



**COMPLETED ENROLMENT APPLICATION AND
ACCOMPANYING DOCUMENTATION**
Checklist of Required Enrolment Documents

The following documents together with a \$50.00 non-refundable fee is required as part of the enrolment application. A copy of the original documents must be provided with this completed enrolment form.

An enrolment application **will not be accepted** until it is accompanied by all relevant and requested documentation as listed.

Document Name	To be submitted with application form	School office use only
Child's Birth Certificate		
Sacramental Certificates		
Most recent School Reports		
Naplan Results		
Immunisation Certificate		
Passport, Visa, Citizenship documentation <i>(If applicable)</i>		
Current Family Court Orders <i>(If applicable)</i>		
Relevant Medical and/or special needs information <i>(if applicable)</i>		
Reports or assessments your child has received for speech, hearing, cognitive (IQ), occupational therapy <i>(if applicable)</i>		
\$50.00 non refundable Application Fee		

Please return with your completed enrolment form



Mater Dei Catholic College
15 Plunkett Drive, Wagga Wagga NSW 2650
P O Box 8185, Koorinal NSW 2650

Ph 02 6923 8300 Fax 02 6923 8399 Email mdcc-info@ww.catholic.edu.au
 ABN 76 511 781 921 www.mdccww.catholic.edu.au

APPLICATION FOR ENROLMENT

Diocese of Wagga Wagga Systemic Schools Office use only	Family code:	Student ID number:
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STUDENT DETAILS

Surname:	Entry Year (eg; 20....)	Entry Level/Grade (eg Yr 7)
First Name/s:		
Preferred first name:		
Date of Birth:	Religion:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>

HOME ADDRESS OF STUDENT

(A street name must be supplied. A post office box, property name or farm number only, is not acceptable under Government requirements)

Residential Address:		
Suburb:	Home Phone:	Emergency G.E.O Coding:
Postcode:	Email:	Will your child be attending Mt Erin Boarding School Yes <input type="checkbox"/> No <input type="checkbox"/>

PREVIOUS SCHOOL PERMISSION

Name of previous school:		
I / We give permission for school to contact previous school	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SACRAMENTAL INFORMATION

Baptism	Date	Parish	copy provided	Yes/No
Reconciliation	Date:	Parish:		Yes/No
Communion	Date:	Parish:		Yes/No
Confirmation	Date:	Parish:		Yes/No

Government requirement
 As from 2005, when Australian Student complete national tests, such as NAPLAN, their results will be linked to certain information about the background of the students, such as their language background, their parents' level of education and their occupations. This information will be analysed and used to give direction for the development of specific programs and to direct funds to areas of schooling where they are most needed. The collection of this information has been agreed to by all Australian Education Ministers.

NATIONALITY

Government requirement, must be completed.	In which country was the student born?	Australia Yes / No	Other – please specify
	Is the student of Aboriginal?	Yes / No	
	Is the student Torres Strait Islander?	Yes / No	
	Is the student both Aboriginal and Torres Strait Islander?	Yes / No	

Does the student or their mother/guardian or their father/guardian speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often)

No - English Only Yes - Other - please specify	Student	Mother	Father

SPECIAL NEEDS

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our College. It will assist the College to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

Government requirement	Does your child have: (please tick)				
	Autism		Behaviour disorders		
	An intellectual disability		A language disorder		
	A physical disability		A vision impairment		
	Giftedness		A hearing impairment		
	Acquired brain injury		Mental health issues		
	ADD/ADHD		NONE OF THE ABOVE		
	Difficulties in the basic areas of learning, other (please specify)				
What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school? (please tick)					
Alternative teaching and learning strategies		Modifications to equipment, furniture and learning spaces		Access to technology	
Personal carer support		A reader or scribe		Signing	
Braille		Other (please specify)			

HEALTH AND SAFETY

To your knowledge, is there anything in your child’s history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this school?
 If yes provide a brief description: Yes No

.....

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues.

.....

Does your child have any history of violent behaviour?	Yes	No
Does your child have any history or behavioural problems (including verbal bullying)?	Yes	No
Has your child ever been suspended or expelled from any previous school?	Yes	No
If yes, was this for:	Yes	No
• Actual violence to any person?	Yes	No
• Possession of a weapon or any items used to cause an injury?	Yes	No
• Intimidation, bullying or harassment of students or staff at a school?	Yes	No
• Threats of violence?	Yes	No
• Illegal drugs?	Yes	No
• Other (Please specify)		

I / We will provide written consent to the school on request to contact health professionals or other relevant agencies.	Yes	No
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FAMILY DETAILS – Parent contact details		Government Regulation – this section must be completed	
Mother/Guardian /Carer <i>residing at the same address as student</i>		Father/Guardian/Carer <i>residing at the same address as student</i>	
Surname:		Surname:	
First Name:		First Name:	
Religion:		Religion:	
Residential Address:		Residential Address:	
State:	Postcode:	State:	Postcode:
Work phone:	Mobile phone:	Work phone:	Mobile phone:
Email address: <i>please print clearly</i>		Email address: <i>please print clearly</i>	
Occupation:		Occupation:	
Employer:		Employer:	
Country of birth:		Country of birth:	
Nationality:		Nationality:	
Main language spoken at home:		Main language spoken at home:	
Other languages:		Other languages:	
What is the highest level of primary or secondary school completed? <i>Government regulation – this section must be completed</i>			
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 12 or equivalent	
<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 11 or equivalent	
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Year 9 or equivalent or below		<input type="checkbox"/> Year 9 or equivalent or below	
What is the highest qualification completed?		<i>Government regulation – this section must be completed</i>	
<input type="checkbox"/> Bachelor Degree or above		<input type="checkbox"/> Bachelor Degree or above	
<input type="checkbox"/> Diploma / Advance Diploma		<input type="checkbox"/> Diploma / Advance Diploma	
<input type="checkbox"/> Certificate 1 to 1V (including trade Certificate)		<input type="checkbox"/> Certificate 1 to 1V (including trade Certificate)	
<input type="checkbox"/> No non-school qualification		<input type="checkbox"/> No non-school qualification	
Parent Occupation Group	<input type="text"/>	Parent Occupation Group	<input type="text"/>

FAMILY DETAILS continued

Parent contact details for Non-Residential Parent (if applicable) **Government Regulation – this section must be completed**
Please only complete this section if there is a Parent who does not reside at the Student's Home Address.

Mother / Guardian / Carer – Non-Residential Parent		Father/ Guardian / Carer – Non-Residential Parent	
Surname:		Surname:	
First Name:		First Name:	
Religion:		Religion:	
Residential Address:		Residential Address:	
State:	Postcode:	State:	Postcode:
Work phone:	Mobile phone:	Work phone:	Mobile phone:
Email address: <i>please print clearly</i>		Email address: <i>please print clearly</i>	
Occupation:		Occupation:	
Employer:		Employer:	
Country of birth:		Country of birth:	
Nationality:		Nationality:	
Main language spoken at home:		Main language spoken at home:	
Other languages:		Other languages:	
What is the highest level of primary or secondary school completed? Government regulation – this section must be completed			
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 12 or equivalent	
<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 11 or equivalent	
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Year 9 or equivalent or below		<input type="checkbox"/> Year 9 or equivalent or below	
What is the highest qualification completed? Government regulation – this section must be completed			
<input type="checkbox"/> Bachelor Degree or above		<input type="checkbox"/> Bachelor Degree or above	
<input type="checkbox"/> Diploma / Advance Diploma		<input type="checkbox"/> Diploma / Advance Diploma	
<input type="checkbox"/> Certificate 1 to 1V (including trade Certificate)		<input type="checkbox"/> Certificate 1 to 1V (including trade Certificate)	
<input type="checkbox"/> No non-school qualification		<input type="checkbox"/> No non-school qualification	
Parent Occupation Group; <input type="text"/>		Parent Occupation Group; <input type="text"/>	

FAMILY DETAILS continued

Emergency Contact Information

(to be used in the event of an emergency if parents cannot be contacted, eg., grandparent or friend)

Contact 1		Contact 2	
Name:		Name:	
Relationship to student:		Relationship to student:	
Phone:	Mobile	Phone:	Mobile:

COURT ORDERS (if applicable)

Government Regulation – this section must be completed

Are there any current court orders relating to the student?

Yes No

If yes, copies of these court orders eg; AVOs, Family Court/Federal Magistrate Court orders or other relevant court orders must be provided. Is there other information you wish the school to be aware of?

SIBLINGS ATTENDING A SCHOOL

List all children in your family attending school (from oldest to youngest) – include applicant

Name	School	Year/Grade	Date of Birth

Mater Dei Catholic College Alumni Family

List child/ren who have attended MDCC

FAMILY MAILING DETAILS <i>Leave address blank if same as student home address</i>	ALTERNATE - FAMILY MAILING DETAILS
College mail to be sent to:	College fee account to be sent to:
Email Address: _____	Email Address: _____
Name: _____	Name: _____
Address: _____	Address: _____
Postcode: _____	Postcode: _____

Parent occupation groups

<p>Group 4</p> <p>Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> • Drivers, mobile plant, production/processing machinery and other machinery operators • Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, 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] 	<ul style="list-style-type: none"> • 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 Force ranks below senior NCO not included below • 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]
<p>Group 3</p> <p>Tradesmen/women, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> • Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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] 	<ul style="list-style-type: none"> • 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/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]
<p>Group 2</p> <p>Other business managers, arts/media/sportspersons and associate professionals</p>	<ul style="list-style-type: none"> • 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, 	<p>proof reader, sportsman/woman, coach, trainer, sports official]</p> <ul style="list-style-type: none"> • 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
<p>Group 1</p> <p>Senior management in large business organisation, government administration and defence, and qualified professionals</p>	<ul style="list-style-type: none"> • 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 complete system; identify, treat and advise on problems; and teach others 	<ul style="list-style-type: none"> • Health, Education, Law, Social Welfare, Engineering, Science, Computing professional • Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] • Air/sear transport [aircraft/ship's captain/officer/ pilot, flight officer, flying instructor, air traffic controller]
<p>Please note</p>	<ul style="list-style-type: none"> • If the person is not currently in paid work but had a job or 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, please write '8' in the box. 	

1. Internet Access Policy and Parent/Carer Technology Agreement

POLICY STATEMENT

The use of digital devices and points of access to e-mail and Internet services to students at Mater Dei Catholic College is provided to students in order to support their educational needs. These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (including for e.g. software, apps, information sharing, social media platforms, new devices etc., and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles:

- Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

This Policy informs parents of the College's expectations when students are using the devices and services provided whether provided by the College and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this policy will be subject to the College's Pastoral Care Policy and/or the Student Management: Suspension, Transfer and Exclusion Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (for eg., family & Community Services etc.,) at the discretion of College or CEDWW personnel.

The College reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and the CEDWW. School devices or personal may be taken or accessed where there is a reasonable belief that:

- There has been or may be a breach of the College rules or policy.
- There may be a threat of harm to a student or others or system security.

Students will cooperate with a direction from the school in providing access to the device.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance.

STUDENTS USING COLLEGE OWNED TECHNOLOGY

Students and their families who use a school owned device have the following responsibilities:

- To care for the laptop / device to the best of their ability.
- To keep the laptop / device secure and protect it from any malicious damage.
- To bring the laptop / device to school each day in readiness for use in the classroom – this includes having the battery charged and digital files effectively managed.
- To replace or repair any damaged, lost or stolen laptop / device at their own cost if it is not covered by warranty.
- To return the school owned laptop / device (and any inclusions such as power cords and carry case) in good order when leaving the school.

CYBERSAFETY REQUIREMENTS

This policy addresses the particular use of these technologies that has come to be referred to as 'Cyberbullying'. The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. When using school and personal devices and services students will:

- Ensure that they access the Internet only within the school proxy and filtering system provided.
- Ensure that communication through Internet and email services is related to learning.
- Keep passwords confidential, current and private.
- Accept responsibility for managing devices to ensure that nobody else can use their account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Keep personal information including names, addresses, photographs and telephone numbers, of themselves or others, private.
- Use appropriate privacy controls for all internet and app based activities. i.e. location settings
- Ensure that school services are not used for unauthorised commercial activities, online gambling or any unlawful purpose.

2. When using the school services or personal mobile phones (or similar personal equipment) students will not, and will not attempt to:

- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites/software.
- Disable system installed apps eg. Hapara Remote Control Extension.
- Allow others to use their personal accounts.
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission.
- Take photos or video of members of the school community without their consent.

3. When using ICT to communicate or publish digital content students will never include;

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or make unreasonable demands.
- Sexually explicit or sexually suggestive material or correspondence.
- False or defamatory information about a person or organisation.
- The school name, crest or any school identifier without the written permission of the Principal.

PARENT AGREEMENT (please circle I/We statement)

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Wellbeing Policies and that we will be responsible for the cost of replacing or repairing a school issued laptop / device that may be damaged, lost or stolen.

2. Mater Dei Catholic College Responsible Use of Electronic Communications and Digital Technologies, including GoogleApps for Education - Parent/Carer Agreement

Context

Today's students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the learning opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Policy Statement

Staff and students at Mater Dei Catholic College use electronic communications and digital technologies (including the internet) for learning and teaching, and acknowledge they must be used responsibly. Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. Therefore, our school believes the development of digital citizens who demonstrate ethical and responsible online behaviour is essential, and is best taught in partnership between home and school.

Using electronic communications and digital technologies to harass, bully or humiliate any individual or group of individuals is prohibited.

The Catholic Education Diocese of Wagga Wagga (CEDWW)/school reserves the right to capture, store and review all internet browsing, including emails and associated communications, across the CEDWW/school's network. Users are advised that illegal online activities will be reported to the police.

Parent Information - School support for the safe and responsible use of electronic communications and digital technologies

Your child has been asked to agree to use the electronic communications and digital technologies responsibly at school. Parents/carers should be aware that whilst the school provides a filtered internet service, the nature of the internet is such that full protection from inappropriate content can never be guaranteed - this is particularly the case where students choose to use their own internet service.

At Mater Dei Catholic College we:

- have policies in place that outline the values of the school and expected behaviours when students use electronic communications and digital technologies
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a digital citizenship program at the school which is reinforced across the school and with parents
- use mobile technologies for educational purposes e.g. podcasts or photos from excursions
- work with students to outline and reinforce the expected behaviours when using the electronic communications and digital technologies

Use of Google Apps for Education to provide email and online services for learning and teaching

The school provides email, document creation and online storage for learning through the Google Apps for Education service. Consequently emails, email account details and data may be transferred, stored and processed outside of Australia. In using the school's email and ICT systems users consent to this transfer, processing and storage of that information. In order to provide this service, the following data is required to be stored on Google's servers and includes student login information (First Name, Last Name, User name), and their network login password. The school has received advice that there is an agreement with Google to ensure privacy policies and security measures regarding the protection of personal information are in place.

CEDWW/school personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use.

As Parent/s/Carer/s I/we give permission for my/our child (please circle I/we statements) to use electronic communications and digital technologies for learning purposes. This permission is required so that students are able to make optimum use of the technology and actively participate in all lessons. I/we believe that my/our child understands their responsibility to use technology responsibly.

3. Mater Dei Catholic College Media/Communications Permission

Media/Communications Permission

I/we authorise the school to take and use photographs, video or sound recordings of the student/student's work. These items may be used by the school or the Catholic Education Diocese of Wagga Wagga (CEDWW) Diocese of Wagga Wagga for the purposes of advertising, promotion, media publicity, publication, display, web page usage or other use deemed appropriate by the school/Catholic Education Diocese of Wagga Wagga that portray the student in a positive light. If circumstances change, I/we undertake to inform the school if there is a need to rescind this media and communications permission

4. Living Arrangements

I/We confirm that _____ (Student's name)

- lives at home with both parents
- lives at home with mum as the Primary carer
- lives at home with dad as the Primary carer
- is subject to Parenting Orders and/or Custody Arrangements
- lives with someone other than their natural father or mother
- Will be a boarder at Mount Erin Boarding School

5. COLLEGE EVENTS, POLICIES and WELLBEING

(Please circle I/We and statements)

1. **The undersigned agree to support the following:**
Student participation in all College events such as:
 - College Liturgies;
 - Year level retreats, Reflection days, camps, excursions; and;
 - House Sporting events for swimming, cross country and athletics.
2. **Adhering to College Policies in relation to program of studies, sport, pastoral care and wellbeing, school uniform and appearance, discipline and the general operation of the school.**
3. **The Provision of Learning and Wellbeing Support**

Where necessary the College will discuss the student's needs and the support requirements to be put in place to assist Parents/Carers in achieving positive learning outcomes and parents/carers support this by agreeing to the following actions.

- Permission to undertake diagnostic testing throughout the year and make learning adjustments if testing indicates student literacy and or numeracy results are below benchmark.
 - Permission for the College Inclusive Education Leader and Psychologist, CEDWW Education Officer to undertake assessments to determine my child's support needs.
 - Permission for information and reports to be held by the College/CEDWW (as appropriate) for the support of my child.
 - Permission for information / reports to be forwarded to my child's health professionals.
4. **Permission for the specialist / Dr / therapist to report to the CEDWW on diagnostic information for the purpose of obtaining funding, and to support educational planning.**
 - Permission for my child to access the services and supports provided by the College Psychologist.
 - Permission for the College Psychologist to contact appropriate others within the school system as required to access my child's school records for the purposes for gathering relevant information.

6. ENROLMENT AGREEMENT

Please note: Originals will need to be produced during the Enrolment Process *(Please circle I/We and statements)*

1. **I/We** understand that if this application is successful the information that **I/We** have provided and must be kept up-to-date throughout the period of enrolment, eg; change of address, Court Orders.
2. If this enrolment is accepted **I/We** agree to support our child's participation in the religious life of the school (eg; school liturgies, retreat programs).
3. If, in time of emergencies, accidents or serious illness, **I/we** cannot be contacted **I /we give** permission for the Principal (or their representative) to seek medical attention for my child as required. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle. **Yes** **No**
4. **I/We** have read all of the information in the enrolment package and policies on the College website, and agree to abide by them should this enrolment application be successful.
5. I have read the **Internet Access Policy and Parent/Carer Technology Agreement** and give the College permission to provide my daughter/son with access to the Internet, under the conditions of the Policy and in accordance with the Agreement.
6. As parent/s, Caregiver/s; **I/We** give permission for my child to utilise email and the **Google Apps Education Service** as required for learning purposes.
7. **I/We** have read the **Standard Collection Notice** about the collection and management of the personal information contained in this form.
8. **I/We** understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

ENROLMENT AGREEMENT CONTINUED *(Please circle I/We and statements)*

I/We, hereby apply for enrolment at Mater Dei Catholic College for the above student and acknowledge and understand in its entirety, this Application for enrolment form. **I/We** also confirm our acceptance of terms and conditions of this agreement. **I/We** also declare that all information provided in this form is to the best of **my/our** knowledge, true and correct. **I/We** understand the Acceptance of enrolment for **my/our daughter/son/ward** into Mater Dei Catholic College Wagga Wagga, implies agreement by **me/us** to accept and support all the rules, regulations and decisions of the College.

Father / Legal Guardian/ Carer – Print Name		Mother / Legal Guardian/Carer – Print Name	
Signature:	Date:	Signature:	Date:

7. TUITION FEE & CHARGES AGREEMENT

(Please circle I/We statements)

I/We, the undersigned, agree to pay the approved school fees each year in accordance with the following;

1. The approved fees are to be paid in full within 30 *days* of invoice (unless otherwise agreed) as per approved payment plans.
2. Approved fees means the annual fees as set by the College each year covering all compulsory charges (as reduced by any discount applying, if any). Approved fees also includes fees of optional items that are chosen.
3. Any change to the designated fee payer/s listed here on this Enrolment Application must be submitted to the College in writing, signed by all interested parties. Failure to make such an arrangement could result in contact with a Debt Collection Agency.
4. If any circumstances should arise to alter your ability to adhere to the above, we agree to contact the Principal or Business Manager regarding same.
5. At the time of enrolment a non-refundable \$50.00 Application Fee is to be paid.

I/We have read clearly, understand and agree to ALL conditions in this Enrolment Agreement

Father / Legal Guardian / Carer – Print Name		Mother / Legal Guardian / Carer – Print Name	
Signature:	Date:	Signature:	Date:

8. SPLIT/SEPARATED FAMILY – (if applicable)

For separated or mixed families where the fee is shared and each fee payer charged separately – Please contact the College for an application to divide school fee payments.

In accordance with the Diocesan School Fee Collection Policy families who wish to divide school fee payments and/or nominate a third party for fee payments are required to contact the Finance Manager for an application to divide school fee payments. This form is available only on request from the College.

Please note: Acceptance of this application for enrolment is subject to the approval of the school's Enrolment Committee. Acceptance to the College does not constitute acceptance into any other Catholic School (Primary or Secondary). Giving false or misleading information is a serious offence. In the event that statements made in the application later prove to be misleading, any decision made as a result of the application may be reversed.



Student Collection Notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the COLLEGE. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. COLLEGE collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the COLLEGE. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the COLLEGE to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the COLLEGE.

2. Some of the information the COLLEGE collects is to satisfy the COLLEGE's legal obligations, particularly to enable the COLLEGE to discharge its duty of care.

3. Laws governing or relating to the operation of a COLLEGE require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. The COLLEGE may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the COLLEGE's ability to provide educational, first aid and related services.

5. A student's health and medical information will be disseminated and used within the COLLEGE to best meet the COLLEGE's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. The COLLEGE may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- government departments;
- third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
- another COLLEGE to facilitate the transfer of a student;
- medical practitioners, and people providing educational support and health services to the

COLLEGE, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;

- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- people providing administrative and financial services to the COLLEGE;
- anyone you authorise the COLLEGE to disclose information to; and
- anyone to whom the COLLEGE is required or authorised to disclose the information to by law, including under child protection laws.

7. If this information is not provided to us, the COLLEGE will not be able to fully discharge its duty of care to its students and staff.

8. The COLLEGE will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the COLLEGE's Parent & Friends Association who assist in the fundraising activities of the COLLEGE. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

9. The COLLEGE may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The COLLEGE's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations

10. The COLLEGE's Privacy Policy is accessible via the COLLEGE website or from the COLLEGE office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the COLLEGE has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the COLLEGE's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

11. The COLLEGE's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.

12. On occasions information such as academic and sporting achievements, student activities and similar news is published in COLLEGE newsletters and magazines, on physical displays throughout the COLLEGE and on our intranet. This may include photographs and videos of student activities such as sporting events, COLLEGE camps and COLLEGE excursions.

The COLLEGE will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.

The COLLEGE will obtain separate permissions from the student's parent or guardian prior to including personal information on class lists or COLLEGE directories.

13. If you provide the COLLEGE with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the COLLEGE and why, that they can request access to and correction of that information if they wish and to also refer them to the COLLEGE's Privacy Policy for further details about such requests and how the COLLEGE otherwise handles personal information it collects and complaints it receives.