



MOUNT ANNAN
CHRISTIAN COLLEGE

Enrolment Booklet



2017



MOUNT ANNAN CHRISTIAN COLLEGE LTD

A member of Christian Schools Australia | A Ministry of C3 Church Mount Annan

APPLICATION FOR ENROLMENT

STUDENT DETAILS

(A separate application is required for each child. Please use **BLOCK LETTERS**)

Surname: Gender: Male / Female (please circle)

First Names: Preferred Name:

Date of Birth: ____ / ____ / ____ Country of Birth:

Nationality: Language/s spoken at home:

CALENDAR YEAR OF ENTRY: **TERM:**

Entry Year	Prep	K	1	2	3	4	5	6	7	8	9	10	11	12
(please tick)														

If **PREP** which days are you enrolling for? (please Tick)

Monday	Tuesday	Wednesday	Thursday	Friday

Prep Enrolment Note: Preference will be given to families who are committed to enrolment in Mount Annan Christian College Kindergarten.

Student's position in family: **1** **2** **3** **4** **5** **other.....** (please circle)

Names and dates of birth of student's siblings:

- Date of birth: ____ / ____ / ____ Mount Annan Christian College Yes / No
- Date of birth: ____ / ____ / ____ Mount Annan Christian College Yes / No
- Date of birth: ____ / ____ / ____ Mount Annan Christian College Yes / No
- Date of birth: ____ / ____ / ____ Mount Annan Christian College Yes / No

STUDENT DETAILS

School presently attending: *(if any)*

Current Year/Grade:

If Prep or Pre-School previously, which School?

How Many Days?

How many schools have been attended?

Has the student been expelled or suspended from, or refused entry into, any school? Yes / No

If yes, please provide details including which school:

.....

How are they coping at school? *(please tick)*

	Very Good	Good	Average	Poor Average	Very Poor
Academically					
Socially					

Are any fees owing at any other school(s) Yes / No *(please circle)*

If yes, provide details including which school: Amount outstanding \$

.....

Do they have any disabilities e.g. intellectual, physical, behaviour disorder, autism *(please provide details & supply reports)*

.....

.....

Do they currently receive, or previously received, any specialist services for a Learning Difficulty: e.g. Speech Therapy,

Occupational Therapy *(please provide details & supply reports)*

.....

Received special education support at school? Yes / No

Is an Australian resident? Yes / No

Does the Student speak a language other than English at home? Yes / No If yes, language spoken

Is English tuition needed? Yes / No

Is of Aboriginal or Torres Strait Islander descent? Yes / No If yes, please specify

Is a full fee paying overseas student? Yes / No

Is on a Visa Yes / No If Yes, please enter the Visa information

(please provide certified copy of the Visa)

Permanent / Temporary *(please circle)*

Visa Sub Class

Expiry Date

PARENT DETAILS

FATHER / GUARDIAN 1:

Title:

Surname:

First Name:

Relationship to student:

Address:

.....

Email:

Mobile:

Marital Status:

Occupation:

Employer:

Work Phone:

Are you a Christian? Y / N *(please circle)*

Religion:

Church Attended:

Location:

MOTHER / GUARDIAN 2:

Title:

Surname:

First Name:

Relationship to student:

Address:

.....

Email:

Mobile:

Marital Status:

Occupation:

Employer:

Work Phone:

Are you a Christian? Y / N *(please circle)*

Religion:

Church Attended:

Location:

MCEETYA INFORMATION

The following additional information is required by the Australian Government:

Nationality: _____

Country of Birth: _____

Language other than English spoken at home:

English only
Other

Nationality: _____

Country of Birth: _____

Language other than English spoken at home:

English only
Other

What is the highest year of primary or secondary school the parents/guardians have completed?

(for persons who have never attended school, mark "Year 9 or equivalent or below") (mark only one box in each column)

Year 12 or equivalent
Year 11 or equivalent
Year 10 or equivalent
Year 9 or equivalent or below

Year 12 or equivalent
Year 11 or equivalent
Year 10 or equivalent
Year 9 or equivalent or below

What is the level of the highest qualification the parents/guardians have completed? *(mark only one box in each column)*

Bachelor or above
Advanced Diploma/Diploma
Certificate I to IV (incl Trade Certificate)
No non-school qualification

Bachelor or above
Advanced Diploma/Diploma
Certificate I to IV (incl Trade Certificate)
No non-school qualification

FAMILY INFORMATION

Family Name:

Home Mailing Title:

Home Mailing Address:

..... Postcode:

Home Phone: Person to whom fees sent:

Billing email address: *(fees)*

Student lives with:

IMPORTANT NOTE: *If an absentee parent or other person is paying the school fees, a letter must be received by the College stating this and signed by the person paying the fees **BEFORE** this Application can be processed. If this arrangement changes during the child's enrolment at the College, notification to the Registrar is required immediately in writing signed by all the parties concerned. Final responsibility for the payment of fees rests with the person/s who sign/s this Application Form; therefore if an arrangement has been made with another person to pay the fees and they default, the College has no alternative than to pass the account back to the original applicant/s.*

Are there any legal arrangements that the College should be aware of regarding the student such as custody arrangements? *(please supply copies of legal documentation to support this)*

Are there any special notes which may be helpful to the College?

TWO EMERGENCY CONTACTS* *(other than parents)*

***Essential to Complete**

1. Name: Phone:

Relationship to child:

2. Name:..... Phone:

Relationship to child:

Family Doctor: Dr's. Phone No.

Blood group: Student's Medicare no:

Name of medical fund: *(or none)*

State any current medical conditions for the student:

List any regular medication:

Does the student have a current medical plan for a condition Yes / No *(If yes please provide a copy)*

MACC 2017 FEE SCHEDULE

YEAR LEVEL	TUITION FEE PER ANNUM	SERVICE LEVY [#] PER ANNUM	CAPITAL LEVY [#] PER ANNUM
Prep \$45/day			
Kindergarten	\$4,465	\$430	\$865
Year 1	\$4,465	\$430	\$865
Year 2	\$4,465	\$430	\$865
Year 3	\$4,465	\$430	\$865
Year 4	\$4,465	\$430	\$865
Year 5	\$4,465	\$620	\$865
Year 6	\$4,465	\$620	\$865
Year 7	\$5,460	\$715	\$865
Year 8	\$5,460	\$715	\$865
Year 9	\$5,745	\$882	\$865
Year 10	\$5,745	\$882	\$865
Year 11	\$6,110	\$1,210	\$865
Year 12	\$6,565	\$1,210	\$865

[#] *The Service Levy is payable per student. The Capital Levy is payable per family.*

SERVICE LEVY: Includes subject resources, consumables, technology levy, some camps, excursions, transport costs & miscellaneous admin costs associated with education. The levy does not include rec sport costs, extracurricular programs, elective excursions, school photographs and missions.

SIBLING DISCOUNTS: The College offers a discount off the tuition fee only and is for siblings who are at the College concurrently. The discount is as follows: 2nd child 10%, 3rd child 25%, 4th child & subsequent 50%.

REGISTRATION FEE: \$55 per student Payable at the time of lodging an application form. This amount is non-refundable.

ENROLMENT FEE: \$790 per student Payable on acceptance of an offer of a place and non-refundable.

CAPITAL LEVY: \$865 per family This levy contributes to the ongoing development of the College and the repayment of College loans, as well as the maintenance of College infrastructure, grounds, roads and buildings.

BUILDING FUND: \$100 per Term This is a voluntary contribution towards the future building developments of the College. All families are asked to consider contributing to this Fund and use the suggested amount as guide for their family's donation. Donations to this fund are tax deductible.

METHODS OF PAYMENT: **1.** Upfront payment (annual or by the term) by credit card, cheque, money order, BPay OR **2.** Direct Debit Payment from your bank account or credit card by the College on a weekly, fortnightly or monthly frequency. All fees must be paid as and when they fall due.

FEE COLLECTION: Please see the College's Fee Payment and Collection Policy for detailed collection procedures.

WITHDRAWAL: A minimum of 10 full term weeks are required as notice for withdrawal of a student's enrolment. This notice must be in writing to the College Registrar on a College withdrawal form. In the event that the notice period is not met, one term's fees in lieu of notice will be payable.

CONDITIONS OF ENROLMENT

Please read these carefully

Enrolment at the College is subject to the following terms and conditions and applies to all families:

1. Parents will support the College by requiring their child to actively participate in the life and program of the College, including all arranged and compulsory academic, non-academic and spiritual activities of the College.
2. Parents will support the aims and values of the College so that the child will be given every opportunity to grow up into Christ.
3. Parents will support the College's Statement of Faith, Christian ethos and values of both the College and the founding church namely C3 Church, Mount Annan.
4. Any social, health or educational difficulties must be declared and changes, particularly in health, that would affect the ability of the College to provide appropriate care for the student must be advised.
5. Parents undertake to notify the College in writing of all relevant changes in family circumstances such as address, telephone numbers, guardian or custodial status etc... signed by both parents.
6. Parents undertake to provide the child with all necessary equipment as communicated by the College from time to time, that may be additional to what the College provides, in order to enable the child to participate fully in the educational program on offer at the College.
7. Parents must undertake to provide the child with the correct College uniform and ensure that the child is always sent to College neatly and modestly dressed in the required uniform as outlined in the College Uniform Policy.
8. Students give their assurance to behave in a manner which does not bring dishonour on the name of Christ or disgrace to the College. This includes but is not limited to the use or possession of alcohol, tobacco, other illicit substances or illegal weapons. It also includes but is not limited to references made to the College or its staff by students using internet devices, mobile technology and any form of social media.
9. Parents support the College in requiring their student(s) to obey the College rules.
10. Parents accept the right of the College to employ such discipline as it deems wise and expedient for the child (within the limits of the Law), and agree to uphold in every way possible the College's authority and right to administer appropriate discipline in accordance with the policies of the College.
11. All parents understand and accept that if the College believes that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the College has genuinely broken down to the extent that it adversely impacts on that relationship, despite all efforts by the College to restore a mutually beneficial relationship, the Headmaster, in consultation with the Board of Directors, may require the parent to withdraw the enrolment of their child/ren from the College.
12. Parents understand that the College does not provide accident insurance for students since the need, type, extent and preferred provider are all subject to personal choice by parents.
13. Each year's fees will be invoiced prior to the commencement of the year. Payment for the whole year is due by the end of the first week of term 1. Payments for the term are due by the end of the first week of each term. Alternatively, all parents are required to make payments via the College's direct debit system on either a weekly, fortnightly or monthly basis. See Fee Payment Options document for exact dates.
14. Parents agree to pay all fees when they are due. Parents also understand that failure to settle any outstanding fees may result in (at the discretion of the College) temporary suspension of enrolment until all fee arrears are settled and/or termination of enrolment.
15. Parents agree to give at least 10 weeks Term time notice in writing of termination of enrolment to the Headmaster or Registrar or in the event of not doing so recognise that they will become liable for one Term's fees. This condition applies to all year levels from Prep through to Year 12. To withdraw your child from the College, a Notice of Withdrawal Form must be completed and is available for collection from the Administration Office.
16. A refund of unused fees on termination of enrolment will be solely at the discretion of the College Directors.
17. Parents agree to pay for any damage to College property caused by the student where damage results from wilful action or from an accident resulting from a breach of College rules.
18. Parents understand, while care is taken, the College is not responsible for personal effects of students (including items stored in lockers) and that they are not covered by insurances held by the College.
19. Mount Annan Christian College retains the right to alter these conditions and will notify you in 14 days of any changes.

The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College's Rules and Regulations.

INFORMATION COLLECTION NOTICE

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son / daughter. This includes satisfying the needs of parents and guardians and the needs of the pupil throughout the whole period he / she is enrolled.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. You may contact the College if you have any questions about this.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about pupils from time to time. If you do not consent to us obtaining this information you must advise us.
5. The College from time to time discloses personal and sensitive information to others. This includes to other schools, government departments, system bodies, medical practitioners and people providing services to the College including specialists, visiting teachers, sports teachers, coaches and volunteers. This also includes C3 Church Mount Annan, who is our overseeing body.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son / daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions it is published in the College newsletter, magazine and website.
8. Parents may seek access to personal information collected about them and their son / daughter by contacting the College. However, there will be occasions when access is denied. Such occasions would include where the release would result in the unreasonable exposure of the privacy of others or where release may result in a breach of the College's duty of care to the pupil.
9. As you may know the College from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the College's fundraising activities).
10. If you provide the College with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

STATEMENT OF FAITH

We Believe:

- There is one God: God the Father, God the Son, and God the Holy Spirit
- That God in His own sovereign will created the heavens, the earth, and all that is contained within the Universe
- In the deity of our Lord Jesus Christ the Son of God; we believe in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, His constant intercession and in His imminent return
- In the person and work of the Holy Spirit with His fruits and gifts available in the Church
- The bible is the living Word of God – infallible, authoritative and everlasting, and the foundation of all Christian doctrine
- In the existence of an evil spiritual being – the devil
- In the spiritually lost condition of all people and the essential need for the ‘new birth’ by faith in Jesus Christ
- In the baptism of the Holy Spirit as a gift available to believers subsequent to the new birth, with normal evidence of speaking in other tongues
- In the sacraments of the Lord’s Supper and baptism by full immersion in water for all believers
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting separation from God
- In the church being the body of Christ, and each member being an active part of a local church, fulfilling the Great Commission



c3
church
a ministry of
c3 church Mount Annan

ACKNOWLEDGEMENT

We, the undersigned, being the *(parents/legal guardians) of , being the student to whom this application applies, *(student's first name and surname)*

1. Confirm that I/we have read and agree to the Conditions for Enrolment and Information Collection Notice included in this application. I/We further acknowledge that any misleading or inaccurate information may render this application null and void.
2. Declare that, in our honest opinion, the information we have supplied is true and correct and that we willingly make this application with the express permission of all other legal guardians of the student. If this application is successful we give consent for the student to participate in all activities and excursions of the College. Further, in the case of an emergency we give the College authority to secure an ambulance and/or medical attention.
3. Give permission for:
 - a. My child's name to appear in newsletters and other publications of the College and the student's photograph to appear in normal College publications and promotional material.
 - b. My child to be photographed at School while participating in school activities. I understand that these photographs and my child's name may be used in the public domain.
4. Understand that should an offer of enrolment be made in respect of the above mentioned student then the enrolment is not valid until the return of the duly signed acceptance form.
5. We have studied the fee structure included in this enrolment booklet and believe that we are committed to and able to afford Christian education for our child.
6. I/We agree to give our/my full support to Mount Annan Christian College's Statement of Faith.

Signature of both Parents /or Guardians required:

.....
Print Name	Relationship to student	Signature	Date
.....
Print Name	Relationship to student	Signature	Date

ACCOMPANYING DOCUMENTATION

CHECKLIST

Please **carefully read** the following checklist to ensure you have filled in the relevant sections of this document.

The following documents must accompany this form: (please tick (✓) the boxes when information is complete)

- Copy of student's Birth Certificate
- The last two school reports of the student applying (not applicable for Prep or Kindergarten)
- Any Naplan Results (Years 3, 5, 7, and 9 if applicable)
- Do you object to vaccinations? Yes / No
- Immunisation History Statement (available from Medicare)
- Any documents supporting/giving evidence of medical, social, physical, mental or educational problems
- A **\$55.00 non-refundable** registration fee **must** accompany this form.

The lodgement of this enrolment application does not guarantee enrolment. Enrolment is subject to:

- i. the assessment of enrolment documentation
- ii. the outcome of subsequent interviews;
- iii. vacancies;
- iv. parent(s)/guardian(s) signing the conditions of enrolment; and
- v. a fee agreement being entered into.

NOTE: All enrolment decisions made by the Headmaster on behalf of the College Directors will be placed in writing and deemed final. Decisions will not be subject to review or further correspondence.

PLEASE RETURN TO:

The Registrar
Mount Annan Christian College
347 Narellan Road
(Po Box 7039)
Mount Annan NSW 2567
P (02) 4634 7474 | F (02) 4634 7473 | admin@macc.nsw.edu.au

QUESTIONNAIRE:

How were you first introduced to Mount Annan Christian College?

- I or a family member attended the school
- Referred by a friend / family member
- Local paper advertising
- Open Day
- School event
- Website / internet search
- Other, please specify

OFFICE USE ONLY

Date Acceptance Form Received: _____ / _____ / _____

Registration Paid: \$ _____ / _____ / _____



MOUNT ANNAN CHRISTIAN COLLEGE

**MOUNT ANNAN
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**ACN 106 937 740
ABN 32 106 937 740**

**PO Box 7039
Mount Annan NSW 2567**

**P 02 4634 7474
F 02 4634 7473**

**admin@macc.nsw.edu.au
www.macc.nsw.edu**