

# Enrolment Agreement

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Student Family Name:

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Student First Name:

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Known as: T. S. I. or G. S. I.

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Student Date of Birth:        /        /                      Male      Female

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Year of Commencement:                                      Year Level:

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Is this student of Aboriginal or Torres Strait Islander Origin?  
No      Yes, Aboriginal      Yes, Torres Strait Islander      Yes, both Aboriginal and Torres Strait Islander

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Is your child affected by any of the following? Yes      No

If Yes, please tick the relevant box:

Speech / Language	Social / Emotional / Behavioural
Autism / Aspergers	Hearing
Non verbal Learning Disorder	ADD / ADHD
Vision	Physical
Learning Difficulty	Other (please specify):

**The College reserves the right to determine its ability to meet the needs of potential students**

## College Connections

Siblings at Good Shepherd? If yes, please provide names:

Name:	Past	Current	Future
Name:	Past	Current	Future
Name:	Past	Current	Future
Name:	Past	Current	Future

## Family Statement

Please complete a brief statement outlining your reasons for wishing to send your child to Good Shepherd Lutheran College.

Is either parent/guardian a member of the Australian Defence Force? Yes      No

# Parent/Caregiver Information

N S A G  
M R T S T A

## Parent / Caregiver Primary Contact Parent / Caregiver Secondary

### Contact

Title: Mr / Mrs / Ms / Miss / Dr / Rev / Prof Mr / Mrs / Ms / Miss / Dr / Rev / Prof

Surname:

First names:

Relationship to child

Address:

Postcode:

Postal address:

Postcode:

Telephone (Home):

Telephone (Mobile):

Telephone (Work):

SMS notification Yes No Yes No

Email:

Occupation:

Name of employer/business:

Religious denomination:

Emergency Contact:

1. Name: Phone Number:

/business Phone Number:





## Conditions of Enrolment

Applicants will not commence at the College until the following enrolment processes have taken place;

- An interview is conducted by the Head of School (or his/her delegate).
- Confirmation of Enrolment from the Principal is issued.
- Payment of Enrolment Bond in full (\$300) is received by the College

### School Rules

Parents agree to be bound by the current and future policies of the College and undertake to ensure that their child will be bound by those rules. A copy of the relevant policy is available upon request. All students are expected to wear the correct school uniform and to maintain it in a neat and tidy manner at all times. In public at all times, students are to behave in such a way as to uphold the good name of the College. The continued enrolment of all students of Good Shepherd Lutheran College will depend on compliance with all the terms and conditions as detailed in the Enrolment Agreement and Enrolment Policy (This includes but is not to be limited to, the payment of fees in a timely manner, full disclosure of infectious diseases or disabilities)

### Disciplinary

Enrolment at Good Shepherd Lutheran College also assumes a commitment by the student to the life of the College. This commitment includes, but is not limited to:

- Supporting the Christian ethos of the College
- Adhering to the main principles set out in the College's Code of Conduct requiring respect for themselves and others
- Applying him/herself to the best of his/her ability
- Attendance and participation in College events.

Serious breaches of the College's Code of Conduct may result in suspension or termination of enrolment of the student. Such breaches may include, but are not limited to:

- The possession, use or supply of illegal substances at the College or on College based activities (as is covered by the College's Drug Policy)
- Major property damage or theft
- Sustained or serious harassment or victimisation
- Sustained refusal to cooperate with College requirements for student behaviour (as is covered by the College's Conduct and Relationships Policy)
- Any behaviour that undermines the Christian ethos of the College

### Uniform

Each student is required to wear full College uniform as per the Uniform Policy. A copy of the uniform guidelines is available from the administration offices at each campus and is found in the Parent Handbook

### Ethos

The College aims to model Christian community in action through its daily operations and through the

**Personal Possessions**

The College does not accept liability for damage or loss of any personal possessions of students and insurance for a student's personal possessions is the responsibility of the family.

**Enrolment Bond**

To secure a place at Good Shepherd Lutheran College, a refundable \$300.00 Enrolment Acceptance Bond is required, unless paid at enrolment into the College's Early Learning Centre's. The bond will be held by the College and will be refunded in full when the student leaves, provided that notice of withdrawal\* is given and all outstanding monies are paid in full (outstanding resources and/or equipment are taken from the bond). Should the bond be paid and the student's enrolment be cancelled before commencing at the College, the bond will be forfeited.

**Notice of Withdrawal**

Please provide notice of withdrawal\* should your child be leaving the College. If notice of withdrawal\* is not provided, the \$300.00 Enrolment Acceptance Bond will be not be refunded and the full fee for that specific term will be charged.

\*notice of withdrawal – one school term – corresponding with the published Good Shepherd Lutheran College NT school terms as per the College website [www.goodshepherd.nt.edu.au/enrolments/term-dates](http://www.goodshepherd.nt.edu.au/enrolments/term-dates) (excludes school holidays).

**Termination of Schooling**

The Principal reserves the right in absolute discretion to suspend a student for disciplinary purposes, whether temporarily or permanently.

**Payment of Fees**

There are two payment options:

1. Fees are due and paid within 14 days of statement issue. Fees may be paid by cash, cheque, Mastercard, Visa or Electronic Funds Transfer (EFT)
2. Payment over the school year by direct debit through the College's PaySmart system (link on College website). More information regarding PaySmart will be sent on confirmation of enrolment.

The College is entitled to pursue recovery of outstanding fees and charges to the full extent of the law. In the event of any debt recovery action, I/we am/are responsible for any and all debt recovery fees and expenses incurred by the College. If I experience difficulty in meeting the payment of College fees, I will contact either the Principal or the Business Manager to discuss payment options and to comply with the conditions of any special arrangements made.

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## Privacy Information

1. The 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 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 provide schooling to the pupil and to enable them to take part in all the activities of the College.
2. 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.
3. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Lutheran Education agencies, medical practitioners, and people providing

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# List of Parental Occupation Groups

## GROUP 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**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 service administrator

**Other administration** [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 complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

## GROUP 2: Other business managers, arts/media/sportspersons and associate professionals

**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, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical 5 (el, cinema, thea)5 (treieoeO Tdi, c)15 O (lis)10.1 (t, authoports oExO 1 T3CA

