

## *STUDENT ENROLMENT – APPLICATION*

FOR:



Office Use Only	
Date Received	
Copies - Birth Certificate	
- Current Report	
- NAPLAN Results	
- Visa/Passport	
Date of Interview with Principal	

10852 New England Highway  
HIGHFIELDS QLD 4352  
[www.tccollege.qld.edu.au](http://www.tccollege.qld.edu.au)

Telephone: (07) 4630 8444  
Email: [admin@tccollege.com.au](mailto:admin@tccollege.com.au)

## Conditions of Enrolment

Enrolment at Toowoomba Christian College is subject to the following terms and conditions:

1	<i>That the parents/caregiver<sup>1</sup> will support the principles and expectations of our offering of Christian education as outlined in the Student Enrolment – Application, the Conditions of Enrolment, the School Standards and the School Policies (collectively called the “School Policy Documents”) which are available in the “Policies” and “Enrolment” tabs on the school website.</i>
2	<i>That the student will be allowed to participate fully in the life and program of the school.</i>
3	<i>That the student will adhere to the school’s uniform policy.</i>
4	<i>That the parents/caregivers will meet their financial obligations to the school regarding fees.</i>
5	<i>That the parents/caregivers and the student support the school’s policies, philosophy and practice.</i>
6	<i>That the parents/caregivers and the student will abide by the school’s Social Media policy.</i>
7	<i>That the parents/caregivers support the school’s Discipline Policy.</i>
8	<i>That the parents/caregivers endorse the outworking of the school’s Mission Statement in the education of their student.</i>
9	<i>That the parents/caregivers keep the school up to date with information that may affect the student’s learning and/or behaviour.</i>
10	<i>If during the course of your child’s education we request that you seek independent assessment of your child’s learning or physical abilities, or any other matter that may affect the school’s delivery of education, you agree to seek such assessment within a reasonable timeframe.</i>
11	<i>That the school may suspend a student at its discretion.</i>
12	<i>That the school reserves the right to terminate the enrolment of a student when the parent or caregiver is involved in serious or persistent misconduct in relation to a student, a member of staff, another parent or to the reputation of the school<sup>2</sup>.</i>
13	<p><i>We may terminate this enrolment if:</i></p> <ul style="list-style-type: none"> <li><i>i) You are in breach of these conditions and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so;</i></li> <li><i>ii) Mutual trust and co-operation between us breaks down;</i></li> <li><i>iii) We decide at the end of the school year that we do not wish to continue the contract for the following school year for any reason.</i></li> </ul>
14	<i>That the school may place specific conditions at any time on an enrolment including a period of probation.</i>

<sup>1</sup> Includes guardians, foster carers and defacto guardians such as grandparents or other relatives

<sup>2</sup> “The focus of any school should be upon the education and welfare of the children who attend. Of course, parents need to play a full role and take a keen interest in their children. All of that is right and proper. Equally parents must, and most do, appreciate a school is a community that needs to be permitted to get on with its principle [sic] task of educating children collectively. No school should be bombarded with unwarrantable demands by parents. Teaching and other staff bear a heavy responsibility in what they do.” Judge Jeremy Richardson QC. *T v Hall Schools of Wimbledon LLP* [2013] EWHC 2728 (QB)

You acknowledge and accept that the School Policy Documents may be amended during the time of your child’s enrolment and that the amended School Policy Documents will form the basis of the ongoing enrolment. The School reserves the right to change the School Policy Documents from time to time. If any such change is made, then the change is binding once the school community have been given notice of the change in the School newsletter or on the school’s website, and the change will take effect from the date which is specified as the effective date of change specified in the School newsletter or on the school’s website. By sending your child to school after the effective date of change, you confirm that you are aware of and accept the change or changes to the School Policy Documents. If you do not wish to accept any such change, you are entitled to terminate your child’s enrolment.

You understand that by completing and submitting this *Student Enrolment - Application*, you acknowledge and support the Conditions of Enrolment, and wish to be interviewed with respect to enrolling your child/ren.

Name of Father/ Caregiver		Signature	
Name of Mother/ Caregiver		Signature	
Date	/ /		

## DETAILS OF STUDENT'S SCHOOLING

### Details of Student

Christian or Given Name(s)		Family Name			
			M		F
Date of Birth		A copy of your child's Birth Certificate is attached			
		Yes		No	
Country of Birth		A copy of your child's Visa/Passport is attached (if applicable)			
		Yes		No	

### Student's Current School

Is your child currently enrolled in any school?		Yes		No	
Where is your child currently enrolled?					
School				Grade	
A copy of your child's latest school report is attached			A copy of your child's latest NAPLAN result is attached		
Yes		No		Yes	No

### Commencement of Enrolment

What Grade & Year would you like your child to start at Toowoomba Christian College?	Grade		Year	20____
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### Previous School Experience

Please list below other schools that your child has attended					
School		Grade		Year	
School		Grade		Year	
Reason for leaving most recent school?					
Has your child ever been suspended, expelled or refused admission to another school? If yes, please explain below.		Yes		No	

## Learning Support

Does your child currently receive learning support from their current school?	Yes		No	
If yes, please supply details.				
Has your child repeated any year?	Yes		No	
If you have answered yes to either of the above, what are your expectations of TCC in educating your child?				

## Physical and/or Behavioural Difficulties

Does your child have any physical difficulties?	Yes		No	
Does your child have any behavioural difficulties?	Yes		No	
Has any formal assessment been undertaken by a medical specialist? i.e. Pediatrician or Occupational Therapist (e.g. ASD, HI, PI, VI, II, etc.)?	Yes (outline below)		No	
Please attach copies of any relevant information, including the outcome of assessment by a medical specialist(s).				
Do you give permission for the school to contact the specialist to discuss how the school may best help your child in light of these issues?	Yes		No	

## Mental Health Issues

Does your child have any mental health issues?	Yes		No	
If Yes, has any formal assessment been undertaken by a medical specialist? i.e. Psychologist, CYMHS	Yes (outline below)		No	
Please attach copies of any relevant information, including the outcome of assessment by a medical specialist(s).				
Do you give permission for the school to contact the specialist to discuss how the school may best help your child in light of these issues?	Yes		No	

## Student's Christian Faith

Please summarise below, your child's understanding of Christianity:				
Does your child attend RE classes at their current school?	Yes		No	

## DETAILS OF HOME LIFE

### Student's Address

Student's Home Address	Postal Address

### Parent/Caregiver Information

Please outline below the parents/carers who are looking after this child at the address given above.

Full Name	Full Name		
Gender		Gender	
Date of Birth		Date of Birth	
Contact Phone Numbers			
Home			
Work		Work	
Mobile		Mobile	
Email		Email	
Occupation		Occupation	
Place of Occupation		Place of Occupation	
Current Church			
Pastor/Minister			
Brief Statement of Christian Faith		Brief Statement of Christian Faith	

### Details of Parent not living with Student

Full Name	Address		
Date of Birth			
Mobile		Email	

## Particular Family Circumstances

Are there any particular circumstances we need to be aware of? (Parents Separated, Family Custody Orders, Parenting Plan or DVOS, etc.)

Yes

No

If Yes, please outline all details, including current parenting arrangements.  
(If insufficient space, please attach separate piece of paper)

If Yes, please attach a copy of any relevant documents.

## Reason for Applying for Enrolment at Toowoomba Christian College

Why do you wish to send your child/ren to Toowoomba Christian College?

How did you hear about Toowoomba Christian College?

Do you endorse the outworking of the school's Mission Statement in the education of your child/ren?

Yes

No

## Financial Obligations

Can you foresee any difficulties paying fees on time?

Yes

No

If Yes, please provide details.

## Invoicing of School Fees

To whom will the invoice for school fees be emailed?

Please provide the email contact details:

## IMPORTANT INFORMATION

### Communication Policy

The school will generally provide specific information about the student to both natural parents of the student and to any other person signing this enrolment contract.

The school will provide formal academic reports on the educational performance of the student to the student's parents or other appropriate person. In the absence of a court order, the school will provide these reports on request from the student's natural parent when they do not reside with the student.

We will communicate information requiring permission e.g. school excursions or camps to only one email address for each student so that it is clear what the instructions are for that child.

Our weekly School Newsletter is generally emailed to parents and to any other person signing this enrolment contract.

The school has set up a text message service when it is important to communicate with parents in a short period of time. Those carers residing at the student's address will be the ones notified by the text message.

We will display on our website the policies and rules with which you and the student are expected to comply.

### Full and Frank Disclosure

Please Note: Full and frank disclosure is required on this form. Any failure to do so may negate the initial or ongoing enrolment of your student at the School. The obligation to supply information to the school that may affect your student's enrolment at the School is ongoing.

### Parent/Caregiver Disagreement

When one of the parents or caregivers notifies the school that they do not support the enrolment of their child, the enrolment will not proceed until there is agreement between the parents or caregivers, which is expressed by both signatures on this application showing their support for the enrolment.

### Family Issues and Enrolment

When Court Orders are in place:	<p>If there are Court Orders in place or if there is a Parenting Plan (signed by both parents) Toowoomba Christian College will comply with the terms of the Orders.</p> <p>If the Orders specifically state who has the right to decide where the child attends school, the school will accept for enrolment purposes the signature of the parent who has the right to make the decision.</p> <p>If the Orders state that both parents must agree before enrolling the child in school, then both parents will be required to sign the enrolment application.</p> <p>If the Orders are silent on whether both parents need to agree, but include that the parents have "joint parental responsibility for major long term issues", then both parents should consult with each other and make a genuine effort to come to a joint decision about the enrolment.</p> <p>Please note that it is not the school's responsibility to facilitate resolution of a dispute, nor interpret family court orders when parents or caregivers disagree about matters pertaining to their child's education.</p>
When a parent states they are the only caregiver:	<p>When a parent arranges an enrolment interview and expresses in person that they are the sole carer of a child or that there are no orders in place, the school will take this statement in good faith and will process the application in light of that statement.</p>

### Change in Family Circumstances

When the enrolling parents/caregivers have a change in their circumstances, e.g. they separate or want to change their financial arrangements regarding the payment of school fees, and a disagreement arises that affects the student's ongoing enrolment, it is the responsibility of the enrolling parties to reach an agreement independently from the school either through consultation, mediation or court action. The school will not become involved as the arbiter in disputes of this kind.

The school may put in writing a 3-month limit on the determination of the disagreement with the possible consequence of termination of the enrolment if the matter is not resolved.

## Privacy – Standard Collection Notice

1. Toowoomba Christian College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasion, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website.
12. We may include students' and their parents' contact details in a class list and School directory.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

Any concern you may have regarding privacy and the school can be addressed to the Principal, who may be contacted by phone on 4630 8444 or by e-mail: [admin@tccollege.com.au](mailto:admin@tccollege.com.au).



## Mission Statement

**Toowoomba Christian College exists to provide  
a Christian education that will prepare  
students in spirit, soul and body,  
to serve the Living God  
in today's world**