



ENROLMENT APPLICATION PACK





APPLICATION - ST AGNES' PARISH SCHOOLS 2020

Dear Parents

Thank you for applying for enrolment in St Agnes' Parish Schools. We welcome your application for the 2020 school year.

All applications will be processed at Parish Administration and based on the current zoning system, will be forwarded to the appropriate School Principal for consideration. The school will contact you to advise you on the process for making an appointment for an interview.

Please complete the attached forms: Application for Enrolment, Agreement to Pay School Tuition Fees, Family Details and Direct Debit OR Centrepay Forms and return them to:

Coordinating Executive Officer
Parish Administration Centre
49 Hay Street
PORT MACQUARIE NSW 2444

As indicated on the 'documentation checklist', it is necessary to submit supporting documentation. If you need to obtain copies of these documents, please do so as soon as possible so that they can be lodged with your application. Please remember to sign all the forms.

We look forward to receiving your application.

Yours sincerely

Stephen Pares
Coordinating Executive Officer
Parish Education & Training



A LETTER TO OUR SCHOOL FAMILIES

Dear Friends

As we consider enrolment for your children, I would like to welcome you into the St Agnes' Parish School Family. Our schools seek to meet the educational needs of the enrolled children and those needs can be many and varied. That is why our Parish School Family has Early Education, Primary Education, Secondary Education and Vocational Education, through which we support you and your child.

We are acutely aware that the children in our schools are not just students. For us, every child is sacred, and they are primarily persons and each is different and unique. The great human challenge is to become the fine person each of us can be, and the years of schooling are crucial for the growth of each person towards that goal.

There is a famous marble statue by Michelangelo of David, the towering warrior king we read about in the Bible. If we had visited his workshop in Florence at the time he produced this work, we would have seen a great big block of marble, no different from any such piece of marble. But Michelangelo saw something else – he saw David in that marble and set to work to bring him out of that raw material. I often think that is a good paradigm for education. From that raw material that is a child, parents and teachers seek to bring out the potential person that each child can be. This requires that the child develops many and varied skills which the schools will seek to provide in order to achieve the child's potential as an adult.

In the end, however, this responsibility of parents and teachers needs a clear vision of what that person should be like. It is not about being something but someone. Our Parish Family Catholic School puts before its students the person of Jesus Christ as a model to aspire to. Surely a reach too far! Not really. That same Jesus provides us with a profile, which in a special way, defines the good human being. We call that profile the Beatitudes, which introduce the fifth chapter of St Matthew's Gospel.

In our schools the children will have standards of conduct put before them and in doing so the school will simply be reinforcing the work of parents. It cannot, however, replace the profound influence of parents on their children.

I trust that this partnership between parents and the school will achieve the result that you sought when you enrolled your children in the schools of St Agnes' Parish.

Yours sincerely

Fr Paul Gooley
Parish Priest



EDUCATION
Enrol in Excellence

2020 SCHOOL TUITION FEE INFORMATION

Estimates Only

The Parish Education and Finance Councils review the school tuition fees and structure annually and approve any increase or changes. Families are notified in December each year of the approved fees for the following year. Individual schools will send statements for subject and activity costs. These are payable directly to the school and are IN ADDITION TO the school tuition fees.

2020 School Fee Schedule

		per week (52 weeks)	per instalment (3 payments)	per year (1 payment)
Senior Secondary (years 11-12)	MacKillop College (Senior)	\$75.85	\$1314	\$3942
	St Joseph's Regional College	\$75.85	\$1314	\$3942
	Newman Senior Technical College	\$75.85	\$1314	\$3942
Junior Secondary (years 7-10)	St Joseph's Regional College	\$68.05	\$1179	\$3537
	MacKillop College (Junior)	\$68.05	\$1179	\$3537
Primary (years K-6)	St Agnes' Primary	\$47.50	\$823	\$2469
	St Peter's Primary	\$47.50	\$823	\$2469
	St Joseph's Primary	\$47.50	\$823	\$2469

Payment Method & Frequency Options

Parish preferred payment method is Direct Debit

Weekly Instalments	Monday, Tuesday, Wednesday, Thursday or Friday
Fortnightly Instalments	Every 2 nd Monday, Tuesday, Wednesday, Thursday or Friday
Monthly Instalments	On the 1 st , 15 th or 25 th of the month
3 equal instalments per year	1 st instalment due on - Due dates to be advised 2 nd instalment due on - Due dates to be advised 3 rd instalment due on - Due dates to be advised
1 annual instalment	On the due date of the 1 st instalment. (early payment discount applies, see discount section below)
Centrepay deduction frequency	
Available fortnightly in accordance with payment of Centrelink Benefits. Go to humanservices.gov.au/Centrepay or contact Parish Administration for more information.	
Other payment methods available on an annual or instalment frequency:	
BPAY, EFTPOS, cash/cheques & Direct Deposit	
If you have any questions regarding payment options, please contact the Education Team at Parish Administration.	

Discounts

An **early payment discount** applies if the annual fee is paid in full by due date. A **discount** applies to accounts with or 3 more students on that account.

2020	3 children = 15%	4 children = 25%	5 children = 30%	6 children = 33%
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For all information concerning school tuition fees contact:
Education Team—Parish Administration Centre
49 Hay Street (PO Box 1736)
Port Macquarie NSW 2444

Phone: (02) 6588 7444
Fax: (02) 6588 7440
Email: enrol@pac.stagneparish.org.au

St Agnes' Primary
 Acting Principal: Mr Rick Glavin



St Joseph's Primary
 Principal: Mrs Tess Koning



St Peter's Primary
 Principal: Mr Geoff Leary



Background

The first Sisters of St Joseph arrived in Port Macquarie in 1913 and established a Primary School in an old printing office in Horton Street. In 1926, the Primary School moved to new premises in Hay Street (Parish Administration Centre) and this site continued to be St Joseph's Primary School until 1980 when it became necessary to build a new school to accommodate the ever-increasing number of pupils.

From 1975 to 1980, building took place in Bay Street (now Warlters Street) and in November 1980, this new St Joseph's Primary was officially blessed and opened.

St Joseph's Primary remains a two stream school. St Agnes' Primary established in 1982 is a three stream school. St Peter's Primary established in 1993 is a three stream school.

Mission

Each of these schools is seen to be a growth centre where a partnership between staff, parents, students and parish

- strives to create an environment which nurtures a Christ-centred community reflecting the Gospel Values
- enhances the learning and development of the whole child
- fosters an understanding of, and witness to, our Catholic faith by sharing in the evangelising Mission of the Church

Zoning

St Joseph's Primary School encompasses the Settlement Point area, Clifton, the racecourse area, Lake Innes (near Pacific Highway), Sovereign Hills, Rawdon Island and Telegraph Point.

St Agnes' Primary School encompasses the coastal strip from Town Beach to the corner of Kennedy and Pacific Drives; Koala Street and the Transit Hill area; the area West of Kennedy Drive through to the CBD; the area south of the Oxley Highway; and out to Innes Lake / Brierley Hill.

St Peter's Primary School encompasses Green Meadows, Crestwood, Emerald Downs, Lighthouse Beach, South of Port Macquarie and Lake Cathie.

Curriculum

NSW Education Standards Authority (NESA) sets the learning requirements for each Stage of primary school.

The four stages are:



The NESA syllabuses state what must be taught in these six key learning areas:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (HSIE) (History and Geography)
- Creative Arts
- Personal Development, Health and Physical Education (PDHPE).

As educators in Catholic schools, the person of Jesus Christ should be at the heart of what we teach and how we teach it. Religious Education is therefore another Key Learning Area (KLA).

The NESA syllabus requires that English and Mathematics make up about 50% of the school week – this is equivalent to at least 12 hours each week. The other subjects are spread across the remaining time.

Teaching and Learning

The Contemporary Learning Framework (CLF) is a diocesan response to the challenge to clearly articulate what we value as our educative purpose, our agreed pedagogy. A contemporary learning approach is personalised, responding to the learning needs, interests and experiences of each student. Contemporary learning is different to the way many parents of today's students were taught. It offers teachers and students many more options than the old textbook driven approach to teaching. Contemporary learning aims to empower students with the knowledge, skills and capacities to respond creatively to the challenges of their world.

Learners thrive in environments that are safe, supportive and secure. Flexible and intentionally developed learning environments encourage innovation and inquiry and help create a sense of belonging and purpose that strengthens the learning culture. These environments are stimulating and appropriately resourced. They promote high expectations and respect diversity and difference, facilitating learning for all students. Adaptive learning environments have no conventional boundaries because, being ICT rich, they are connected to the world beyond the classroom.

Please read the enclosed information thoroughly and carefully complete the required forms. Use the checklist below to ensure that all necessary documents are provided/completed.

Please complete the checklist and return with your enrolment application.

Name of student applying:

Enrolment Form	Completed	Signed	
<i>To be signed by all parents/ guardians/ persons enrolling the student</i>			
Photograph / Video Permission <i>Located within the Enrolment Form</i>	Signed		
COPY of most recent school report	Enclosed	Not applicable	
COPY of most recent NAPLAN results	Enclosed	Not applicable	
COPY of Birth Certificate <i>*Please note the original Birth Certificate must be sighted at the enrolment interview</i>	Enclosed		
COPY of Immunisation Records	Enclosed	Not applicable	
COPY of Baptism Certificate	Enclosed	Not applicable	
COPY of Medical / Specialist reports <i>If you ticked Special Needs on the Enrolment Form</i>	Enclosed		
COPY of Court Orders	Enclosed	Not applicable	
Agreement to Pay School Tuition Fees <i>To be signed by all parents / guardians / persons enrolling the student</i>	Completed	Signed	
Family Detail Form (<i>double sided</i>)	Completed		
Direct Debit / Centrepay Form	Completed	Signed	N/A - BPay

**We are unable to accept an enrolment if information is missing or it has not been signed.
Thank you for your assistance in this process.**

Office Use Only

Accepted

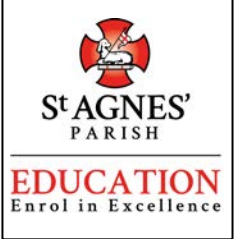
Contact Made

Enrolment Interview Date: / / Time: am/pm

Zoned School Applied For: St Agnes' Primary St Joseph's Primary St Peter's Primary



St Agnes' Parish Primary Schools
(PO Box 1736, Port Macquarie, 2444)



Student Name

ENROLMENT APPLICATION FORM

The information sought on this form is required by the School for its own purposes and to answer questions from various Government and Educational Authorities.

Please remember to bring your original birth certificate (must be sighted) along with Passport and Visa for students who are not Australian Citizens

Family Information

Family Surname	<input type="text"/>	Mail to <i>(eg Mr & Mrs A Smith)</i>	<input type="text"/>
Residential Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Postal Address <i>(if different to residential)</i>	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Phone (home)	<input type="text"/>	Mobile	<input type="text"/>

Student details

First Name	<input type="text"/>	Preferred First Name	<input type="text"/>
Middle Name	<input type="text"/>		
Surname	<input type="text"/>		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	<input type="text"/>
Commencement Year <i>(eg 2017)</i>	<input type="text"/>	Entry Year/Grade <i>(eg Yr 7)</i>	<input type="text"/>
Previous School	<input type="text"/>	Level Previous School <i>(eg Year 6)</i>	<input type="text"/>
Previous School Address	<input type="text"/>		
Kindergarten Enrolments - Name of Pre-School attended <i>(Note HOME if no preschool attended)</i>	<input type="text"/>		
Religion	<input type="text"/>	Student Mobile Phone <i>(if applicable)</i>	<input type="text"/>
Student Alternate Email	<input type="text"/>		
Does the student live independently of the Parents/Guardians?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes please provide details	<input type="text"/>		

ENROLMENT APPLICATION FORM

Student Nationality	
Government Requirement	Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify <input type="text"/>
	<i>(Note being born in Australia does not mean a student is an Australian citizen. If Birth Certificate indicates that neither parent was born in Australia further evidence must be provided to determine residency/citizenship)</i>
	Indigenous Identifier
	Is the student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No Aboriginal but NOT Torres Strait Islander origin <input type="checkbox"/> Torres Strait Islander but NOT Aboriginal <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/>
	<i>If you tick yes to any of the above, you must provide evidence as required by the Australian Government Department of the Environment confirming Aboriginality or Torres Strait Islander heritage. Refer to the following link: https://www.environment.gov.au/system/files/pages/55c7c8cd-bebb-41f1-b86b-637b69b23682/files/confirmation-aboriginality-torres-strait-heritage.pdf</i>
Does the student speak a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so please, specify the one that is spoken most often <input type="text"/>	

Student Residential Status	<i>(original documents to be sighted and copies to be retained by school)</i>
Australian Citizen (Naturalisation Certificate or Passport if country of birth is not Australia)	<input type="checkbox"/>
Permanent Resident (Passport if country of birth is not Australia)	<input type="checkbox"/>
Temporary Resident (Passport and visa)	<input type="checkbox"/>
Foreign National with residential status (Passport and visa)	<input type="checkbox"/>
Other/Visitor/Student/Passport/Other/Visa (Passport and visa)	<input type="checkbox"/>

Student Visa		<i>(original documents to be sighted and copies to be retained by school)</i>
Does the student have a Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what is the date of arrival in Australia ___/___/___	
First Australian school year <input type="text"/>	Former Name (If applicable) <input type="text"/>	
<i>(School must verify eligibility for enrolment of all VISA students with CSO – Human Services Officer prior to an offer of enrolment being made)</i>		
Passport Number <input type="text"/>	Visa Type/Subclass <input type="text"/>	
Passport Nationality <input type="text"/>	Visa Expiry Date <input type="text"/>	
Passport Expiry Date <input type="text"/>	<i>(original documents to be sighted and copies to be retained by school)</i>	

Student Medical Information	
Doctor's Name <input type="text"/>	Doctor's Phone Number <input type="text"/>
Student's Medicare Number <input type="text"/>	Valid To: ___ / 20 ___
<i>Schools need to access information from health professionals about how to manage any allergy or medical condition experienced by the student.</i>	
Allergies <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify any known allergies eg allergy to nuts, penicillin, insect stings, etc) <input type="text"/>	
Medical Conditions Please specify any medical conditions of which the school should be aware of including any medication taken by the student. (Asthma, diabetes, vision, hearing and /or prescribed medication) <input type="text"/>	
Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No Anaphylaxis <input type="checkbox"/> Yes <input type="checkbox"/> No Carries EpiPen or similar <input type="checkbox"/> Yes <input type="checkbox"/> No	

Dentist's name	<input type="text"/>	Dentist's Phone	<input type="text"/>
Dental Conditions (Please specify any significant conditions the student has had the school should be aware of)		<input type="text"/>	

Immunisation Status

(NB: Provide a copy of the Immunisation History Statement)

The Immunisation History Statement is available from:
<https://www.humanservices.gov.au/individuals/services/medicare/australian-immunisation-register/how-use-and-update-it/immunisation-history-statements>

Select **ONE** of the following:

<input type="checkbox"/> Up to Date	<input type="checkbox"/> Not up to Date	<input type="checkbox"/> Catchup Scheduled
<input type="checkbox"/> Medical Exemption	<input type="checkbox"/> No Immunisation History Statement Provided	

Additional Needs

Indicate whether the student applying for enrolment has any known or emerging Additional Needs:

Physical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medical Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioural Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental Health Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Special Needs	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that he/she may be currently receiving (Supporting documentation must be provided)

Please note: If this application is successful it is an essential part of the enrolment contract that the school be advised promptly of any changes to the needs of the student over the course of his/her enrolment. The school will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the school.

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school 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.

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? Yes No

If yes, please provide a brief description:

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child have any history of behavioural problems (including verbal bullying)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child every been suspended or expelled from any previous school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, what was this for?:

Actual violence to any person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Possession of a weapon or any item used to cause an injury	<input type="checkbox"/> Yes <input type="checkbox"/> No
Threats of violence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Intimidation, bullying or harassment of students or staff at school	<input type="checkbox"/> Yes <input type="checkbox"/> No
Illegal drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other (please specify)	<input type="text"/>

Sacramental Information (if applicable)

Sacrament	Date	Parish	Town
Baptism			
Confirmation			
Reconciliation			
Communion			

Professional Services

Please tick any of these professional services you have accessed with your child

<input type="checkbox"/> Speech Therapist	<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Optometrist	<input type="checkbox"/> Audiometry / Hearing Specialist
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Counsellor	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Paediatrician

Family Details - Residential Structure

Married
 Defacto
 Divorced
 Partner
 Separated
 Single Parent
 Widow
 Widower

Number of children:
 Boys:
 Girls:

Parish (eg Sacred Heart Parish)

Health Fund
 Fund Number

Medicare Number
 Valid to: / 20

Main Language Spoken at Home (Funding may be available to assist students where a language other than English is spoken at home)

Fee Billing

Fees will be billed to the father/guardian by default.

If you wish to change the way your account is billed (eg father 50% and mother 50%) please indicate below.

Fees billed to: <input type="text"/> %	Fees billed to: <input type="text"/> %
Address <input type="text"/>	Address <input type="text"/>
Phone Number <input type="text"/>	Phone Number <input type="text"/>

If address for fees billed is different to family postal address

Siblings attending a School/Pre-School

List all children in your family attending school or pre-school (from oldest to youngest), including applicant.

Name	School/Preschool	Year/Grade (current calendar year)	Date of birth

Court Orders (if applicable)

Are there any current Court Orders relating to the student? Yes No

If yes, copies of these court orders eg AVO's, 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?

Special Circumstances (if applicable)

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state) Yes No

If Yes, please provide a brief description of the circumstances.

Mother/Guardian Details			
Title	<input type="text"/>	Family Name	<input type="text"/>
		Given Name/s	<input type="text"/>
Address	(leave blank if same as student) <input type="text"/>		
Does the student reside at this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone Work	<input type="text"/>	Mobile	<input type="text"/>
Are You The Preferred SMS Contact For Alerts?	<input type="checkbox"/> Yes <input type="checkbox"/> No (i.e. last minute changes to excursions, emergencies etc)		
Email	<input type="text"/>		
Occupation	<input type="text"/>		
Employer	<input type="text"/>		

Mother/Guardian Occupational Group	
Government Requirement	Please select from list of parental occupational groups on page24. (Home duties/not been in paid employment for last 12 months – Group 8)
	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>
	Country of Birth, Australia <input type="checkbox"/> or Other, please specify <input type="text"/>
	Nationality <input type="text"/> Religion <input type="text"/>
	What is the highest year of primary or secondary school the mother/guardian has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")
	<input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent
	What is the level of the highest qualification the mother/guardian has completed? (Select one box only)
	<input type="checkbox"/> No, Non-School Qualification <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV <input type="checkbox"/> Bachelor Degree or above
	Does this parent/carer speak a language other than English at home?
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other please specify <input type="text"/>	

Father/Guardian Details			
Title	<input type="text"/>	Family Name	<input type="text"/>
		Given Name/s	<input type="text"/>
Address	(leave blank if same as student) <input type="text"/>		
Does the student reside at this address?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone Work	<input type="text"/>	Mobile	<input type="text"/>
Are You The Preferred SMS Contact For Alerts?	<input type="checkbox"/> Yes <input type="checkbox"/> No (i.e. last minute changes to excursions, emergencies etc)		
Email	<input type="text"/>		
Occupation	<input type="text"/>		
Employer	<input type="text"/>		

Father/Guardian Occupational Group

Government Requirement	Please select from list of parental occupational groups on page 24. (Home duties/not been in paid employment for last 12 months – Group 8)				
	Group 1 <input type="checkbox"/>	Group 2 <input type="checkbox"/>	Group 3 <input type="checkbox"/>	Group 4 <input type="checkbox"/>	Group 8 <input type="checkbox"/>
	Country of Birth, Australia <input type="checkbox"/>				
	or Other, please specify				
	Nationality		Religion		
	What is the highest year of primary or secondary school the mother/guardian has completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")				
	<input type="checkbox"/> Year 9 or equivalent or below		<input type="checkbox"/> Year 10 or equivalent		
	<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 12 or equivalent		
	What is the level of the highest qualification the mother/guardian has completed? (Select one box only)				
	<input type="checkbox"/> No, Non-School Qualification		<input type="checkbox"/> Advanced Diploma / Diploma		
<input type="checkbox"/> Certificate I to IV		<input type="checkbox"/> Bachelor Degree or above			
Does this parent/carer speak a language other than English at home?					
<input type="checkbox"/> No, English only		<input type="checkbox"/> Yes, other please specify			

Step Parents Details (if applicable and where the student lives between two homes – shared access)

Name		Name	
Relationship to student		Relationship to student	
Address		Address	
Phone Home		Phone Home	
Phone Work		Phone Work	
Mobile		Mobile	

Emergency Contact Information (To be used in the event of an emergency if parents cannot be contacted, eg. Grandparents or friend)

	Contact 1		Contact 2
Name		Name	
Relationship to student		Relationship to student	
Address		Address	
Phone Home		Phone Home	
Phone Work		Phone Work	
Mobile		Mobile	

OFFICE USE ONLY

Family code		Student No		Certificates sighted	
Application rec'd		Interview date/time		Enrolment date	
Offer sent		Offer accepted		Enrolment fee paid	
Birth position		Religion		Residency status	
Roll Class/Home group		House		Year level	
For students who are not Australian citizens					
Passport or travel docs		Country of issue		Visa Subclass	

PERMISSIONS AND CONSENT

In dealing with this application, it may be necessary for St Agnes' Parish Schools, or any part of the Catholic Schools Office, Lismore to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

In accordance with the Enrolment Guidelines and Support Procedures of the Catholic Schools Office and the Catholic Schools Office Privacy Policy, permission must be given by the parent/s or guardian/s of a student to allow the Principal or school representative to contact, collect and record any relevant information (either orally or via documentary material or report) about the child. To comply with the privacy act 2000 and current NSW law I understand that my child's records will be stored in a confidential file, for a period of seven years after he/she has left school. Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012

Student Name		Year/Level	
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PERMISSION TO ACCESS DOCUMENTS **Yes** **No**

1. I/We consent to the school/college and the Catholic Schools Office gaining access to relevant information about the student to be enrolled that was supplied with the application, held by previous schools, health care professionals or other government agencies.
2. I/We consent to the school/college and the Catholic Schools Office approaching these bodies directly. The information they request may include information related to any of the questions I/We have answered in the application.
3. I/We consent to the release of any relevant information concerning my child to appropriate professionals (medical, therapy or education).
4. I/We give permission to teachers and other staff who may be concerned with my child's education, development or welfare to attend case conferences or meetings with Catholic Schools Office Staff and Allied Health Professionals and to share information about my child.

PREVIOUS SCHOOL RECORDS **Yes** **No**

I/We give permission to the school/college to access relevant educational and pastoral records held by the previous school/preschool.

PHOTOGRAPH/ VIDEO PERMISSIONS **Yes** **No**

1. I/We give permission to the school/college, Catholic Schools Office and Catholic Schools NSW to publish any school/college related material by or about my child, including photographs and or videos in print and online promotional, marketing, media and educational material (eg newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation.
2. I/We understand that if our child is aged 15 or over that they will also have to give permission.
3. I/We understand and agree that if I/We do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the school in writing.

PERMISSION TO SWIM **Yes** **No**

I/We give permission to the school/college to allow my child to swim at school activities provided that the waterway is safe and adequately patrolled by certified life savers. My child's swimming ability is rated as (non-swimmer, poor, average, good)

FIRST AID AND MEDICAL TREATMENT **Yes** **No**

1. I/We give permission to the school/college to administer minor and basic first aid if required.
2. I/We give permission to the school/college to administer one paracetamol
3. I/We give permission to authorise the school staff to seek medical attention for my child should a medical emergency situation arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and;
4. I/We agree to meet all costs.

PERMISSION TO DRIVE TO/FROM SCHOOL **Yes** **No** **(Secondary Only)**

I/We give permission to allow my child to drive to and from school on the understanding that they have a current driver's licence and have read and agreed to the terms and conditions of the school/college policy and guidelines and that a breach of either may result in the privilege being reversed, amended or revoked.

TERMS & CONDITIONS OF STUDENT ENROLMENT

Definitions

1. "Agreement" means a Student Enrolment Contract.
2. "College" and "School" mean a Diocese of Lismore Catholic Systemic School or College.
3. "Fees" includes tuition, special or other fees.
4. "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the Principal.
5. "Parent/Guardian" is the parent(s) and/or legal guardian named in the application.
6. "Rules" includes regulations and policies designated by the Principal from time to time.

Parental /Guardian Responsibilities

- 1.1 The Parent/Guardian accepts that he/she is primarily responsible for the conduct, attitudes and general education of the student while the student is enrolled at a Catholic School/College in the Diocese of Lismore.
- 1.2 The Parent/Guardian agrees to support the Catholic ethos of the School/College in the education of the student.
- 1.3 The Parent/Guardian agrees not to engage in social media or allow children to engage in social media that disparages or brings the school or its employees into disrepute. Further the Parent/Guardian acknowledges the right of the school to suspend or terminate an enrolment in the event that social media statements are made that defame or disparage the school, employees or the Roman Catholic Church.
- 1.4 The Parent/Guardian understands that photographs containing other students should not be posted without the express consent without the express consent of the other student/s' parent.
- 1.5 The Parent/Guardian agrees to show proper care and regard for school property, the property of others
- 1.6 The Parent/Guardian agrees to abide to all work, health and safety obligations.
- 1.7 The Parent/Guardian agrees to abide by the rules and regulations of the school including those pertaining to the program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school. The Parent/Guardian further agrees that he/she will undertake to be conversant with the policies, regulations and dress codes in place at the School/College and that all Rules may be altered or added to at any time by announcement at School assembly or in the newsletter or by publication on the School/College website.
- 1.8 The Parent/Guardian agrees to raise any concerns about the School/College in accordance with the School/College and Catholic School Office policy and procedure. The Parent further agrees to not make comments about the School/College or any staff or community member which would bring the school, its staff or community reputation into disrepute or defame or humiliate individual staff members.
- 1.9 The Parent/Guardian agrees to refrain from actions and behaviours that constitute bullying, harassment, vilification and discrimination.
- 1.10 The Parent/Guardian agrees to refrain from offensive, insulting or derogatory language or conduct.
- 1.11 The Parent agrees to appropriate behaviour and conduct in relation to standards of dress, and behave lawfully in regards to smoking, consumption of alcohol and use and or possession of illicit substances on school grounds or at authorised school events.
- 1.12 The Parent/Guardian agrees to provide the School/College with all information of a medical, psychological or social nature which may be relevant to the student's welfare and education and that this information is kept up to date throughout the period of enrolment.
- 1.13 The Parent/Guardian will support the pedagogical methodology, including the use of technology in the delivery of the curriculum and other educational outcomes.

Discipline

- 2.1 The Principal is authorised to initiate whatever reasonable disciplinary measures the Principal deems necessary in relation to the conduct of the student or to suspend the student as a result of any act, omission or behaviour, judged to be sufficiently serious, or to terminate this agreement without notice. This will apply to behaviour on campus, at School/College events and anywhere else where the student's behaviour reflects adversely on the school/college.
- 2.2 The Parent indemnifies the School/College against any loss or damage caused by any failure of the student to comply with the Rules.
- 2.3 The School/College may search lockers, bags and property of the student where it is reasonable and necessary for the School/College to do so or as part of a search of a place where the School/College conducts any activities.
- 2.4 The School/College may confiscate forbidden or dangerous property, including but not limited to illegal substances, alcohol, cigarettes, unauthorised prescription drugs, weapons and other inappropriate material.

Student Activities

- 3.1 The Parent/Guardian agrees to support the child's participation in the religious life of the school (eg school liturgies, retreat programs) and that the student will participate fully in academic, sporting, pastoral care, religious activities to the required levels, as designated by the Principal from time to time.
- 3.2 The Parent/Guardian consents to the student attending and participating in excursions and activities during and out of school hours as required, in accordance with the curriculum. The Parent will ensure that the student is available, if requested, to attend certain events, e.g. swimming, athletics and cross country carnivals. The Parent consents to the School/College transporting the student off site as necessary for any school related activity.

Risk and Insurance

- 4.1 The School/College accepts no liability for the loss of personal effects while the student is on site or participating in activities off site.
- 4.2 The School/College does not insure the student's property of any description. It is the responsibility of the Parent to take action in this respect if the Parent considers insurance cover to be desirable.
- 4.3 The School/College provides limited personal accident insurance for the student (through Catholic Church Insurance CCI) and recommends that where further cover is required, the Parent take out such cover.

Fees

- 5.1 The Parent/Guardian agrees to abide by the terms of the Schedule of Fees and Charges and any fee payment policy issued by the School/College or Parish and will pay punctually, as they fall due, all fees and expenses.
- 5.2 Where more than one Parent/Guardian is a party to this agreement, each parent is aware of the fee billing arrangements nominated in the application and that the parties nominated are liable for payment of all fees and charges levied by the school/college/parish from time to time.
- 5.3 Appropriate recovery action may commence after default of fee payment.

Privacy

- 6.1 The Parent agrees to the Standard Collection Statement as contained in the Enrolment Application and agrees to its terms including alterations made from time to time.
- 6.2 The Diocesan Privacy Policy is available on our website.

Miscellaneous

- 7.1 If the student is unable to attend timetabled lessons through illness or other reasonable excuse, the Parent will inform the school through the appropriate means on the morning of the absence. The Parent will notify the School/College in writing of any extended absences for whatever reason. The School/College reserves the right to mark a student as absent – unaccepted where the reason for the absence is deemed inappropriate.
- 7.2 If any medical or other emergency arises in which the Principal considers it impossible or impractical to communicate with the Parents/Guardians/Emergency Contacts of the student, the Principal or his designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the student and the student's health, safety and protection.
- 7.3 The School/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 School/College has no obligation and is not responsible for enforcing a parenting or other applicable Court order, for example, monitor which Parent is scheduled to collect a child after the conclusion of school. The parent will refrain from asking the School/College to intervene or be involved in any parenting proceedings.
- 7.4 Where more than one Parent/Guardian is a party to this agreement the School/College may act on the instruction of the residential Parent/Guardian at the time unless a valid order of the Court states otherwise.
- 7.5 The School/College reserves the right in its sole subjective discretion to place the student in a class which it believes is appropriate.
- 7.6 The Principal and the Catholic Schools Office each has the right at their discretion to close the School/College during any emergency which affects the school/college, during such time and in such circumstances as the Principal and Catholic Schools Office think fit without creating any right to a refund of any fees paid or payable.
- 7.7 The Principal/Catholic Schools Office has complete discretion to decline to continue the enrolment of the student at the commencement of any school year or following a serious incident.
- 7.8 The School/College may survey and interview students and Parents/Guardians for the purpose of its own research in accordance with the Standard Collection Notice.

STUDENT ENROLMENT AGREEMENT AND DECLARATION

Agreement between the Trustees of the Roman Catholic Church for the Diocese of Lismore and Parent/s/Guardian/s of:



Please insert student name

Agreement and Declaration:

1. I /We acknowledge and understand that this Agreement is in force ONLY after I/We formally accept an offer of enrolment from the School/College.
2. I/We have read all of the information in the enrolment package.
3. I /We have read and agree to each of the Terms and Conditions of student enrolment as outlined in this application. Failure to comply may result in the termination of the student/family enrolment.
4. I/We have indicated our permissions/consent for our child in relation to various school matters and agree to indicate to the school in writing if these circumstances change.
5. I/We understand and support the Catholic ethos of the School/College and agree to abide by the rules and regulations of the school including those pertaining to program of studies, sport, pastoral care, school uniform, discipline and the general operation of the school.
6. I/We undertake not to engage in social media or allow our children to engage in social media that disparages or brings the School/College or its employees into disrepute. Furthermore, I / we acknowledge the right of the School/College to suspend or terminate my/our child(ren)'s enrolment from the School/College in the event that social media statements are made that defames or disparages the School/College employees or the Roman Catholic Church.
7. I/We agree to honour the financial commitments required by the Parish/School/College as per any scheduled fees and charges.
8. I/We authorise the school to seek confirmation from any nominated third party fee payer that they are liable for the percentage of fees payable as outlined in the application.
9. I/We understand that the information that I/we have provided must be kept up to date throughout the period of enrolment eg. change of address, court orders.
10. I/We agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
11. I/We agree, if my/our child should require urgent medical treatment, the school staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.
12. I/We agree to the School/College pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.
13. I/We have read the Standard Collection Notice about the collection and management of the personal information.
14. I/We declare that the information provided in the Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.
15. I/We understand that an offer of enrolment from any School/College in the Diocese of Lismore does not constitute acceptance into any other primary or secondary Catholic School/College within the diocese.

School Name:

Parent/Guardian 1

Name:

Signature:

Date:

Parent/Guardian 2

Name:

Signature:

Date:

PARENTAL OCCUPATION DEFINITION

Government Requirement	Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than 1 job, report their main job.
Group 8	Home duties If the person has not been in paid work in the last 12 months. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
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 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 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 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.
Group 3	Tradesmen/women, clerks and skilled office, sales and service staff 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, and admissions clerk. 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.
Group 4	Machine operators, hospitality staff, assistants, labourers and related workers 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. 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 Forces ranks below senior NCO not included above. 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.

STANDARD COLLECTION NOTICE

1	The school (the Diocese both independently and through its schools) 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	If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6	The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7	The school from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the school's legal obligations under Part 5A of the <i>Education Act 1990</i> (NSW).
8	The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9	Personal information collected from students is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a student of the school
10	Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
11	The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12	Parents may seek access to personal information collected about them and their son/daughter by contacting the school principal. Students may also seek access to personal information 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.
13	The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
14	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.
15	On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines and on the school's intranet. 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 intranet. The school will obtain separate permissions from the students' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as the internet.
16	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 the information to third parties.



AGREEMENT TO PAY SCHOOL TUITION FEES

It is recommended you fill out this form using the latest version of Adobe Acrobat or Reader.

St Agnes' Parish Schools incorporates MacKillop College, St Joseph's Regional College, Newman Senior Technical College, St Agnes' Primary School, St Joseph's Primary School and St Peter's Primary School.

Agreement to pay school tuition fees for (student's full name):

- This Agreement to Pay School Tuition Fees is between the signatories and St Agnes' Parish. St Agnes' Parish authorises the Parish Administration and/or School Support Staff, to administer and collect school tuition fees for St Agnes' Parish Schools on behalf of St Agnes' Parish.
- This Agreement to Pay School Tuition Fees applies for the duration of the above student's enrolment with St Agnes' Parish Schools or until such time as a new agreement is entered into.
- I/we understand that school tuition fees are revised annually and these are communicated in writing.
- I/we understand that school tuition fees are payable according to my nominated payment frequency in the year in which they arise.
- I/we understand that St Agnes' Parish or the Principal of the school must be contacted to make alternate payment arrangements:
 - in the event of financial difficulties;
 - in the event of other circumstances arising that make payment according to nominated payment frequency difficult.

Failing the above:

- I/we understand that if I/we nominate to pay by 3 equal instalments or annually and the annual or 1st instalment payment is not received by Term 1 due date, then the full year's fees immediately become due and payable.
- I/we understand that if I/we nominate to pay on a weekly/fortnightly/monthly basis and payments fall into arrears, then the remaining balance becomes immediately due and payable in full.
- I/we understand that failure to pay school tuition fees according to my/our nominated payment frequency, payments falling into arrears, or failure to communicate with the School or St Agnes' Parish, may result in enrolment being reviewed and/or cancelled and debt collection procedures (including legal action) being implemented.
- All fees and charges incurred in connection with the implementation of such debt collection procedures will be payable by me/us and added to the amount outstanding.
- I/we agree to inform St Agnes' Parish of any change to my/our personal and contact details in a timely manner to ensure communication regarding school fees is being received. I/we acknowledge that any correspondence that is not returned to St Agnes' Parish undelivered is deemed to have been received.
- I/we understand that information provided on enrolment paperwork may be used by St Agnes' Parish in relation to the collection of school tuition fees.
- I/we understand that in the event of a family/marital breakdown, the person(s) who have signed this Agreement to Pay School Tuition Fees remain jointly and severally responsible for the payment of school tuition fees and St Agnes' Parish may, at its discretion, elect to pursue any signatory for the full amount owed.
- This Agreement to Pay relates to school tuition fees only and I/we understand that subject and activity costs (for such things as, but not limited to elective subject costs, sporting activities, school excursions etc.) may be payable by me/us from time to time and such subject and activity costs will be as advised by the School and payable by me/us direct to the School. I/we further understand that failure to pay any such subject and activity costs will entitle the Parish to exercise the rights arising under this Agreement in the event of non payment of school tuition fees.

Parent, Guardian or responsible person 1 (full name) Signature Date

Parent, Guardian or responsible person 1 (full name) Signature Date



PERSONAL DETAILS FORM

Have you previously had children enrolled with St Agnes' Parish Schools? Yes No

Years Attended _____ Schools Attended _____

Responsible Person 1 Details:

Mr Mrs Ms Miss Dr Relationship to Student _____

Surname		Given Names	
Residential Address			Post Code:
Postal Address (if different from above)			Post Code:
Telephone	Home:	Work:	Mobile:
Religion			Email Address
Occupation			Employer/Business Name

Responsible Person 2 Details:

Mr Mrs Ms Miss Dr Relationship to Student _____

Surname		Given Names	
Residential Address			Post Code:
Postal Address (if different from above)			Post Code:
Telephone	Home:	Work:	Mobile:
Religion			Email Address
Occupation			Employer/Business Name

Payment Details:

Please indicate your preferred payment method (CHOOSE ONE ONLY). Parish policy for payment of school fees is by Direct Debit or Centrepay deduction from your Centrelink benefits. Bpay is accepted for annual or 3 instalment payments ONLY (or as approved in writing by the Finance Officer).

- New Direct Debit** Please complete the enclosed form.
- Existing Direct Debit** Tick here if you want the current details to continue.
- Centrepay Deduction** Please complete and sign the enclosed form. Payments are fortnightly in accordance with the payment of benefits. A new form is required each year.
- BPAY** **3 equal instalments** due on the dates advised in January each year.
- 1 Annual instalment** due each year on 1st instalment due date

Student Details:

Surname				
Given Names				
Date of Birth	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Religion	
School Enrolling			Grade Entering	Existing Student Y <input type="checkbox"/> N <input type="checkbox"/>

Please list all other children who currently attend St Agnes' Parish Schools:

Full Name	Grade	School Attending

School Fees

Direct Debit Request

It is recommended you fill out this form using the latest version of [Adobe Acrobat or Reader](#)

Request and Authorise to debit the account named below to pay ST AGNES' PARISH SCHOOLS PORT MACQUARIE

Request & authority to debit.

Responsible Person 1 (full name)

Responsible Person 2 (full name)

St Agnes' Parish Schools **069092** to arrange, through its own financial institution, a debit to your nominated account the amount indicated below. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

Details of account to be debited.

Financial Institution Name:

Financial Institution Address:

Name/s on account:

BSB number (must be 6 digits):

Account number:

For a credit/debit card please select (x) and provide details (only VISA or MasterCard accepted).

Credit/Debit Card

Card Expiry Date:

Account number:

Payment Schedule - please select (x) a frequency and day below for the agreed fee to be debited from your account listed above.

Weekly

Monday

Tuesday

Wednesday

Thursday

Friday

Fortnightly (odd weeks)

Monday

Tuesday

Wednesday

Thursday

Friday

Fortnightly (even weeks)

Monday

Tuesday

Wednesday

Thursday

Friday

Monthly

1st of the month

15th of the month

25th of the month

3 annual instalments

3 equal payments per annum, due dates advised annually.

1 annual instalment

Due dates advised annually. Annual payment attracts a discount defined annually.

By signing and/or providing us with a valid instruction with respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and St Agnes' Parish Schools as set out in this Request and in your Direct Debit Request Service Agreement.

Responsible Person 1

Signature

Date

Address

Responsible Person 2

Signature

Date

Address

Family details

Family Code - for existing students, this number appears on School Fee invoices:

Alternatively list eldest students full name & school attending:

School Fees Direct Debit Request Service

This is your Direct Debit Service Agreement with St Agnes Parish Schools Port Macquarie. 069092

The agreement explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p>Definitions</p>	<p>Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.</p> <p>Agreement means this Direct Debit Request Service Agreement between you and us.</p> <p>Banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>Debit day means the day that payment by you to us is due.</p> <p>Debit payment means a particular transaction where a debit is made.</p> <p>Direct debit request means the Direct Debit Request between us and you.</p> <p>Us or we means St Agnes Parish Schools Port Macquarie (the Debit User) you have authorised by requesting a Direct Debit Request.</p> <p>You means the customer who has signed or authorised by other means the Direct Debit Request.</p> <p>Your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.</p>
<p>1. Debiting your account</p>	<p>1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request, or</p> <p>We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, an advice which specifies the amount to be paid by you to us and the agreed day of payment.</p> <p>1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask us at St Agnes' Parish Port Macquarie.</p>
<p>2. Amendments by us</p>	<p>We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice.</p>
<p>3. Amendments by you</p>	<p>You may change*, stop or defer a debit payment, or terminate this agreement by providing us with at least 2 days notification by:</p> <p>Writing to: St Agnes' Parish PO Box 1736 PORT MACQUARIE NSW 2444</p> <p>OR by telephoning us on 02 6588 7444 during business hours 8:30 am - 4:30 pm Mon-Fri</p> <p>OR arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising St Agnes Parish of your new account details.</p>

<p>4. Your obligations</p>	<p>4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.</p> <p>4.2 If there are insufficient clear funds in your account to meet a debit payment:</p> <p>(a) you may be charged a fee and/or interest by your financial institution;</p> <p>(b) you may also incur fees or charges imposed or incurred by us; and</p> <p>(c) you can arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.</p> <p>4.3 you should check your account statement to verify that the amounts debited from your account are correct</p>
<p>5. Dispute</p>	<p>5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 02 6588 7444 and confirm in writing with us as soon as possible so that we can resolve your query. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p>You should check:</p> <p>(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions.</p> <p>(b) your account details which you have provided to us are correct by checking them against a recent account statement; and</p> <p>(c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.</p>
<p>7. Confidentiality</p>	<p>7.1 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about you:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this agreement (including disclosing information in connection with any query or claim)</p>
<p>8. Notice</p>	<p>8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:</p> <p>St Agnes' Parish, PO Box 1736 PORT MACQUARIE NSW 2444</p> <p>8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.</p>

Provider Details

Name	St Agnes' Parish Schools
Address	49 Hay Street, Port Macquarie, NSW 2444
Phone Number	02 6588 7444
Centrepay Reference Number	555-055-525-L

Your Details

First Name		Surname	
Date of Birth		Phone Number	
Centrelink Reference Number			

Type of Request

Start a new deduction

Change a current deduction

Cancel a current deduction

To Start a New Deduction

Centrelink benefit from which deduction will be made (E.G Family Tax Benefit, Pension, Newstart Allowance)	
Reason for Deduction	School Fees
Your Family Code	
Deduction Amount	
Frequency of Deduction	
Deduction Start Date	
Target Amount (if applicable)	
End Date of Deduction (If applicable)	

To Change Your Current Deduction

Centrelink benefit from which deduction will be made (E.G Family Tax Benefit, Pension, Newstart Allowance)	
Deduction Amount	
Deduction Start Date	

To Cancel Your Current Deduction

From which payment date do you want the cancellation to take effect?			
Next Payment Date		Future Payment Date	

Authorisation

- I give permission for St Agnes' Parish to start, change or cancel my deduction as nominated above
- I give permission for St Agnes' Parish to disclose my information to the Department of Human Services for the purposes of checking my account number, billing number and amount I want to pay, and reconciling my payment deduction details
- I give permission for St Agnes' Parish to give the Department of Human Service my correct account and billing number if required
- I understand that I can change or cancel my deductions anytime and further information about Centrepay can be found online at www.humanservices.gov.au/centrepay

Full Name

Signature

Date