



ASSUMPTION COLLEGE

ENROLMENT AGREEMENT

Assumption College Kilmore is owned, operated, and governed by Marist Schools Australia Ltd (MSA Ltd) (working in cooperation with the Melbourne Archdiocese of Catholic Schools (MACS)) to deliver secondary education through an inspired curriculum with opportunities for faith and formation to all who join our community, in line with our Mission as an inclusive and transformative Marist community inspiring one another to shape the future with audacity and hope.

Terms and Conditions of Enrolment

1. Education Services

- 1.1 Colleges in the Marist tradition exist to make Jesus Christ known and loved through the provision of a Christian education that brings faith, culture, and life into harmony.
- 1.2 Parents/guardians/carers, as the first educators of their children, enter a partnership with the college to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the college in the provision of education to their children within the scope of the college's registration and furthering the spiritual and academic life of their children.

2. Enrolment

- 2.1 Parents/guardians/carers are required to provide particular information about their child during the enrolment procedure, both at the application stage and if the college offers your child a place. Please note that lodgement of the application for enrolment form does not guarantee enrolment at the college. If the information requested is not provided, the college may not be able to enrol your child.
- 2.2 To meet MSA Ltd and government requirements, parents/guardians/carers will need to provide the college with a completed application for enrolment form including, among other things, the information listed below:
 - a) evidence of your child's date of birth (e.g. birth certificate, passport)
 - b) religious denomination
 - c) previous school reports (if applicable)
 - d) names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
 - e) names of emergency contacts and their details
 - f) specific residence arrangements
 - g) information about the language/s your child speaks and/or hears at home
 - h) nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
 - i) doctor's name and telephone number
 - j) medical conditions, including immunisation history
 - k) information on additional learning needs (e.g. whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
 - l) parenting agreements or court orders, including any guardianship orders.
- 2.3 After lodgement of the application for enrolment form, college staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that have been noted on the application for enrolment form. Any additional needs your child may have should be discussed with college staff at an enrolment interview (or equivalent) prior to enrolment. An interpreter may be organised, if required.
- 2.4 The order of priority for enrolment at college is detailed in the college's Enrolment and Exclusions (Boarding and Day School) Policy.

- 2.5 In signing the Enrolment Agreement, the applicant agrees to the college's policies which may be changed during the period of enrolment at the discretion of the college.
- 2.6 The College's policies do not form part of the Enrolment Agreement.
- 2.7 If the applicant wishes to withdraw the student from the college, the applicant must give the college one term's notice in writing signed by each of the persons who signed the Enrolment Agreement or pay the college the equivalent of one term's fees.

3. Fees and Charges

- 3.1 The college is responsible for the setting of annual fees which is subject to approval by MSA Ltd. Fees in advance must be paid for a child to enrol and continue to be enrolled at the college.
- 3.2 Where there is more than one applicant, both persons will be equally responsible jointly and severally for the college's fees and any other charges.
- 3.3 All fees are due and payable in full on the date set out in the fee statement via a direct debit payment unless another arrangement has been pre-agreed in writing between the applicant and the college.
- 3.4 The applicant shall be liable for payment of an application for enrolment fee at the current rate in order to apply for enrolment. This fee is neither refundable nor transferable after an offer of a place is made.
- 3.5 The applicant is responsible for fees and charges supplied in relation to all excursions and camps, and all other applicable levies (e.g. laptop levy and, in the case of boarding students, any other applicable charges), during the enrolment period.
- 3.6 The student will not be permitted to enter a new term while any part of the fees or charges for the previous billing period remain unpaid, unless approved by the Business Manager. This includes any fees incurred by the college in relation to courses such as VET courses, which are discontinued by the student.
- 3.7 If the student is admitted to the college during a term, fees will be charged on a pro rata basis.
- 3.8 No refund of fees paid or waiver of any fees outstanding will be made if the student is withdrawn from the college during a term or is absent for any reason.
- 3.9 If a student is withdrawn at the insistence of the college, the applicant is liable for all fees and charges to the date of notification of the student's enrolment at the college being terminated.
- 3.10 The Business Manager is authorised to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.
- 3.11 Any overdue accounts may result in late fees, suspension of enrolment, the exclusion of the student from certain activities, the permanent exclusion from the college and recovery via legal action which shall involve both payment of the unpaid fees and charges and costs of recovery being charged to the applicant.

4. Child Safe Environment

- 4.1 Catholic college communities have a moral, legal, and mission-driven responsibility to create nurturing college environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 4.2 Every person involved in Catholic education, including all parents/guardians/carers at our college, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 4.3 The college's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students in order to safeguard them against abuse.
- 4.4 The college has established human resources practices where newly recruited staff, existing staff and volunteers in the college understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the college's relevant policies and procedures. The college also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 4.5 The college has robust, structured risk management processes as prescribed by MSA Ltd that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities with which students within our college engage.

- 4.6 The college, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously, and their concerns are addressed in a just and timely manner.
- 4.7 The college's child safety policies and procedures are readily available and accessible.

5. Period of Enrolment

- 5.1 The enrolment of the student, once approved by the principal of the college, commences in the entry year, and continues until the completion of the last year at the college or until the student's enrolment is otherwise withdrawn or terminated.

6. Attendance

- 6.1 The student must attend the college on the dates and between the hours advised by the college. In addition, the student, and the applicant if required, must attend and participate in all co-curricular activities including sporting training and matches, camps, excursion, Mass, music rehearsal and performances, inter-school activities and public and community events, which may be held on the weekend or before or after normal school hours.
- 6.2 It is the responsibility of the applicant to advise the college as soon as practicable if a student is to be absent for any reason and the estimated length of absence.
- 6.3 The student will not be able to attend the college for any period of time during which the student is suffering from a disease or condition which is contagious through normal social contact, or a medical practitioner has recommended the student not attend.
- 6.4 The applicant will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further their education so that the student may develop holistically in accordance with Marist teaching.

7. Policies and Procedures

- 7.1 Relevant policies and procedures are available on the college website. For the purposes of this agreement, a reference to the college's policies and procedures also includes processes, codes, guidelines, and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the college's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
- the care, safety and welfare of students
 - standards of dress, grooming and appearance
 - grievance and complaints
 - social media and the use of information, communication and technology systems
 - student behaviour and conduct and discipline of students, including, where applicable, boarding house policies, procedures, and codes
 - parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
 - privacy.
- 7.3 The college has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, MSA Ltd, and subject to relevant delegations to the principal of the college.

8. Terms of enrolment regarding acceptable behaviour or conduct

- 8.1 The college is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The college community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the college has a right to feel safe, to be happy and to learn, therefore we aim to:
- promote the values of honesty, fairness and respect for others
 - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - maintain good order and harmony

- affirm cooperation as well as responsible independence in learning
 - foster self-discipline and develop responsibility for one's own behaviour.
- 8.3 The college administration, in consultation with the college community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body.
- 8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the college's behaviour aims and code of conduct, and to support the college in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.
- 8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the college in the implementation of such policies, procedures, and codes of conduct.
- 8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/carers or other policy implemented by the college from time to time which sets out the college's expectations of parents/guardians/carers who have a student enrolled at the college.
- 8.7 The parents/guardians/carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent, guardian, or carer that, in the college's view, is unacceptable and damaging to the partnership between parent/guardian/carer and college, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

9. Terms of enrolment regarding provision of accurate information

- 9.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional, or educational needs, particularly where the college is required to provide additional support to the student.
- 9.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the application for enrolment form and must supply the college, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the college.
- 9.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the college promptly.
- 9.4 Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 9.5 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 9.6 The provision of misleading representation in relation to the guardianship of, or living arrangements of, the student may result in the college suspending or terminating the enrolment of the student, including where the college is not satisfied that a responsible adult of good character is providing adequate supervision and care for a student.
- 9.7 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the college may result in a suspension or termination of enrolment.

10. Enrolment for children with additional needs

- 10.1 The college welcomes parents/guardians/carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the college and parents/guardians/carers prior to enrolment regarding:
- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
 - the nature of any additional assistance that is recommended or appropriate to be provided to the child. For example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance,

- individual education programs, behaviour support plans or other educational interventions as may be relevant
 - the individual physical, functional, emotional, or educational goals that are appropriate to the child, and how the parents/guardians/carers and the college will work in partnership to achieve these goals
 - any limitations on the college's ability to provide the additional assistance requested.
- 10.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 10.3 As every child's educational needs can change over time, it will often be necessary for the college to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, to assess whether:
 - the additional assistance remains necessary and/or appropriate to the student's needs
 - the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.
 - It remains within the college's ability to continue to provide the additional assistance, given any limitations that may exist.
- 11. Assessment and updates**
- 11.1 Various opportunities are provided to keep parents/guardians/carers up to date with their child's progress. Written reports, continuous feedback and interviews are available at various times during the school year. In addition, a meeting can be arranged if there are any concerns, or you wish to receive an update on progress.
- 12. Discipline**
- 12.1 The college has absolute discretion to determine when student conduct (including for out of hours behaviour) warrants disciplinary action to be taken. The college may apply disciplinary measures that it deems appropriate in accordance with the college's policies and procedures, which may include:
 - withdrawal of privileges
 - detention at such times as the principal may deem appropriate
 - requiring the student to undertake additional school work during or after normal school hours
 - suspension
 - expulsion
 - such other consequences as the college considers reasonable and appropriate.
- 12.2 Any serious failure by the student to comply with the college's policies and procedures may affect the student's enrolment at the college. The student may be suspended from attending the college, their enrolment may be terminated and/or the college may charge or retain all or part of the fees, levies or charges for that term.
- 12.5 The applicant is expected to support the aims, objectives, Marist and Catholic ethos, rules and policies and discipline of the College. disciplinary action may be implemented against the applicant if in the opinion of the principal the applicant is found to have breached the Parent Code of Conduct. Disciplinary action may include: a warning, direction to provide an apology, direction not to enter college grounds or termination of enrolment.
- 13. Termination of student's enrolment by the college**
- 13.1 An enrolment offer (for boarding or day places) may be withdrawn by the college and/or an enrolment terminated at its own discretion in situations where:
 - Information is obtained which demonstrates a history of illegal activities or anti-social behaviour by the student
 - Relevant information is withheld by the student's parents/guardians/carers or information provided is found to be inaccurate
 - There is persistent non-compliance by a student with respect to college policies and procedures and exhaustive attempts for redressing the situation have proved unsuccessful

- There have been one or more incidents of serious misconduct by the student which endangers the moral or physical safety of other students or staff, or threaten the good order of the college
- There is a significant change in the circumstances of the parents/guardians/carers and/or the student which cannot be reasonably accommodated by the college
- There has been a failure of parents to honour the conditions of enrolment and reasonable attempts to redress the situation have been unsuccessful, including lack of resolution regarding non-payment
- a mutually beneficial relationship of trust and cooperation between the parents/guardians/carers and the college or any of its staff has broken down to the extent that it adversely impacts on the college, any of its staff or the ability of the college to provide satisfactory educational services to the student
- the student's progress and performance are such that the student is not benefiting from the academic courses provided by the college
- a Boarding student's failure to abide by the college's Boarding policies, procedures and codes of conduct which may result in disciplinary action for the student or cancellation of enrolment as a boarder (noting that the student may be permitted to remain enrolled in the day school under certain conditions).
- If a student's enrolment is suspended (either pending consideration of termination or for another reason), parents shall be fully informed of the length and requirements of the suspension.

14. Health and Medical Treatment

- 14.1 The college will notify the applicant of any injury or illness the student may suffer at the college, which warrants staff intervention or a visit to the college health centre.
- 14.2 If, during the period of enrolment, the physical and/or mental health of the student changes at any time, the applicant will notify the college and provide any relevant medical information or reports in a timely manner. The college reserves the right to assess and determine its ability to provide ongoing education to a student and reserves the right to require the applicant to provide the college with information as requested, or to require the applicant to withdraw the student for a period of time reasonably required to undergo medical treatment.
- 14.3 In the event the student is involved in a medical emergency and the applicant or nominated contact person cannot be reached, the college can act and incur expenditure as it considers necessary in the best interests of the student. The applicant will indemnify the college for the cost of any such treatment or action taken.
- 14.4 The student is permitted to access the college's specialists including the college nurse, psychologist, counsellors, occupational therapist, and speech pathologist. The applicant consents to those services being provided to the student and understand there is confidentiality between the student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations).

15. Personal Possessions

- 15.1 It is the responsibility of the student and the applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the college is not liable for any loss or damage to this property. This includes student property in the boarding houses.
- 15.2 The applicant will indemnify the college for any loss or damage to school property arising from the use or possession of such property by the student.

16. Communication and Privacy

- 16.1 From time to time throughout the year, students may have the opportunity to be photographed, recorded, or filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media. The applicant consents to such use and disclosure of the student's photo, recording or film unless consent is expressly withdrawn via written notification to the college.
- 16.2 The applicant consents to the college using their personal information and the student's personal information for the purposes of receiving marketing communication in accordance with the Privacy

Policy of the College. The applicant may at any time opt out of receiving any marketing communication by contacting the college at principal@assumption.vic.edu.au There is no charge or penalty for opting out from any marketing communication.

- 16.3 The holistic development of the student in accordance with the Marist tradition remains the priority of the College in carrying out its duty of care to the student. As such, the college makes no representation or promise regarding any particular academic achievement or level of performance of any student.

17. General

- 17.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers Assumption College in relation to the enrolment of the student at the college.
- 17.2 The parents/guardian/carers acknowledge that MSA Ltd and/or Assumption College may from time to time vary the terms and conditions of this enrolment agreement.
- 17.3 Parents/guardians/carers acknowledge that a student's enrolment at the college may be terminated in the event of a material breach of this agreement or the application of one of the college's policies and procedures necessitates or permits such termination.
- 17.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 17.5 The agreement is governed by the laws of the State of Victoria, Australia.



ASSUMPTION COLLEGE

ACCEPTANCE OF ENROLMENT

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Marist Schools Australia Ltd (MSA Ltd), as the governing authority for the college and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the college's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the college in the entry year and entry level noted in the enrolment application form.
- I will support and abide by all MSA Ltd and college policies and procedures (including processes, codes, guidelines, and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, college uniform, acceptable behaviour, child safety, discipline and general operations of the college.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the college promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I will pay the current college fees for my child and also pay any variation or increase of fees and levies as required by the college, or I will otherwise notify the college immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the college (e.g. school liturgies, retreat programs).
- In the event I have any concerns, I will raise them initially with the relevant teacher or the college principal.
- I will treat all members of the college community with respect as befits a Catholic school.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- As a parent/guardian/carer, I will support the vision of Assumption College. In accepting the enrolment, I agree to abide by all of MSA Ltd's and the college's policies and procedures which are reviewed regularly and may be subject to change at the college's discretion. I will work with the college to support any academic/social/behavioural needs of my child. I understand that the consequence of not complying with MSA Ltd and the college's policies and procedures may result in the termination of the enrolment.
- I have read and understand the Parent Code of Conduct and the criteria for termination of enrolment as provided for in the Assumption College policies and/or procedures and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent Code of Conduct as may be published from time to time.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.



ASSUMPTION COLLEGE

ACCEPTANCE OF ENROLMENT

Please complete, sign where indicated, and return to the Enrolments Office.

| Parent/Guardian/Carer #1 | Parent/Guardian/Carer #2 |
|--------------------------|--------------------------|
| First name: | First name: |
| Last name: | Last name: |
| Signature: | Signature: |
| Date: | Date: |
| Student Details | |
| First name: | Last name: |
| Signature: | Date: |

Please note: this form requires the signature of both parents unless otherwise stated in a Court Order or if one parent is deceased. If both signatures are not appended, the circumstances should be indicated in a separate attachment and include supporting documentation. If, at any time, the account is not paid by the respective billing due dates, the college will notify the signatories on the Acceptance of Offer.

Disclaimer: Personal information will be held, used, and disclosed in accordance with the Assumption College Privacy Collection Notice and Privacy Policy available on the college website.

PLEASE NOTE!

If your offer of enrolment also includes an offer of a place in the boarding house, you need to read the "Boarding Placement Agreement" and complete, sign and return the "Acceptance of Boarding Placement" in the next section.

ENROLMENT OFFICE USE:

Received (date):

Processed:

Initial:



ASSUMPTION COLLEGE

BOARDING PLACEMENT AGREEMENT

Further to the terms and conditions included in the Enrolment Agreement, the following apply to applicants offered a place in our Boarding Program.

1. Boarding Program

- 1.1 The college provides accommodation services for students at the main college campus located on Sutherland Street Kilmore, Victoria. The boarding premises is a registered school boarding premises as defined by the Victorian Registrations & Qualifications Authority (VRQA). The College and the Boarding House operate under the same legal entity governed by Marist Schools Australia (MSA) Ltd.
- 1.2 All boarding students and their parents/guardians/carers are required to abide by college policies, procedures and codes where applicable, including but not limited to those concerning student behaviour as outlined in the Student Code of Conduct Policy and Code, Behaviour Expectations, Student Behaviour Support Procedures, and the Boarding House Code of Conduct as outlined in the family and boarding handbooks.
- 1.3 Failure to abide by college policies and procedures may result in disciplinary action for the student or cancellation of boarding enrolment in the boarding house.
- 1.4 This acceptance agreement sets out the terms and conditions under which students apply to and are accepted into the boarding program. The college reserves the right to vary and amend this Acceptance Agreement from time to time. Notice of changes will be provided to parents/guardians/carers. Boarding students and their parents/guardians/carers must abide by the terms and conditions of the college's Enrolment Agreement as they relate to boarding.
- 1.5 Students can be considered for entry into the boarding program once they have met the enrolment criteria detailed in the Enrolment and Exclusions (Boarding and Day School) Policy.
- 1.6 In accepting a student as a boarder, the college will need to be satisfied that:
 - there is a reasonable expectation that the student is emotionally, psychologically, and socially ready to benefit from the structures and lifestyle of the boarding program
 - the student's parents/guardians adequately understand the challenges and expectations of residential education and can support their son or daughter in it
- 1.7 In addition to the terms and conditions contained in this Enrolment Agreement, where the offer of enrolment includes an offer of a place in the boarding program the following are also agreed to:

1.7.1 Attendance and Roll Call

The college uses the REACH boarding house software to manage students' whereabouts and leave requirements in line with the Location of Boarding Students Policy and Boarder Location Register. Parents are expected to use this system to help manage and approve leave. Leave that is not requested via the REACH system will not be approved.

1.7.2 Leave

No boarder is allowed to leave the boarding house precinct without permission. This is considered a serious breach of the Boarder Code of Conduct. Boarders are expected to adhere to arrangements that have been agreed to and approved. If these arrangements change, they must be communicated with boarding staff as soon as possible. Types of leave: local leave, early morning runs, exeat, and general leave (including overnight and weekend) as outlined in the boarding house handbook.

1.7.2 Fees

Boarding house fees cover all expenses associated with providing food and accommodation to a student in the boarding house. This includes the provision of the facilities and services including: utilities, food and beverages. Boarding house fees can be found on the college website. The boarding house fees do not include the costs of:

- a) personal medications purchased by the student and charged to their account

- b) public transport travel costs (eg: Myki)
- c) outbound and return airport transport costs either for the student or accompanying staff
- d) medical emergency or appointment transport costs (including Ambulance or other Patient Transfer Services) either for the students or accompanying staff
- e) any other expenses specifically excluded from the boarding house fees, as outlined in the Fees Policy available on the college website

1.7.3 Immunisation

Immunisation status certificates must be provided upon enrolment and will be stored in student medical records which are kept up to date in accordance with our Medical Records (Student) Policy. Students who have not received any immunisations must still provide a certificate.

Certificates will assist in the event of a disease outbreak, where unimmunised children can be quickly identified and excluded from school until the risk of infection has passed. Records of the information in each immunisation status certificate must be kept for the duration that the student attends the college. It is recommended that students are immunised according to the Immunisation Schedule Victoria.

1.7.4 Technology & Devices

When using computers, smart phones, or any other electronic device in the boarding house, boarders agree to abide by the college's policies and procedures which may be amended from time to time:

- Portable Computer Agreement
- Mobile Phone and Acceptable Use Policy for Boarding Students
- Information & Communication Technology Policy
- Bullying Prevention and Intervention Policy
- Cyber Safety Policy
- Social Media Policy

Boarders are permitted to use mobile phones under the conditions outlined in the Mobile Phone Acceptable Use Policy in the boarding house handbook which includes, but is not limited to:

- handing mobile phones in during study time as directed by staff
- handing mobile phones in to staff prior to lights out for overnight safe keeping
- providing their phone number to boarding staff
- using their mobile phone appropriately

1.7.5 Prohibited items and/or activities

The possession and/or use of drugs, including alcohol, smoking, vaping, gambling and/or pornography is not permitted at any time in the day school, the boarding houses or at college events. Aerosol sprays of any kind are not permitted.

1.8 Student withdrawal or cancellation of enrolment in the boarding house

1.8.1 Notification period and refunds

If a parent/guardian/carer wishes to withdraw the student from the boarding house, the notification period and terms are provided in the terms and conditions of enrolment.

1.8.2 Cancellation of enrolment in the boarding house

The college may cancel or suspend a student's enrolment at the boarding house at any time by giving notice of such to the parent/guardian/carer (as outlined in the College's Enrolment and Exclusions (Boarding and Day School Policy). Cancellation or suspension of boarding accommodation is at the sole discretion of the principal and may occur as a result of:

- a) unsatisfactory conduct, behaviour, or attendance of the student
- b) failure by the student or parent/guardian/carer to follow any college rules, procedures or codes of conduct
- c) failure to pay boarding fees within the terms of this acceptance agreement.

A boarding student's failure to abide by the college's boarding policies, procedures and codes of conduct may result in disciplinary action for the student or cancellation of enrolment as a boarder (noting that under certain conditions, the student may be permitted to remain enrolled in the day school).

1.9 The Boarding Acceptance Agreement may be terminated:

- a) in accordance with the provisions of this Acceptance Agreement (the "Terms and Conditions of Enrolment")
- b) in accordance with the provisions of the Enrolment and Exclusions (Boarding and Day School) Policy
- c) in accordance with the Parent Code of Conduct
- d) in accordance with the Student Code of Conduct
- e) in accordance with the Boarder Code of Conduct; or
- f) as permitted by law.



ASSUMPTION COLLEGE

ACCEPTANCE OF BOARDING PLACEMENT

I understand the standards, expectations and codes of conduct outlined in these terms and conditions apply to me and understand transgression of the Boarding House Code of Conduct may jeopardise my place within the Boarding Community. I have read the above information and declare my willingness to conduct myself according to these behaviour expectations.

| | |
|----------------------|-------|
| Student's signature: | Date: |
|----------------------|-------|

Parent/Guardian/Carer Declaration

By signing this acceptance, you agree to the Enrolment Agreement for Boarding at the college and agree to be bound by the Terms and Conditions contained in the agreement or any regulations of the college which may from time to time be in force.

- *I/We accept the offer of enrolment for my child as a boarder in the entry year and entry level noted in the enrolment application form.*
- *I/We accept responsibility for such boarding house fees listed in the college Fee Schedule, as may be charged in relation to the above student and acknowledge that as signatories to this offer, I/We are jointly and severally liable for the payment of fees.*
- *I/We agree to support the standards, expectations and codes of conduct outlined in this agreement and their application to me/us and our child.*

| Parent/Guardian/Carer #1 | Parent/Guardian/Carer #2 |
|--------------------------|--------------------------|
| First name: | First name: |
| Last name: | Last name: |
| Signature: | Signature: |
| Date: | Date: |

Please note: this form requires the signature of both parents unless otherwise stated in a Court Order or if one parent is deceased. If both signatures are not appended, the circumstances should be indicated in a separate attachment and include supporting documentation. If, at any time, the account is not paid by the respective billing due dates, the college will notify the signatories on the Acceptance of Offer.

Disclaimer: Personal information will be held, used, and disclosed in accordance with the Assumption College Privacy Collection Notice and Privacy Policy available on the college website.

OFFICE USE:

| | | |
|------------------|------------|----------|
| Received (date): | Processed: | Initial: |
|------------------|------------|----------|



ASSUMPTION COLLEGE

PORTABLE COMPUTER AGREEMENT

1. **Ownership**
The computer remains the property of the College.
2. **College Policies**
The Borrower agrees to fully support and comply with College rules and policies relating to portable computers.
3. **Care and Security**
The Borrower shall, at all times, take reasonable care of the computer and not expose it to undue risk of damage or theft. Computers must be transported in their bag at all times. The computer will not be lent to others, left visibly unattended in a vehicle or in an unlocked premise. Food or beverages will not be consumed in front of the computer. The Borrower shall submit a completed Incident Report form as soon as possible if the computer is lost, stolen or damaged.
4. **Repairs**
The Borrower* acknowledges, by taking receipt of the device, that they are solely responsible for any necessary repairs not covered under warranty. All repairs and warranty matters shall be arranged through the College ICT Department. Non-warranty repairs to the Main Device will incur an excess of up to \$250. Any replacements will be charged at cost.
5. **Terms of the Agreement**
The Agreement is for a maximum period of three years. The College will terminate the Agreement should the Borrower leave the College within the term of the Agreement. The College reserves the right to terminate the Agreement at any time.
6. **Suspension of the Agreement**
The Agreement will be suspended and the computer returned to the ICT Department should the Borrower take extended leave. Extended leave is defined as four or more week's absence during school term.
7. **Return of Computer**
On cessation of the Agreement, the Borrower shall immediately return the computer and supplied accessories to the ICT Department in good working order and repair (normal wear and tear excepted). If the computer is not returned within seven days or is returned damaged without prior notification and assessment, the Borrower* agrees to pay the full cost of replacement or repair of the computer.
8. **From time to time the ICT Department may require the temporary return of the computer for maintenance purposes. That has no impact on the Agreement.**
9. **College not Liable**
The College will not be liable for any loss of personal data or damage resulting from use of the computer. Any locally stored information is not backed up by the College. This data may be cleared by device fault or ICT maintenance. The Borrower is completely responsible for backing up any such local data and the ICT Department is not required to make any attempt at recovering said data.
10. **Annual fee**
An annual information and computer technology levy of \$400 which includes laptop, internet and usage will be added to your school fees through the period of this Agreement.



ASSUMPTION COLLEGE

PORTABLE COMPUTER AGREEMENT

Author: ICT Committee

Ratified: October 2016

Review date: October 2022

I have read the Agreement and agree to abide by the terms and conditions stated.

| Student Details | |
|-----------------|------------|
| First name: | Last name: |
| Signature: | Date: |

I/we agree that I/we are jointly and severally liable to the College for all fees and charges that will be incurred in relation to our child's use of the portable computer for the term of the Agreement.

| Parent/Guardian/Carer #1 | Parent/Guardian/Carer #2 |
|--------------------------|--------------------------|
| First name: | First name: |
| Last name: | Last name: |
| Signature: | Signature: |
| Date: | Date: |

*The Parent/Guardian(s) are financially responsible under the terms of the Agreement and therefore signatories must be consistent with the Confirmation of Enrolment Application form.