Court orders in place.

I/We agree to advise the School immediately of any matter which affects my/our child attending the School including my/our child's absence from the School for any reason, including illness or accident. I/we agree to contact the School on these occasions in keeping with the School's Enrolment and Attendance Policy(s).

I/We agree to advise the School of any changes to my/our contact details, including residential addresses.

### **PRIVACY AND USE OF PERSONAL INFORMATION**

I/We agree that the School can use the personal information and sensitive information it holds about my/our child and my/our family for any lawful activity and in keeping with the School's Privacy Policy as updated from time to time.

The School's Privacy Policy can be accessed on our website [www.stjames.wa.edu.au](http://www.stjames.wa.edu.au).

### **PERMISSION TO CONTACT PREVIOUS SCHOOL ATTENDED**

I/We agree to the School contacting my/our child's previous school for the purpose of collecting information regarding academic, pastoral and administrative matters.

### **EDUCATIONAL SERVICES**

The School offers an extensive range of academic, cocurricular and pastoral programs. Students are expected to fully participate in all aspects of school life, including compulsory sport, excursions and camps, unless otherwise agreed by the Principal. The School is Anglican and welcomes students of all faiths or none. Students are expected to participate in the religious life of the School. The School reserves the right to vary its curricular, cocurricular and pastoral programs and teaching methods as it considers necessary and/or appropriate.

I/We agree that the School does not guarantee or represent any particular or specific student outcome or level of achievement for the Student in relation to any of its Services.

### **EDUCATIONAL MATTERS**

I/We agree that, to the best of our knowledge, I/we have provided the School with all current and past information relating to my/our child's learning and wellbeing, including but not limited to any learning issues and educational and/or psychological testing or reporting. I/We understand that if I/we withhold information that is relevant to the enrolment process, then the School reserves the right to refuse or terminate the enrolment process on these grounds.

### **MEDICAL MATTERS**

When necessary, and when the School requests, I/we agree to provide current health and medical information that is relevant to my/our child participating in and attending the School and School-related activities. This includes both medical and psychological issues/concerns.

I/We agree that the School reserves the right to send my/our child home or require that my/our child is collected from the School if the School considers my/our child is too ill to remain at the School.

In the event that my/our child needs urgent hospital or medical treatment of any nature and the School is unable to contact either of us after making reasonable efforts, I/we authorise the School to obtain ambulance and other emergency assistance. I/We indemnify the School and the ASC, its employees and agents in respect of such action.

In certain circumstances I/we recognise that the emergency may be such that the School has to take immediate action without contacting us. I/We indemnify the School and the ASC, its employees and agents in respect of such action.

If my/our child is in care arrangements, I/we authorise the Guardian to act for us in an emergency, accident or illness during the period of time.

## **SCHOOL FEES**

### **PAYING FEES**

I/We agree that in enrolling my/our child at the School, we commit to paying School fees, tuition and other ancillary charges (**School Fees**) for the period of my/our child's education at the School and that I/we have carefully considered the financial commitment involved.

I/We have read and retained a copy of the current Tuition Fees and Charges brochure and have agreed to support and cooperate with the School in all matters contained therein.

I/We agree that the School Fees as stated in the Tuition Fees and Charges brochure may be varied or amended each year at the sole discretion of the School.

I/We acknowledge and agree that I/we are jointly and severally liable for all School Fees and interest associated with my/our child's attendance at the School and as set out in the prevailing Fees and Charges brochure as varied from time to time.

I/We agree to pay the School Fees in accordance with the timetable set out in the prevailing Fees and Charges brochure.

I/We agree that if the School Fees are not paid within the period specified then a late payment fee will be charged and reversal of any concessions on accounts will occur. Direct debits returned unpaid may also incur the late payment fee.

I/We agree we are jointly and severally liable for costs incurred by the School in recovering outstanding amounts, including debt collection and any legal fees.

I/We agree that if the School Fees are not paid at the end of any term to which those School Fees apply, the Principal has the right to suspend or terminate my/our child's enrolment.

I/We agree that if we experience difficulty in paying School Fees by the due date I/we will contact the School to discuss alternative arrangements for payment.

In the event of hardship, the School is committed to enabling continued access to a School education by providing financial support to eligible families/parents/guardians through fee remission via the application for a bursary based on financial need. These are available by contacting our Accounts department.

I/We acknowledge and understand that the School, unless specifically named, is not bound by any Court Orders or Child Support Assessments, Orders or Agreements as between enrolling signatories. Where more than one person signs the Enrolment Agreement but payment is made by either of the enrolling signatories, or by any other party, the enrolling signatories acknowledge that they remain throughout the attendance of my/our child at the School jointly and severally responsible for all School Fees.

Only students who have been in attendance at the School for at least 12 months are eligible to apply for fee remission. Parents seeking fee remission are required to supply information to the Business Manager to establish financial need and the change in circumstances since enrolling.

### **ABSENCE FROM THE SCHOOL FOR AN EXTENDED PERIOD**

I/We agree that School Fees will not be refunded if my/our child is absent from the School for extended periods such as due to sickness or injury.

I/We agree that if I/we wish our child's place to be held open, I/we will be liable to continue to pay the School fees.

I/We also agree that if I/we do not wish to continue to pay the School Fees, my/our child will be placed on a waitlist and a new offer will be issued if a place becomes available. If a subsequent offer is made, the difference between the current year's enrolment fee less the sum of all previous enrolment fees is payable for the acceptance of that place.



### **WITHDRAWAL FROM THE SCHOOL AFTER COMMENCING AT THE SCHOOL**

I/We agree that if I/we withdraw our child after they have commenced at the School whether the withdrawal is at my/our or the School's instigation, I/we will need to provide the Principal with a full term's notice in writing prior to the withdrawal of a student from the School. In default of such notice one term's Tuition Fee will be charged in lieu of notice. To avoid fees in lieu being charged, notice of a student's withdrawal must be received in writing by the School by the first day of the School term preceding the term of the student's departure.

### **SUSPENSION FROM SCHOOL**

I/We agree that the Principal may, at their sole discretion, at any time suspend my/our child from attending the School and that I/we will continue to pay all School Fees and other charges during any period when my/our child is suspended.

### **CANCELLATION OF ENROLMENT BY THE SCHOOL**

The School may cancel the Term of Enrolment permitting a student's enrolment at any time, if the Principal determines that the student has not upheld the Student Code of Conduct. If the School does so, I/We acknowledge that I/We will not be entitled to any refund of School Fees or charges by the School and will remain liable to pay any School Fees and charges due to the School.

### **CANCELLATION OF ENROLMENT**

If my/our child is excluded from the School I/we agree that I/we remain liable to pay all School Fees and charges up to the end of the term in which my/our child is excluded.

### **SPECIAL CIRCUMSTANCES FOR TERMINATION OF ENROLMENT**

I/We agree that the School reserves the right to terminate the enrolment of my/our child in any of the following circumstances:

- My/Our child fails to attend the School, or any School activity, without authorisation.
- Non-payment of fees and ancillary charges.

### **IF THE SCHOOL ENDS ITS RELATIONSHIP**

I/We acknowledge and agree the School has the right to require me/us to remove my/our child/children from the School if in the Principal's absolute discretion, being exercised reasonably:

- the relationship between the parents/guardians and the School has deteriorated to the extent that the mutual trust and confidence needed for a cooperative and respectful working relationship, has been irreparably broken; or
- the behaviour of the parents/guardians towards the School, staff, students or other parents of a School student is not aligned with or is in conflict with the School's values and ethos; or
- the parents/guardians engage in activity or the threat of activity that places the School's reputation in disrepute including making comment on social media or some other form of digital communication and/or other forms of publication.

I/We agree that in these circumstances the School Fees already paid for the term in which my/our child is required to leave will not be refunded. If any School Fees remain outstanding at the time I/we remove our child/children, including those for the term during which removal takes place, I/we agree these School Fees will remain payable.

### **JOINT AND SEVERAL LIABILITY**

- I/We agree that both parents/guardians in signing the Enrolment Agreement, accept joint and several liability for paying all School Fees.
- We agree that joint and several liability for payment means that both parents/guardians are liable to pay School Fees. Accordingly, if one parent/guardian fails to pay the School Fees the other parent/guardian can be held



liable, irrespective of any court orders, any arrangement between the parents/guardians or with another person (for example, a grandparent) as to who is to pay. I/We accept that the School will not enter into disputes arising from disagreements between parents/guardians over liability for paying School Fees.

- We agree to be liable for the cost of any damage/loss our child causes to School property.

#### INDEMNIFYING THE SCHOOL

- I/We agree to indemnify the School against any claim, cost, damage or suit which another party brings against the School arising out of our child failing to comply with the School's rules and policies or any reasonable direction of a School employee while at the School or travelling to or from the School.

#### ACKNOWLEDGEMENT

- I/We acknowledge that I/we have read and understood the complete Enrolment Agreement and that I/we have completed all sections of the Enrolment Agreement as required and returned all required documentation which is a fundamental condition of my/our child's enrolment.
- I/We acknowledge and agree that the terms of this Enrolment Agreement remain in place and current for the full duration of my/our child's enrolment at the School, unless varied in writing and signed by all parties. Provided that the School Fees as stated in the Tuition Fees and Charges brochure may be varied or amended each year at the sole discretion of the School.
- I/We acknowledge that this Enrolment Agreement does not terminate simply because of my/our child reaching the age of 18 years and shall continue until either my/our child completes their schooling at the School, or one of the parties chooses to terminate this Enrolment Agreement pursuant to the termination provisions.
- I/We acknowledge and understand that a failure to comply with our obligation, including the requirement to complete the information in this Enrolment Agreement and attached documents honestly and completely and make full disclosure may result in the termination of my child's enrolment by the School at the sole discretion of the School.

#### SPECIAL CONDITIONS

- In some instances, special conditions may apply to a student's enrolment. These special conditions will be outlined in the Enrolment Agreement and will remain in force for the term of enrolment unless agreed otherwise.

#### CHANGES TO THE ENROLMENT AGREEMENT

- The School reserves the right to amend or vary the Enrolment Agreement from time to time and that any changes will be communicated to the School community and will apply from the date on which they are communicated.

#### SIGNATURES

- Parent/Guardian 1 - Full name: *(Please print)* \_\_\_\_\_
- Signed: \_\_\_\_\_ Date: \_\_\_\_\_
- Parent/Guardian 2 - Full name: *(Please print)* \_\_\_\_\_
- Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## ADDENDUM - LIST OF PARENTAL OCCUPATION GROUPS

Please select the appropriate parental occupation group from the list below:

- 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 '8' in the box next to Occupation.

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head in industry, commerce, media or other large organisation.**
- **Public service manager** (Section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]
- **Defence Forces** Commissioned Officer
- **Professionals** 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.
  - **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
  - **Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
  - **Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### Group 2: Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]
- **Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- **Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsperson, coach, trainer, sports official]
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
  - **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
  - **Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
  - **Defence Forces** senior Non-Commissioned Officer





### Group 3: Tradesperson, clerks and skilled office, sales and service staff

- **Tradesmen/women** generally have completed a 4-year Trade Certificate, usually by apprenticeship. All tradespersons are included in this group.
- **Clerks** [bookkeeper, bank/PO 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]
- **Skilled office, sales and service staff.**
  - **Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - **Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - **Service** [aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

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

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants.**
  - **Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]
  - **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]
  - **Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- **Labourers and related workers**
  - **Defence Forces** ranks below senior NCO not included above
  - **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]
  - **Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]



**PAYMENT OPTIONS**

Payment methods include:

1. **EFTPOS** facilities are available at the School.
2. **CREDIT CARD PAYMENTS** – Please complete the following details:

Tick one   MasterCard  Visa

Card number: 

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Expiry date: 

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 CCV: 

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Name on card: *(please print)*: .....

Amount: ..... Signature: .....

3. **BANK TRANSFER** – *When making your transfer please quote the STUDENT'S SURNAME, INITIAL, APPLICATION and include a copy of the receipt when returning this agreement.*

**BANK TRANSFER**

Account name: St James' Anglican School

BSB: 706 001

Account number: 30007293

***Please quote student's surname/initial/application on the transfer (i.e SMITHEAPPLICATION)***

I have transferred \$ ..... Receipt No: ..... Transfer date: dd/mm/yy .....

**NB:** The payment information provided on this form will be destroyed once your payment has been processed.

**HOW DID YOU HEAR ABOUT ST JAMES' ANGLICAN SCHOOL?**

	Anglican Schools Commission		Instagram/Facebook		School website
	Live in area		Open Day		Friends/Family
	Word of Mouth		Advertising		Local Newspaper
	Sibling attends		Old Scholar		
	Other – Please specify:				