



# ENROLMENT CONTRACT

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Growing in faith and knowledge

# ENROLMENT CONTRACT AND CONDITIONS

This Enrolment Contract is a legally binding document. The College strongly recommends that you read it carefully prior to signing the contract.

**We, the undersigned**, accept the College's offer of a place at Glasshouse Christian College for **our Student** and agree to abide by the conditions as listed below.

## A CHRISTIAN SCHOOL

1. We recognise that Glasshouse Christian College is a Christian school whose purpose is the spiritual, educational, emotional, social and physical development of every student in a holistic way. The College desires that all students come to have a personal faith in Jesus Christ and seeks to impart to all students a Biblical understanding of God and His creation and a Christian way of living.
2. We also understand that the College is founded on Biblically based beliefs. We have read the College's *Mission Statement and Guiding Principles* and *Philosophy and Aims* located on the College website and accept that it is the basis of all teaching, curricular, co-curricular and extra-curricular activities in the College.
3. We agree to work in partnership with and actively to support the College in fulfilling its purpose and we will encourage the enrolling student to do the same.
4. We acknowledge that, as the College is a Christian community, conduct and attitudes based on Christian values are the foundation of relationships within the community.

## A SAFE, RESPECTFUL SCHOOL

5. Recognising that the College is committed to the safety and well-being of all its students, we agree to support the College in its efforts to provide a safe school environment that supports student well-being and effective learning.
6. We agree that all communication between students, parents, caregivers, visitors and staff members should be conducted in a courteous and respectful manner as befits a Christian community.
7. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
8. We agree to support the values and to abide by the rules and expectations of the College as set out in the appropriate publications and policies such as *Parent Handbooks*, *Parent Code of Conduct* and other *Publications* as published on the College's website and Gateway platforms. We agree to support the College's high expectation of student behaviour and support the College in its applications of these standards. In particular, we have noted the College's requirements in relation to discipline, home study, uniform, attendance, a safe learning and working environment.
9. We understand that the College requires parents/caregivers and others to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College Administration office.
10. We understand that the Principal may exclude either, both or all of us from entering the College campus or from participating in College activities, recognising that the Principal would normally only do this if we were in breach of these conditions or otherwise behaving in a way that put at risk members of the College community, including students, parents/caregivers and staff, or College property.

11. We acknowledge that as parent/s that we are not to engage in conduct which the College considers is prejudicial to the interests and/or reputation of the College. If this was to occur the Enrolment Contract may be terminated by the College.
12. We understand the College may confiscate forbidden or dangerous property. This will not be returned to the student. It is our responsibility to organise the item's return.

## **PARTICIPATION**

13. We accept that the College may determine which particular classes, courses and activities are offered and/or provided at any time and which of these classes, courses and activities are compulsory. All students are expected to participate in and/or attend all classes, courses and activities; academic enrichment and faith-based, which may involve weekend and evening activities, as determined by the Principal:
  - a) Church/Chapel services and assemblies;
  - b) Annual Beerwah RSL ANZAC Day march – 25 April;
  - c) Important College events such as Presentation/Awards Night;
  - d) Religious education classes;
  - e) Co-curricular activities;
  - f) College sports programme;
  - g) Camps and excursions that occur from time to time as an integral part of the College curriculum.
14. We understand that requests for leave from College activities, including academic and co-curricular programmes, and for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases. Such requests must be in writing to the Principal.
15. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews, parent information evenings and parent forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity from time to time.
16. We note that the College encourages our feedback, particularly in relation to the student's progress, to facilitate the College and the student's family working together for the benefit of the student. We agree that our communications with the College and its staff will always be in accordance with the procedures determined by the Principal from time to time.

## **EDUCATION**

17. We acknowledge and understand that the College does not guarantee a particular level of achievement for any student. The result a student achieves are not solely the product of the teaching they have received but also on the level of effort and the individual attributes the student applies to their learning. The College will provide every reasonable opportunity to the student to achieve to their fullest potential. The College is entrusted to act in the best interests of the student and the student body generally.
18. We agree to be responsible to ensure our child is equipped with all necessary books, uniforms and equipment that they need to benefit from the education offered by the College
19. We will ensure to the best of our ability that the student will be correctly attired in the required uniform every day.
20. We understand frequent or unexplained absences of the student may lead to a termination of the Enrolment Contract. A student's absence without leave being granted may forfeit credit for assignments missed during their absence.

21. We understand that the College reserves the right to reject any request for the provision of work while the student is on a prolonged absence from the College.
22. We acknowledge that the College is responsible for the discipline of students who fail to comply with the College rules, policies, or procedures.
23. We understand that the College reserves the right to test students for diagnostic and educational purposes over and above what may be considered the usual class testing schedule without the express permission of the parent/caregiver/s.

## HEALTH

24. We promise that we have fully disclosed any special needs of the student (including but not limited to any medical, physical, learning or psychological needs). Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We also agree to complete the student's medical form accurately and provide annual updates as requested by the College.
25. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in the Principal's absence, a responsible College staff member, to give the necessary authority for such treatment.
26. We the undersigned authorise the medical practitioner nominated within the Enrolment Application process and *Student Medical Record* to be contacted to provide to hospital authorities or other qualified medical practitioner(s) additional information concerning any of the medical conditions identified within the Enrolment Application should the need arise. Should updates to the medical practitioner or medical conditions occur throughout the enrolment, the most up to date information within the College database will be the point of truth used.

## PRIVACY

27. We acknowledge that the College may from time to time collect personal information about parents and students which is necessary for the College's function or activities. We authorise the College to use and disclose such information in such manner as the Principal thinks fit for the purposes of the student's education, health, care, welfare or development. We have read the College's *Privacy Policy* and *Standard Collection Notice* as found on the College's website. We give permission for the student's name and images of the student to be placed in the College's records, displayed from time to time around the College, and published in College publications, on its website, on social media and in other marketing and promotional material. This can include personal information such as academic and sporting achievements, student activities, and other news being published.
28. We agree to advise the College immediately of any changed family circumstance that may affect the student's emotional, physical, or social well-being. We also agree to provide to the College all current court or protection orders (if any) relating to us and the student. We note that the College's *Privacy Policy* deals with the confidentiality of such information. We understand that the College is not responsible for the enforcement of any such orders and agree that we must comply with them.
29. We acknowledge that the College will send communications (newsletters, emails, school reports) to any parent of the student unless otherwise stipulated within a court/protection order.
30. We note that the student has been enrolled at the College in the name indicated on the Enrolment Application which is identical with the name on the student's birth certificate. We note that a preferred name can be used but all educational bodies will be advised of the legal name at the time of senior graduating students. We note that the College will only change the name of a student and/or parent on record upon receipt of a court order or official name change documentation authorising us to do so.

31. We acknowledge that the Principal (or Principal's nominee) may search the student's bag, locker, mobile phone and electronic devices or other possessions where there are reasonable grounds to do so. The Principal may also carry out camera surveillance and computer surveillance which includes using software or equipment to monitor the use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.

## FEES AND PAYMENTS

32. We agree to pay the College all fees and charges for tuition, levies, technology, camps, excursions, subject costs and the supply of goods and services to the student as determined by the College Board and as published in the nominated year *Fee Schedule and Financial Policies Related to Fees* document on the College website from time to time. We understand that, by agreeing to joint and several liability to pay all fees and charges, both of us are responsible to pay such fees and charges. We further understand that this means that, if one of us fails to pay the fees and charges, the other one of us is fully responsible to pay the fees and charges, irrespective of any arrangement between us or with another person (for example, another family member) as to who is to pay. We accept that the College will not enter into disputes arising from disagreements between us over the responsibility for paying the fees and charges. We also acknowledge that the College does not split bill.
33. All College fees and charges are based on a four-term year and charged annually at the beginning of the school year. Fees may be paid in:
- one payment at the beginning of the school year, or
  - via our direct debit system in equal weekly, fortnightly, monthly or termly payments provided the payment amounts would clear the fees owing by the end of Term 4.
34. If we fail to pay an account for fees and/or charges by the due date (end of the Week 2 of Term 1), we agree to pay an overdue late fee equivalent to 10% of the fees charged for that term and the on-going enrolment of a student may be jeopardised. The overdue late fee amount reflects the administrative costs to the College in collecting outstanding fees and represents the genuine loss that the College would suffer if fees were not paid by the due date. Where the enrolment is discontinued, the unpaid fees will still be a debt due and owing to the College. The College reserves the right to attempt to recover any monies owing if this was to occur. The College's *Privacy Policy* applies to the fee payer's personal information. We the fee payers, acknowledge that the College or its appointed agent may undertake a credit check on a fee payer and have them listed as defaulters.
35. If the account for fees and/or charges is not paid in fully by the end of the term in which they are due, the student's enrolment may be suspended and the College may subsequently without further notice refuse entry to the student or terminate the student's enrolment.
36. We acknowledge that the College is not in the business of providing credit and does not make credit arrangements.
37. We understand the obligation to pay any outstanding but accrued fees or charges survives termination of this Enrolment Contract. We understand that the College reserves the right to pursue any monies owing to it by us the undersigned through a debt collection agency and that any fees charged by this company will also be recovered through this process.
38. We acknowledge that we are liable to pay charges given for any loss or damage to property that the College feels in its absolute discretion was caused by the student and their failure to comply with the rules and policies of the College.
39. We authorise the College to purchase on our behalf such items (for example, books, software, stationery and equipment) as the College considers necessary, and to recover the cost from us.

40. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension, or if the education provided by the College is delivered, in part or whole, by online or remote learning. This will also include compulsory attendance for events, camps, and excursions as per the policy regarding the *non-refund of school fees due to Non-attendance at compulsory events, camps and excursions*.
41. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
42. We acknowledge that the student's personal property is not insured by the College, which does not accept any responsibility for loss of, or damage to, personal property. All personal property brought to the College (or College activity/event) is at the sole risk of the student.
43. We understand the Enrolment Bond must be paid prior to the student commencing at the College. This bond is non-refundable should a family withdraw their acceptance of a place with the College and not commence. The bond will be refunded after the last child leaves the College, provided all outstanding charges and liabilities have been met.
44. We understand that where there is non-payment of College fees by the due date and no satisfactory arrangement for the payment of said fees has been entered into, the student named in this Enrolment Contract may not be permitted to participate in discretionary and non-compulsory events sanctioned by the College. The same applied to our Instrumental Program, regardless of whether the payment arrangements are a private matter between us the parents/caregivers of the student and the co-curricular tutor, or not. This clause is for the protection of the financial interests of its tutors. It is further understood that the College may disclose to its tutors any information regarding the payment or otherwise of fees that might so impact upon the probability of a tutor receiving lesson fees, such information to be limited to that which is sufficient for the tutor to make an informed decision as to whether the lessons ought to proceed or not.

## ENDING AN ENROLMENT

45. We understand that if College fees are increased for the next year by more than 10% of the fees payable for the preceding year, that we the undersigned may terminate this Enrolment Contract by notice in writing within fourteen (14) days of the date on which the College make the increase public.
46. We understand that our acceptance of the College's offer of a place for the student implies that the student will complete the student's schooling at the College.
47. We accept that, if we wish to withdraw the student thereby ending the student's enrolment, the Registrar must receive written notice with a minimum of 90 days prior to the leaving date. Failure to do this will result in the College charging up to a full term's fees in lieu of this notice. This amount is a genuine estimate by the College of the loss that it would suffer because we have not given the required time of notice.
48. If a student is expelled from the College the current term's fees and levies for that student are still payable.
49. We agree that the Principal may, by giving us 90 days' notice:
  - a) end the student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship; or
  - b) end the student's enrolment at the end of the academic school year where the student has, in the Principal's opinion, failed to meet the requirements of the Queensland Curriculum & Assessment Authority (QCAA) or has otherwise failed to make satisfactory progress in the student's academic work.
50. We agree that the Principal may end the student's enrolment if:

- a) We have provided, or do provide to the College before or after our acceptance of the College's offer of a place for the student, information which is materially incomplete, incorrect or misleading; or
  - b) We fail to comply with these enrolment conditions within this Enrolment Contract.
51. We agree that the Principal or Principal's delegate may, in the Principal's absolute discretion, but subject to affording the student procedural fairness, suspend or expel the student for breaches of rules, serious misconduct or ill-discipline even if the offending conduct takes place away from College premises or outside normal College hours. Serious breaches may warrant summary termination, while repeated breaches will be associated with advice to and/or consultation with us as parents/caregivers, but may collectively and ultimately result in termination. Suspensions and terminations are at the full discretion of the Principal.

## **OTHER GENERAL MATTERS**

52. We agree that the College will send communications and text messages to us at our email address/mobile numbers last notified to the College. The undersigned will receive these communications unless otherwise advised to the Registrar. All reports are accessible on the parent portal. Paper copies are not available.
53. We agree to advise the College about anything that could affect the student's ability to participate in the College's program or activities and of any change in our contact details or where or with whom the student is living.
54. We understand that the College will recognise the legal guardianship obligations of both parents unless notified otherwise in writing (signed by both parents) or as may otherwise be decided by a court order.
55. We understand that the College is responsible for all travel arrangement where the student will be off campus and engaged in a College activity. Permission does not have to be sought from us the parents in this instance. The College is responsible for ensuring the vehicle used for travel is roadworthy and that the driver satisfies all the legal requirements.
56. We the undersigned agree and consent for Glasshouse Christian College to contact all of the schools attended by the student to secure information about student and family behaviour, educational outcomes and to confirm that school fees are not owed to any of the schools listed in the Enrolment Application.
57. We agree, if applicable for Glasshouse Christian College to contact Visa Entitlement Verification Online (VEVO) to verify the student's visa to ensure its currency, and validity to any restrictions pertaining to study within Australia.
58. We acknowledge that all new enrolments will be on a probationary period of three months.
59. We agree that the College may change these Enrolment Conditions and Contract provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.
60. This contract and the terms and conditions herein will replace all other Enrolment Contracts or agreements pertaining to the below mentioned student.

## SIGNING OF THE ENROLMENT CONTRACT AND CONDITIONS

The Enrolment Contract is governed by the laws of Queensland and the parties agree that they will submit to the non-exclusive jurisdiction of the Courts of Queensland and the Federal Court and Courts entitled to hear appeals from those Courts.

All parents/caregivers are required to sign and acknowledge reading and agreeing to comply with this Enrolment Contract and its Conditions including the responsibility for paying any financial compensation, including College fees, owed to the College.

Each of us agree/I agree that our/my obligations to the College, as set out above, are joint and severally liable and, subject to the Conditions, may only be ended by one of us at the end of three months after that one gives notice, in writing, to the Principal or Registrar, of his or her desire to be released from such obligations.

### STUDENT PERTAINING TO THIS ENROLMENT CONTRACT

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Date of Birth

### PARENT/LEGAL GUARDIAN 1

### PARENT/LEGAL GUARDIAN 2

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### OTHER CAREGIVER/S (IF APPLICABLE)

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

### ON BEHALF OF GLASSHOUSE CHRISTIAN COLLEGE:

\_\_\_\_\_  
Head of School/Principal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contract signed off and saved to Docman by  
Registrar

\_\_\_\_\_  
Date: \_\_\_\_\_