

MOUNT ANNAN  
CHRISTIAN COLLEGE

ENROLMENT  
BOOKLET





# MOUNT ANNAN CHRISTIAN COLLEGE LTD

A member of Independent Schools Australia | A Ministry of C3 Church New Hope

## APPLICATION FOR ENROLMENT

*Important Note: If an application for Enrolment is accepted by the College, the Conditions of Enrolment attached will apply as legally binding terms.*

### STUDENT DETAILS

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

Surname: ..... Gender:  Male  Female

First Names: ..... Preferred Name: .....

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Country of Birth: .....

Nationality: ..... Language/s spoken at home: .....

Religion: ..... Other Languages Student speaks: .....

**CALENDAR YEAR OF ENTRY:** ..... **TERM:** .....

Entry Grade	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

If you are enrolling for Prep, do you intend to continue into Kindergarten in the following year?  Yes  No

For Prep and Year 6 enrolments, I accept there is a non-refundable fee of \$200 per Term  Yes  No (\$800 per annum) which will be offset on your Term One fees once they commence Kindergarten or Year 7.

Where a withdrawal notice has been provided for a Year 6 student, the securement fee will not be charged for the following school term.

- Students enrolling in Prep must be 4 years of age on or before 30 April of the year of commencement.
- Students enrolling for Kindergarten must be 5 years of age on or before 30 April of the year of commencement.

**\* Priority will be given to families who are committed to enrolment in Kindergarten at Mount Annan Christian College**

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

Student's siblings:

1. .... Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ School ..... Grade: .....

2. .... Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ School ..... Grade: .....

3. .... Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ School ..... Grade: .....

**\* Enrolment Priority will be given to those students who have a sibling currently attending the College.**

Parent Initials: .....

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## STUDENT DETAILS

Please tick the appropriate boxes from the following list, is the student:

Aboriginal       Torres Strait Islander       Both       Neither

Australian Citizen  Yes     No

Permanent Resident of Australia  Yes     No    Visa Sub Class No: ..... Expiry Date: .....

Temporary Resident of Australia  Yes     No    Visa Sub Class No: ..... Expiry Date: .....

Full fee paying overseas student  Yes     No

Does the student require English tuition?  Yes     No

School / Preschool/ Childcare presently attending: *(if any)* .....

Should we require any further information to support your application, do you consent to the College contacting your child's current / previous educational setting? *(Please tick)*     Yes     No

Current Year: .....

How many schools have been attended? .....

Has the student received learning support at school presently or in the past?  Yes     No

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

If yes, please provide details including which school: .....

.....

Are any fees owing at any other school(s)?  Yes     No

If yes, please provide details including which school? ..... Amount Outstanding: \$ .....

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

**Academically:**     Good                       Average                       **Poor**

**Socially:**         Good                       Average                       Poor

Does the student have any current or prior disabilities e.g. intellectual, physical, autism?  Yes     No  
*(Please provide details & supply reports)*

.....

.....

Does the student have any known behavioural issues?

*(Please provide details and any comments on the students behavioural needs for the purposes of the College complying with lawful obligations)*

.....

.....

Do they currently receive, or have previously received, any specialist services for a Learning Difficulty or Mental Health Issue: e.g. Speech Therapy, Occupational Therapy, Family Counselling *(please provide details & supply reports)*

.....

.....

Parent Initials: .....

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## PARENT DETAILS

### PARENT / 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)*

Place of Worship / Church: .....

Church Attended: .....

Location: .....

### PARENT / 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)*

Place of Worship / Church: .....

Church Attended: .....

Location: .....

## 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: .....

Person to whom the College communicates to:  Both Parents  Other (please provide details) .....

.....

.....

**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.*

# Information required by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA)

The following additional information is required by the Australian Government

## Parent / Guardian 1

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Language other than English spoken at home:

English only

Other  \_\_\_\_\_

Please tick the appropriate boxes from the following list. Is the parent:

Aboriginal  Torres Strait Islander

Both  Neither

## Parent / Guardian 2

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Language other than English spoken at home:

English Only

Other  \_\_\_\_\_

Please tick the appropriate boxes from the following list. Is the parent:

Aboriginal  Torres Strait Islander

Both  Neither

## What is the highest year of primary or secondary school the parent(s)/guardian(s) 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 12 or equivalent

Year 11 or equivalent  Year 11 or equivalent

Year 10 or equivalent  Year 10 or equivalent

Year 9 or equivalent or below  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  Bachelor or above

Advanced Diploma/Diploma  Advanced Diploma/Diploma

Certificate I to IV (incl Trade Certificate)  Certificate I to IV (incl Trade Certificate)

No non-school qualification  No non-school qualification

**STUDENT MEDICAL DETAILS**

Family Doctor: ..... Doctor’s Phone No. ....

Student’s Medicare number: ..... Student’s Medicare Card Reference Number: .....

Medicare Card Expiry Date: .....

Name of Hospital Health Fund: ..... Hospital Membership Number: .....

**Does your child have any allergies? These can include allergies to insect stings, food (eg nuts, eggs, peanuts) or other?**

*For any additional allergies your child has, please answer each of the questions below (where applicable) on a separate page for each allergy. Attach this additional information to the back of this form.*

Allergy to: .....

.....

.....

- 1. Has a doctor diagnosed this allergy?  Yes  No
- 2. Is this a severe allergy (anaphylaxis)?  Yes  No
- 3. Does your child have an ASCIA Action Plan for Anaphylaxis?  Yes  No
- 4. If yes, is this plan attached?  Yes  No
- 5. Has your child been prescribed an adrenaline autoinjector (ie EpiPen)?  Yes  No  
*If your child has been prescribed an adrenaline autoinjector, you will need to provide the College with one (and renew prior to expiry date).*

**Does your child have any other medical conditions? (eg: asthma, diabetes, epilepsy)**

*Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space, please attach additional pages).*

Medical condition: .....

.....

.....

- 1. Has a doctor diagnosed this condition?  Yes  No
- 2. Does your child have a documented action plan from a doctor (eg asthma action plan)?  Yes  No
- 3. If yes, is this plan attached?  Yes  No
- 4. Is your child taking prescribed medication for this condition?  Yes  No
- 5. If yes, what is the prescribed medication?

.....

.....

*The College will require further details in relation to prescribed medication on enrolment. Parents of children who require their child to be administered prescribed medication at school must complete a written request.*

*If your child has a documented plan to support any health or medical needs from a previous school or organisation, please provide it to the College as an attachment to this form.*

**TWO EMERGENCY CONTACTS\*** (other than parents)

**\*Essential to Complete**

1. Title (eg Mr/Ms/Mrs/Dr): ..... First Name: ..... Surname: .....

Phone: ..... Email Address: .....

Relationship to child: .....

2. Title (eg Mr/Ms/Mrs/Dr): ..... First Name: ..... Surname: .....

Phone: ..... Email Address: .....

Relationship to child: .....

**COURT ORDERS**

Are there any current court orders relating to the Student or the parents/guardians of the Student?  Yes  No  
If yes, copies of these court orders eg: AVOs, Family Court / Federal Circuit Court of Australia orders or other relevant court orders, must be provided with this application.

.....  
.....  
.....  
.....

Is there any additional information or notes which may be helpful to the College? .....

.....  
.....  
.....  
.....  
.....



## MACC 2024 FEE SCHEDULE

YEAR LEVEL	TUITION FEE PER ANNUM	YEAR LEVY# PER ANNUM	CAPITAL LEVY# PER ANNUM
Prep \$70/day			
Kindergarten	6,230	600	1,200
Year 1	6,230	600	1,200
Year 2	6,230	600	1,200
Year 3	6,230	600	1,200
Year 4	6,230	600	1,200
Year 5	6,230	990	1,200
Year 6	6,230	990	1,200
Year 7	7,615	990	1,200
Year 8	7,615	990	1,200
Year 9	8,010	1,230	1,200
Year 10	8,010	1,230	1,200
Year 11	8,565	1,820*	1,200
Year 12	9,150	1,820*	1,200

\* The Year Levy is payable per student. The Capital Levy is payable per family.

\* The Year Levy for Year 11 and Year 12 include the Edrolo program cost of \$135

**YEAR LEVY:** Includes subject resources, consumables, technology levy, camps, single day excursions and their related transport costs & miscellaneous admin costs associated with education. The levy does not include recreational sport costs, extracurricular programs, elective excursions 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 15%, 3rd child 45%, 4th child 50%, 5th child and subsequent 65%. Sibling discounts do not apply to Prep students.

**PREP & YEAR 6:** Fee's for Prep and Year 6 students will include an additional \$800 deposit (\$200 per term) this will be credited to your account for the following year's Kindergarten fees. This is non-refundable should you decide not to continue into Kindergarten. Where a withdrawal notice has been provided for a Year 6 student, the securement fee will not be charged for the following school term.

**REGISTRATION FEE:** \$80.00 per student Payable at the time of lodging an application form.  
\$995 per student This amount is non-refundable.

**ENROLMENT FEE:** \$1140 per family Payable on acceptance of an offer of a place and non-refundable.

**CAPITAL LEVY:** 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.

### METHODS OF PAYMENT:

- 1. Upfront Payment:** Fees can be paid **upfront** and payments made **before the 1<sup>st</sup> March** will attract a **2.5% Early Payment discount** on the totality of the Statement amount.
- 2. Direct Debit Payment:** The College's preferred payment method is by Direct Debit.
- 3. BPAY:** A unique reference number for BPAY payments is found on the bottom left hand corner of the Fee Statement.
- 4. By Phone or in Person:** We accept payment over the phone by Credit Card – please call the College Reception on **4634 7474** or **IN PERSON** by card or in cash at the College Reception.
- 5. EFT & Direct Deposit:** Payments can be made by EFT or deposited into Mount Annan Christian College's bank account as follows:

**MOUNT ANNAN CHRISTIAN COLLEGE**

**WESTPAC – CAMDEN**

**BSB: 032-717 – ACCOUNT NO: 18 6566**

Reference: Please use your Family number and Family name

**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. Notice must be in writing to the College Registrar on a College withdrawal form. In lieu of this notice one full term's fees will be payable.

Parent Initials: .....

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# CONDITIONS OF ENROLMENT

*Please read these carefully, This is a legally binding document*

Enrolment at the College is subject to the following terms and conditions and applies to all families or other persons who submit an Application for Enrolment which is accepted by the College:

1. This legally binding document applies if a Student is offered enrolment at Mount Annan Christian College (the College) and the Parent(s)/Guardian(s) have accepted the offer for the Student to commence studies at the College. These Terms of Enrolment (the **Terms**) must be read, and accepted, prior to the College making an offer of enrolment to a student.
2. The Terms continue to apply for the duration of a student's enrolment at the College, unless amended by the College, and form a legally binding contract between the Parent(s)/Guardian(s) and the College.
3. Any right, entitlement, obligation of or action required by the College under the Terms may be exercised by the Headmaster and/or the College Board (whichever is deemed appropriate by the College) on behalf of the College.
4. The Parent(s)/Guardian(s) acknowledge that they have read, understood and agree to the following in relation to the child(ren) who are enrolled at the College (the Student).

## General

5. The College is an independent Christian School conducted by the C3 Church New Hope.
6. The aim of the College is to provide a Christ-centred learning environment to Students that empowers each individual to enjoy a life of purpose.
7. The Student must wear the uniform of the College properly so as to develop pride in personal appearance as well as develop a sense of belonging and responsibility.
8. The Student must care for the buildings, furniture and equipment of the College and are financially responsible for damage caused through carelessness or neglect.
9. The Student must give their assurance to behave in a manner which does not bring dishonour or disgrace to the Christian values or heritage of 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.
10. The Student may not leave the College property during school hours without permission of their Head of School, Headmaster or Deputy Headmaster.
11. The College reserves the right to suspend or terminate the enrolment of any Student whose influence is regarded as harmful to the interests of other students.
12. Parent(s)/Guardian(s) acknowledge that the College may change the curriculum or courses that it offers from time to time at its absolute discretion.
13. Students may freely access or be referred to services such as Counselling, Careers Guidance or Enhanced Learning. As deemed necessary, services, staff will make every effort to inform and involve Parent(s)/Guardian(s), giving due consideration to their respective professional standards.
14. Students must abide by, and Parent(s)/Guardian(s) must ensure that the Student(s) abides by as far as reasonable, all conditions of applicable policies regarding access to and use of all internet facilities.
15. The College reserves the right, subject to legal requirements, to select the students who attend the College according to College policies as varied from time to time. The College may, in its absolute discretion, reject an Application for Enrolment.
16. Parent(s)/Guardian(s) must understand and comply with all College policies, including but not limited to the College's Enrolment Policy (Policies).
17. Parent(s)/Guardian(s) must ensure that the College's records in relation to the Student are correct and up to date and, accordingly, must advise the College as soon as possible of any changes to the Student's records and changes in family circumstances such as the Parent(s)/Guardian(s)' contact information and the Student's guardian or custodial status.
18. These Terms are governed by the laws of the State of New South Wales and all parties agree to submit to the exclusive jurisdiction of the courts of New South Wales.

## Parent(s)/Guardian(s)' Conduct

19. Parent(s)/Guardian(s) will, through attitude and action, support the College by requiring the Student 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.
20. Parent(s)/Guardian(s) will take an active part where possible in the activities of the College and cooperate with the College in providing an education for the Student.
21. Parent(s)/Guardian(s) will support the aims and values of the College so that the child will be given every opportunity to grow up into Christ.
22. Parent(s)/Guardian(s) will support the College's Statement of Faith, Christian ethos and values of both the College and the founding church namely C3 Church, New Hope.
23. Parent(s)/Guardian(s) must divulge in writing, with appropriate documentation, all relevant details regarding any medical conditions, disabilities, special learning needs or other conditions that may impact upon the College's ability to properly care for the Student, and to enable consideration of any reasonable adjustments and facilities that may be required. Such information must be based on all current information available to the Parent(s)/Guardian(s) at the relevant time.
24. During the period that the Student is enrolled at the College, Parent(s)/Guardian(s) must, as soon as practicable, bring to the College's attention, with appropriate documentation, any new medical conditions, disabilities, special learning needs or other conditions affecting the Student that may impact upon the College's ability to properly care for the Student, and to enable consideration of reasonable adjustments to services and/or facilities that may be required.
25. Parent(s)/Guardian(s) undertake to provide the Student 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 Student to participate fully in the educational program on offer at the College.
26. Parents must undertake to provide the Student 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.
27. Parent(s)/Guardian(s) must behave in such a manner that the image of the College is not negatively affected or brought into disrepute and to treat and deal with the College's employees, representatives, other parents/guardians and students with respect and consideration.
28. All Parent(s)/Guardian(s) 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 their relationship with the College or poses a safety risk to staff or other students, despite all efforts by the College to restore a mutually beneficial relationship, the Headmaster, in consultation with the Board of Directors, may direct the Parent(s)/Guardian(s) to withdraw the enrolment of their child/ren from the College.
29. Parent(s)/Guardian(s) agree to comply with any any parental code of conduct or charger introduced by the College.
30. Parent(s)/Guardian(s) agree to assist the College in discharging its obligations under applicable legislation by participating in investigations in relation to allegations of "reportable conduct" pursuant to the *Ombudsman Act 1974* (NSW) or taking any other steps to assist the College with its child safety statutory obligations, if requested to do so by the College or regulatory authority.

## Injury and Illness

31. In the event that the Student suffers from an injury or illness, the Parent(s)/Guardian(s) authorise the College to take whatever action is considered necessary for the wellbeing of the Student. This may include:
  - obtaining or providing such emergency or urgent medical treatment for the Student should such action be deemed necessary by the College or College staff; and
  - obtaining any medical treatment for the Student considered appropriate in the circumstances.

The College will notify the Parent(s)/Guardian(s) as soon as possible and seek permission, where possible, for any operation/anaesthetic that may be required.

32. Parent(s)/Guardian(s) accept responsibility for any expenses incurred on behalf of the College or Student arising from such emergency or urgent medical treatment (including, but not limited to, the cost, if any, of ambulance transport). Further, the Parent(s)/Guardian(s) acknowledge that any subsequent medical consent requested on an individual excursion form, or otherwise, exists to expedite the accessibility of medical attention and in no way diminishes the nature and scope of this consent.
33. Parent(s)/Guardian(s) 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 Parent(s)/Guardian(s).

## Discipline

34. Parent(s)/Guardian(s) will support the College in requiring their student(s) to obey the College rules.
35. Parent(s)/Guardian(s) agree to support the College in lawful disciplinary actions undertaken by the College which the College deems as appropriate to modify, address and deal with the Student's behaviour and conduct.
36. The College reserves the right to impose on the Student any lawful disciplinary action that the College deems appropriate, or to suspend the Student or terminate the Student's enrolment at the College, on the grounds of unsatisfactory conduct or performance, failure to obey College rules, discipline procedures and policies, failure of a Parent(s)/Guardian(s) to comply with these Terms, or for any other reason.
37. Where it is considered necessary, the College may authorise an appropriate College staff member to conduct a search of any of the Student's private belongings that have been brought onto the College's premises or to a College function or activity, including his/her College bag or locker, and may authorise a search of the Student's person or direct that his/her pockets or clothing be emptied.
38. The College may suspend or terminate enrolment at its discretion for failure to comply with these Terms or other serious breaches of the College's Rules and Regulations.

## Damage and/or Loss

39. Parent(s)/Guardian(s) 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.
40. Parent(s)/Guardian(s) 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.

## Fees and Charges

41. College fees are charged as per the current year's fee schedule in the Fee's section of the College's website. Payment of fees are as described in the payment options and collections policy document provided to parents at the commencement of every school year.
42. Parent(s)/Guardian(s) agree to pay all fees when they are due. Parent(s)/Guardian(s) 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.
43. Parent(s)/Guardian(s) 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 the Student from the College, a Notice of Withdrawal Form must be completed and is available for collection from the Administration Office.
44. A refund of unused fees on termination of enrolment will be solely at the discretion of the College Board of Directors.
45. Parent(s)/Guardian(s) are jointly and severally liable for making full payment of all fees, charges and levies in relation to the Student.
46. Fees and charges are subject to amendment by the College in its sole discretion at any time.
47. The College reserves the right, which may be exercised at any time, to refuse to allow the Student to continue their education at the College, and to terminate the Student's enrolment, while any fees and charges remain unpaid. Only in exceptional circumstances, at the sole discretion of the College, will the Student be allowed to enter a new term if any fees and charges are unpaid.
48. If any fees and charges are overdue, the College may charge the Parent(s)/Guardian(s) interest and any reasonable administration costs incurred by the College in respect of managing the unpaid Fees and Charges.
49. Parent(s)/Guardian(s) will also indemnify the College for any costs associated in the recovery of unpaid fees and charges.
50. The College reserves the right not to refund fees and charges. However the Headmaster may, in their sole discretion, consider a request for a refund by a Parent(s)/Guardian(s).
51. Any agreement or act by the College not to strictly enforce the terms under the Terms in relation to fees and charges does not constitute a waiver of its rights to require the Student to be withdrawn from the College and to terminate the Student's enrolment.
52. Subject to the Terms, fees and charges are due and payable in all circumstances following enrolment. Allegations or bullying or instances of bullying towards the Student (or other behaviours) will not discharge any obligation of the Parent(s)/Guardian(s) to pay fees and charges.

53. The Headmaster is authorised by the College to take such steps as they consider necessary, including legal proceedings, on behalf of the College, to recover unpaid fees and charges.
54. Where circumstances change and the full payment of fees and charges could place unreasonable financial pressure upon families, the Parent(s)/Guardian(s) are to make immediate contact with the College's Business Office to discuss the possibility of alternate arrangements for payment of the Fees and Charges. However, any alternative arrangements are at the absolute discretion of the College.

### **Withdrawal of Students**

55. If the Parent(s)/Guardian(s) wish to withdraw the Student from the College, the Parent(s)/Guardian(s) must give at least 10 full term weeks' written notice to the College (and the written notice must be signed by both Parents/Guardians, unless there is a court order to the contrary). If such notice is not given, the fees and charges for the 10 week period will be payable in full.
56. If the Student intends to not attend the College for a period of one term or more, the Parent(s)/Guardian(s) must make an application for the period of leave as soon as possible. The College will advise the Parent(s)/Guardian(s) in relation to whether or not the application for leave is approved. If the period of leave is not approved and the Student nevertheless takes the period of leave:
- the Student will not have an automatic right to return to the College and the College is not obliged to maintain or hold the Student's enrolment; and
  - any fees and charges for that term will due and payable by the Parent(s)/Guardian(s).

The College may in its discretion approve the application for leave, and hold the Student's enrolment open during the period of leave, on the condition that the Parent(s)/Guardian(s) make an advance payment of a non-refundable holding fee of not less than one term's fees.

57. Where the Student is absent from school during the term due to an injury or illness, and satisfactory evidence is provided in relation to that illness or injury, the College will endeavour to provide all reasonable support to the Student in order to assist the Student with meeting the curriculum requirements during that particular term.
58. Where the Student is absent from school during the term because the Parent(s)/Guardian(s) have decided to withdraw the Student from attending school so that they may attend a holiday or for other non-College related matters, the Parent(s)/Guardian(s) acknowledge and agree that any exam(s) and/or assessment(s) and/or any other curriculum task(s) that fall in or around the absence will not be re-scheduled or amended in any way to take account of the absence.

### **Court Orders**

59. Unless the College is supplied with a Court order or written authorisation signed by both Parent(s)/Guardian(s) which provides otherwise, the College will proceed and act on the basis that each of the Parent(s)/Guardian(s) has equal rights and responsibilities in relation to the Student. The Parent(s)/Guardian(s) will at all times act in accordance with any relevant Court orders in their dealings with the College.
60. If there is a change in legal guardianship or care for the Student, the Parent(s)/Guardian(s) will immediately provide written notice to the College detailing the change (and provide any other relevant documentation) in addition to written consent from any other Parent(s)/Guardian(s), confirming the status of the Student's enrolment. The Parent(s)/Guardian(s) indemnify the College against any legal liability which may ensue from a misrepresentation under, or any breach of, this clause by the Parent(s)/Guardian(s).

### **International Students**

61. The obligations and guidelines contained within the *Education Services and Overseas Students Act 2000* (Cth) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, as amended from time to time will apply to international student enrolments.

### **Altering the Terms of Enrolment**

62. The College retains the right to alter these conditions and will notify you in 14 days of any changes.

## INFORMATION COLLECTION NOTICE

1. Parent(s)/Guardian(s) acknowledge and accept the College's Privacy Policy and consent to the collection, use and disclosure of personal information and sensitive information as provided for by the Privacy Policy.
2. The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College's Privacy Policy and its obligations under the *Privacy Act 1988* (Cth).

### General

3. 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 the Student. This includes satisfying the needs of parents and guardians and the needs of the pupil throughout the whole period he / she is enrolled.
4. 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.
5. 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.
6. 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.
7. 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 New Hope, who is our overseeing body.
8. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
9. 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.
10. Parent(s) Guardian(s) may seek access to personal information collected about them and the student 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.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we urge you to inform them that you are disclosing that information to the College and why. This assists the College where there is a need to contact these third parties.

### Photos and Videos of the Student

12. Parent(s)/Guardian(s) acknowledge and consent to the Student being photographed or videotaped, by an authorised representative of the College, from time to time within the College's grounds or participating in College events or activities, and to the use of these photographs or videos with the Student's name in College publications, advertisements, editorials, the College's website, social media, newspapers, the Association of Independent Schools website and other media.
13. Parent(s)/Guardian(s) understand and agree that if they do not wish to consent to the matters described at paragraph 11 above, or if they wish to withdraw the consent, it is their responsibility to notify the College.

### Fundraising

14. The College from time to time engages in fundraising activities. The information received from you may be used by the College, or disclosed to an organisation that assists in the College's fundraising activities, to make an appeal to you.

## C3 NEW HOPE STATEMENT OF FAITH



The foundation of our theology is built on the following Biblical truths.

### WE BELIEVE:

- There is one God: God the Father, God the Son and God the Holy Spirit.
- In the deity of 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 resurrection, in His ascension to the right hand of the Father, in His constant intercession and in His imminent return.
- In the Church being the body of Christ, and each member being an active part, fulfilling the Great Commission.
- 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 'salvation' by faith in Jesus Christ.
- In baptism by full immersion in water for all believers.
- In the baptism of the Holy Spirit as a gift available to all believers, with the normal evidence of speaking in other tongues.
- In the sacraments of the Lord's Supper through the practice of communion.
- In the power of the gospel and its ability to transform the lives of all.

**C3 NEW HOPE**  
REGISTERED OFFICE ADDRESS  
347 NARELLAN RD,  
CURRANS HILL NSW 2567

(02) 4634 7400  
INFO@C3NEWHOPE.COM  
WWW.C3NEWHOPE.COM.AU  
PO BOX 595 NARELLAN NSW 2567  
ABN: 57 003 440 426

# 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, inaccurate or omitted 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:

.....	.....	.....	.....
<b>Print Name</b>	<b>Relationship to student</b>	<b>Signature</b>	<b>Date</b>
.....	.....	.....	.....
<b>Print Name</b>	<b>Relationship to student</b>	<b>Signature</b>	<b>Date</b>



## 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 **\$80.00 non-refundable** registration fee **must** accompany this form.

### APPLICATION FEE

A non-refundable application fee of \$80.00 is payable for all prospective new students and must be paid at the time of submitting this Application. The application fee can be paid by cash, cheque or credit card. If you would like to pay by credit card, please contact reception on phone (02) 4634 7474 or visit the College in person.

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:

Community Engagement Officer  
Mount Annan Christian College  
347 Narellan Road  
(Po Box 7039)  
Mount Annan NSW 2567  
P (02) 4634 7474 | F (02) 4634 7473 | [hello@macc.nsw.edu.au](mailto:hello@macc.nsw.edu.au)

## QUESTIONNAIRE:

How were you first introduced to Mount Annan Christian College?

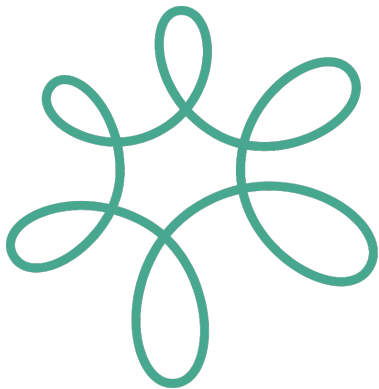
- I or a family member attended the school
- Referred by a friend / family member
- Local paper advertising
- Open Day
- School event
- Website / internet search
- Other, please specify .....

### OFFICE USE ONLY

Date Acceptance Form Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Registration Paid: \$ \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_





# MOUNT ANNAN CHRISTIAN COLLEGE

**MOUNT ANNAN  
CHRISTIAN COLLEGE LTD**

**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](mailto:admin@macc.nsw.edu.au)  
[www.macc.nsw.edu.au](http://www.macc.nsw.edu.au)**