Enrolment Contract

Student’s Name:
Details

Student (Full Name)

Parent/Carer(s)

(parent/carer(s) are “you”)

Introduction

Thank you for selecting Dalby Christian College. This contract explains the key undertakings that each of us have in relation to your child attending Dalby Christian College. Please read this contract carefully and ensure that you understand it before signing it and returning it to us.

Education

The College (we) will undertake to:

• Educate the student with due care and skill.
• Act in the best interests of the student and all students generally. This may mean we do not always act in accordance with individual requests.
• Deliver our curriculum in accordance with our Christian faith ethos and in a manner that fulfills government requirements.

You undertake to:

• Be an active partner in the student’s education.
• Encourage the student to participate and positively contribute to the life of the College to the best of his or her ability.
• Encourage the student to behave in a way which is in accordance with our Christian faith ethos and in a manner consistent with College policy and expectations.

Please note:

→ We do not guarantee a particular level of achievement for each student. Achievement depends greatly on the attributes and effort of individual students.

→ It may be necessary to alter the College’s academic and other programs at any time without notice to meet the needs of the students and/or the College.
Health

You assure us that you have given us full information about the health of the student when applying for enrolment.

We undertake to:

• Act in the student’s best interest in times of medical necessity including incurring expenditure as we consider necessary in the best interests of the student. If a medical or other emergency involves your student we will attempt to communicate with you as soon as possible.

• Provide basic first aid treatment as required.

• Inform you when the student needs to be collected from the College.

• Cooperate with you to establish a health action plan at the College if your student has a diagnosed conditions.

You undertake to:

• Supply us with necessary information about the health of the student, and to let us know if there is any improvement or deterioration in the health or physical abilities of the student, while the student is at the College.

• Collect your child due to a health issue, illness or injury when requested.

• Reimburse us for medical costs incurred by us when we act in the best interest of the student.

Please note:

The Senior Management of the College has the right at their discretion to close the College during any epidemic or other serious circumstance affecting the College, during such time and in such circumstances as the Senior Management of the College think fit without creating any right to a refund of any fees paid or payable.

Communication

Communication between the College and families is an important aspect of schooling. We communicate most of our information and updates via electronic methods (for example, email). Therefore it is important to maintain an up-to-date email address. Other forms of communication may be used by us depending on the nature of the issue (for example; phone call, traditional mail, text message or diary note).

We will provide information about the student to you.

Our policies and rules with which you and the student are expected to comply are generally available via our webpage and/or in publications that we make available.

We undertake to:

• Communicate to you using the details you have provided.

• Communicate with you in a cordial manner if we have an issue that directly concerns the student and/or our enrolment agreement with you.
You undertake to:

• Ensure your contact details remain up-to-date including an email address.
• Keep the College informed in a timely manner of any changes to your child’s medical or other important details.
• Advise the College of any absence.
• Make arrangements with the registrar if you are planning a holiday or other event where the student will be away from the College for more than four school days.
• Communicate directly with the appropriate staff member in a cordial manner if you have an issue that directly concerns the student or your enrolment arrangement.
• Follow the established and documented methods available in the College if you have an issue or complaint.

Please note:

The College has policies in place that explain how we work with those families that have more than one household involved in the care of the student and/or where non-custodial natural parents seek information. It is important to note that in Australia the natural parents who are not party to the enrolment contract are usually also permitted to request information about the student’s educational progress and other related activities.

Where additional copies of information or interviews are requested (for example, additional report card to a non-custodial natural parent) the College may charge additional fees for the provision of the service.

**Fees**

We undertake to:

Advertise fees before the start of each new academic year.

Invoice you your annual fees in time for you to pay by the due date.

You undertake to:

• Pay your fees on time or by instalments in accordance with the agreed scheduled direct debit plan or Centrepay.
• Immediately pay the remainder of fees due for the academic year if you cancel the direct debit plan or Centrepay arrangement.
• Contact the College as soon as possible (at least within a week) if for any reason you are unable to meet your responsibility to pay your fees.
• Pay any expenses incurred in the recovery of any outstanding fees or other amounts owed by you to the College, including the use of a third party debt recovery agency.

Please note:

If not paying upfront, a direct debit plan or Centrepay deduction must be in place before the student starts.

A discount is available for payment of annual fees in full.
For enrolments commencing during the academic year, fees must be paid in advance of the student commencing or a scheduled direct debit plan or Centrepay arrangement must be established.

Fees are inclusive of many services. No refund is applicable where services are not used. Individual components of the fees are not listed or calculated separately.

**College Expectations**

The College undertakes to:

- Operate the College in a respectful, safe and responsible manner in keeping with its Biblical Christian faith ethos.
- Make available and promote the expectations of the College (policies, procedures and rules).

You undertake to:

- Comply with the policies and rules of the College. You must ensure, as far as practicable, your child complies with those policies and rules.

Please note:

- We may discipline the student for failure to comply with directions given by a person in authority or for failure to comply with the College policies and rules. These failures may occur on or off the College campus. The student may be suspended or expelled by the College for misconduct considered serious enough to warrant expulsion (that is, terminate the enrolment contract).
- Where discipline may involve the expulsion of a student, the College will not expel the student until the allegations of misconduct have been put to the student or to the student’s representative, and the student has been allowed an opportunity to respond.
- If the student is suspended by the College you must pay fees for the whole term during which the student is suspended.
- Sometimes termination can happen as a result of a series of negative issues. Normally, the student and family involved would know of the pending consequence in advance through earlier communication.
- We may search lockers, bags and property of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct activities.
- We may confiscate forbidden or dangerous property.
Indemnity

You indemnify the College against any loss or damage caused by any failure by you or the student to comply with our rules and policies. You also indemnify us against any loss or damage caused by the willful disobedience or reckless behavior of the student.

Please note:

“Indemnify” includes making payment or compensation for any loss or damage in this context.

Excursions

We undertake to:

• Arrange excursions from time to time.
• Advertise the intended excursions.
• Include some excursions at no additional cost, and others at additional cost.
• Obtain your specific consent for your child to attend excursions where the students will be away for one or more nights, where activities of a high risk nature are being undertaken, or where additional costs are expected of you.

You undertake to:

• Consent to your child attending excursions with the College without the need to sign specific permission slips for each excursion, except where specifically requested by the College.
• Contribute to excursions that do incur additional costs.

Privacy

The College collects information about pupils and parents or guardians before and during the student’s enrolment at the College. This information is treated in accordance with our Standard Collection Notice and Privacy Policy, both of which are available on our College website.
Contract

Please note:

- Your obligations under this contract are joint and several.
- You authorise us to act at the direction of any one of you.
- The College will promote the best interests of the student at all times and will remain impartial in the event of any matrimonial or custodial disputes. Generally the College has no duty and no right to enforce Family Court orders, and parents will refrain from asking the College to intervene in any such matter.
- The College may update polices throughout the time of this contract through the communication methods outlined in this contract.

Termination

We may terminate this contract without notice if:

- We believe mutual trust and co-operation between us (staff members and you) breaks down or if your actions are hostile, threatening or harassing towards the College or College community members (staff, families or students).
- We expel the student from the College.
- You are in breach of this contract and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so. This includes you or your child no longer acting in a manner that meets or supports the policies and rules of the College.

We may terminate this contract with ten weeks’ written notice if:

- We decide that we do not wish to continue the contract for any reason.

You may terminate this contract without notice if:

- We are in breach of the contract and we fail to remedy the breach within a reasonable time after notice from you requiring us to do so.
- If we increase the fees for a term by more than 10% of the fees payable for the preceding term, you may terminate this enrolment contract by notice in writing to us, within fourteen (14) days of the date on which we notify you of the increase.

You may terminate this contract with ten weeks’ written notice if:

- You decide that you do not wish to continue the contract for any reason.

Please note

- If you do not provide us with ten weeks’ notice, you must pay us 10 weeks fees. The College commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination.
**Special Conditions**

NA

**Signatures**

I understand my obligations and agree to fulfil my undertakings as contained in this contract.

Parent/Carer Name

Signature: __________________________ Date: ________________

Parent/Carer Name

Signature: __________________________ Date: ________________

**Authorised Staff Member on behalf of Dalby Christian College**

Stephen Wilson (Principal)

Signature: __________________________ Date: ________________
Fees

I/we acknowledge responsibility for the College Fees for ________________________ (student’s name):

Parent/Carer Name
__________________________
Signature: ________________ Date: ________________

Parent/Carer Name
__________________________
Signature: ________________ Date: ________________

Fee Payment Options:

Please circle your chosen response.

Please Note: When commencing mid-term, payment of the balance of that term’s fees are due when enrolling unless commencing a Direct Debit arrangement.

☐ Option 1 College Direct Debit System

I will pay by Direct Debit fortnightly – arrangement in place when enrolling. Please complete a Direct Debit Request Form.

☐ Option 2 Centrepay Deduction System

I will pay by Centrepay Deduction fortnightly – Please complete and return the Centrepay Deduction Form, 7 days prior to the first deduction date. Payments are to commence prior to the student’s start date.

☐ Option 3 Annual Payment

I will pay the Annual Fee in full at the beginning of the year.

Please Note: Discounts apply to fee payment options when paid by due dates, please refer to Fee Schedule.