



Northern Australia

# SEVENTH-DAY ADVENTIST SCHOOLS (NORTHERN AUSTRALIA)

## Enrolment Contract

This Enrolment Contract is an agreement which sets out the terms which apply to the enrolment of the student named in the Details at the College set out in the Details.

### DETAILS

SDAS College: **Cairns Adventist College (CAC)**

Student's Full Legal Given Name:

*Note: Please provide the student's name as it appears on their Birth Certificate and or Passport. All official communication and College reporting will use this name.*

Commencing Year Level:

Parent/Carer 1:

Parent/Carer 2:

*Please write full names. In this contract, the student named above is referred to as "the student"; Parents/Carers 1 and 2 are referred to as "you" and the College as "we" or "us".*

### ADVENTIST EDUCATION IDENTITY STATEMENT

This College is part of the world-wide Adventist Education system and embraces a Christ-centred, Bible-based identity; an identity that upholds the doctrines, tenets, beliefs or teachings of the Seventh-day Adventist Church and are reflected through every aspect of our school life. You agree to be respectful of the College in upholding its beliefs and statements of faith.

### EDUCATION

We agree to accept the student as a student at the College as from the commencing year level shown in the Details section. If, after signing this Agreement, you wish to delay the commencing year level of the student, you must ask us to approve the delay. If we agree, and it is up to us whether we do or not, the commencing year level will be deemed to be changed accordingly.

We will educate the student with due care and skill, using the available resources of the College. Our curriculum is delivered in accordance with the ethos of the Adventist faith. You will encourage the student to take full advantage of the curricular and co-curricular opportunities at the College.

You acknowledge that we do not guarantee any educational outcomes or a particular level of achievement for the student. Achievement depends greatly on the individual attributes of the student and the student's willingness to work for their own education.

We will act in the best interests of the student and the student body generally. This may mean we do not always act in accordance with your requests.

You acknowledge the College's uniform policy and you agree to ensure that the student wears the appropriate College uniform at all times and generally acts in a way that reflects well on the College.

### HEALTH

You assure us that you have given us full information about the health of the student and any physical disabilities or any special needs when applying for enrolment. You must let us know if there is any change in the health or physical abilities of the student while the student is at the College.

If something happens to the student in any medical or other emergency and if it is impossible or impractical to communicate with you, we may take such action and incur expenditure as is considered necessary in the student's best interests. You must pay to us any expenditure we incur protecting the student.

## COMMUNICATION

In the absence of a court order or agreed parenting arrangements disclosed to the College, we will provide information about the student to both natural parents of the student and to any other person signing this Enrolment Contract. Under the Australian Education Act 2013 s77(2)(f) and the Australian Education Regulation 2013 s59, the College will also provide reports to “persons having responsibility” for the student. The people signing this Enrolment Contract may request other arrangements relating to the provision of information about the student by all signatories giving notice in writing to us.

To communicate efficiently and effectively with Parents/Carers, we will communicate by electronic means. If you do not provide an email address or if you request in writing that we provide information other than by electronic means, we will communicate by the other means if reasonable for us to do so.

Where communication is to be with the entire College community or with identifiable sections of the College community, the communication may be effected through the College website.

We will display on our website the policies and rules with which you and the student are expected to comply.

You must keep the College informed of the student’s details, including:

- Child’s actual name
- Child’s preferred name and
- evidence of Child’s identification (e.g. Birth Certificate)

You must keep the College informed of any changes that may affect the student, including:

- material changes to family circumstance (e.g. serious illness, separation or divorce);
- changes to your contact details;
- changes to emergency contact details; and
- any Court orders, including Family Court Orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one Parent or other person has with the student.

You acknowledge and agree that if we need instructions from you then:

- if more than one Parent/Carer has signed this Enrolment Contract, we may in our discretion act upon the instruction of either or both Parents/Carers;
- if at any time we have been provided with a copy of a current Parenting Order of the Family Court of Australia or a Parenting Plan made by the Parents, relating to the care, welfare, education or development of the student, then we may act upon the sole instruction of the person on whom the Order or Plan confers duties, powers, responsibilities or authority in relation to the particular matter upon which we seek instruction, regardless of who executed this Enrolment Contract as a Parent.

If there is a Court order or other agreement which specifically alters or prevents a Parent or other person from spending time with, communicating with or otherwise having contact with the student, a copy of that Court order must be provided to us. In all cases, we do not assume responsibility for any Parents complying with the terms of any Court orders.

Unless there is a Court order restricting your access to the College or the student, we will permit both Parents and other family members to enter the College grounds and to participate in College activities (whether those activities involve the student) during this Enrolment Contract. We also have the right to give you directions about your conduct at and movement around the College under the Education (General Provisions) Act 2006 (Qld).

## FEES

We will determine the tuition fees and other applicable fees (together referred to as ‘Fees’) for each term before the commencement of the term to which the Fees apply. Please note camp and excursion fees are not included in the reference to tuition fees.

You acknowledge that GST may apply to some of the Fees and other amounts payable under this Enrolment Contract. Wherever possible, we will quote the Fees and other amounts payable under this Enrolment Contract on a GST-inclusive basis.

You must pay the term’s Fees in advance of the term to which they apply and not later than fourteen (14) days after the date of invoice for the Fees, unless we agree in writing to alternative arrangements. If you have entered into a formal Fee payment plan in respect of any Fees, you must make payments in accordance with this plan.

If you do not pay any Fees by their due date, we may terminate this Enrolment Contract. We may also choose to apply a monthly administration charge on overdue Fees.

You will nominate one point of contact who will be responsible for Fee payment.

If we increase the Fees for a term by more than 10% of the Fees payable for the preceding term, you may terminate this Enrolment Contract by notice in writing to us given within fourteen (14) days of the date on which we notify you of the increase.

If you terminate this Enrolment Contract for any reason other than for:

- our breach; or
- because of an increase in Fees within the time limited by this contract you must provide us with at least one full term's notice.

A full term's notice is provided when written notice is given to the College before the commencement of the term and that term being a full term prior to the date you intend to conclude with the College. If you do not provide us with one full term's notice, you must nevertheless pay to us one full term's Fees. You acknowledge that the College commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination. It may have difficulty filling the student's position at short notice. This does not prevent us from making a claim against you for any loss and damage that arises as a result of a breach by you of this Enrolment Contract.

If we exclude the student or otherwise terminate the Enrolment Contract you must pay Fees for the whole of the term in which the student is excluded or the Enrolment Contract ends.

## PARENT AND SCHOOL COMMUNITY CODE OF CONDUCT

This Parent and School Community Code of Conduct policy supports learning, wellbeing, and safety in every Seventh-day Adventist School in Northern Australia. We welcome parents and other members of our diverse community into schools operated by Seventh-day Adventist Schools (Northern Australia) Limited. Working together with their school community, school staff support the learning and wellbeing of every student and are entitled to a safe work environment. Parents and other visitors to schools operated by Seventh-day Adventist Schools (Northern Australia) Limited support safety by ensuring their communications and conduct at the school and school activities is respectful.

### The Parent and School Community Code of Conduct Policy

We welcome parents, relatives, friends and other members of our diverse community into schools operated by Seventh-day Adventist Schools (Northern Australia) Limited.

This Code of Conduct is effective in and applies to all schools operated by Seventh-day Adventist Schools (Northern Australia) Limited. It applies to all parents and visitors (whether on school grounds or elsewhere) when visiting, viewing, participating in, supporting or being present at formal school functions such as report evenings, any sporting or social activity or event held by or for the benefit of the school or its students and when any of those people interact with others within the school community.

In this Code of Conduct, the term 'parent' also includes carers, guardians and people who exercise parental responsibility for a student. 'Visitors' include relatives and friends of a student and other invitees of the school. Working together with their school community, school staff support the learning and wellbeing of every student and are entitled to a safe work environment and to feel safe within their school community.

Parents and other visitors to the school are expected to support the safety of the school community by ensuring their communications and conduct while on the school campus or at school activities are courteous and respectful.

### It is expected that parents of students and visitors to our school communities will:

- be courteous and polite to others;
- act as positive role models for our students;
- recognise and respect personal differences;
- use the school's formal communications, and grievance & whistle-blower processes to address any grievances or concerns;
- for parents, ensure their child attends school on time each day ready to learn;
- support the Student Code of Conduct;
- recognise that every student is important to us;
- contribute to a positive school culture;
- work together with staff to resolve issues or concerns; and
- respect people's privacy.

### **Parents and visitors to our school communities demonstrate this by:**

- using courteous and polite spoken language and written words;
- speaking and behaving respectfully at all times;
- treating everyone within the school community with dignity and respect, especially when there is a disagreement;
- being compassionate when interacting with others;
- informing staff if the behaviour of others is negatively impacting them or their family;
- respecting staff time by accepting they have teaching commitments and will respond to appropriate communications when they are able;
- requesting a meeting to discuss any concerns about their child's education, including allowing staff time to prepare and appreciating that their time may be limited;
- taking responsibility for their child arriving and departing school safely on time every day;
- reading and encouraging their child to understand and follow the Student Code of Conduct;
- valuing each child's education;
- acknowledging that staff are responsible for supporting the whole school community;
- showing proper care and regard for school property and the property of others;
- speaking positively about the school and its staff, including on social media or other public forums;
- not making negative comments or gossiping about other school community members, including students whether in person, in writing or on social media;
- understanding that, at times, compromises may be necessary; and
- considering the privacy of all school community members at all times, and understanding that the school may not be able to share information considered confidential or restricted by law.

### **Physical Safety**

All parents and visitors must:

- not cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression; and
- seek staff assistance, if necessary, to resolve any conflicts peacefully.

### **Recording of Conversations and Meetings**

All parents, students and visitors have an obligation to act with integrity towards school staff, officers and employees of Seventh-day Adventist Schools (Northern Australia) Limited and other members of the school community. Accordingly, it is inappropriate to record a conversation or a meeting, in any form, without the prior knowledge and express permission of all other participants in the conversation or meeting. This is consistent with the mission of Seventh-day Adventist Schools (Northern Australia) Limited to build and develop trustful and cordial partnerships with all stakeholders.

### **Responsibility for Other (Visiting) Community Members**

Any parent or visitor who invites a relative, friend, support, carer or other person to be present at any official school, sporting or social event or activity held by or for the benefit of the school or its students is, at all times, responsible for the behaviour of that person and must ensure that person acts at all times in a manner consistent with this Code of Conduct.

## **DISCIPLINE**

You must comply with policies, codes of conduct and rules we adopt from time to time. You must ensure, as far as practicable, that the student complies with those policies, codes of conduct and rules. The policies, codes of conduct and rules do not form part of this contract.

We may discipline the student for failure to comply with directions given by a person in authority or for failure to comply with the College policies and rules. These failures may occur on or off the College campus. The Principal or acting Principal may exclude the student from the College for misconduct considered by the Principal or acting Principal to be serious enough to warrant exclusion.

Where discipline may involve the exclusion of the student, the Principal or acting Principal will not exclude the student until the allegations of misconduct have been put to the student or the student's representative and the student has been allowed an adequate opportunity to respond.

In keeping with the processes outlined in the relevant College-based policies, we may search lockers, bags and property of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may confiscate forbidden or dangerous property.

## INDEMNITY

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

## EXCURSIONS

We will inform you of intended excursions involving the student. We will seek your permission for all incursions and excursions.

## PRIVACY

Schools operated by Seventh-day Adventist Schools (Northern Australia) Limited collect personal information about students and their Parents/Carers before and during the course of a student's enrolment in the College. The purpose for collecting this information is to enable the College to provide schooling for your child. We comply with the Privacy Legislation relating to private sector organisations effective from 21 December 2001.

Please complete all the enrolment information as requested by the College. It is all important and useful information and enables the College to fulfil its duty of care. It is stored securely (both electronic and hard copy) and used for College administrative purposes only. If you do not complete any part of the information requested it might have some bearing on how the College is able to respond to it and meet the individual needs of each student/family. In particular, it is a requirement that health information is accurate and up to date so we may, from time to time, request medical reports about the student/s. A photograph of each student may be attached to the student records.

Personal information obtained by the College is for use by the College in the first instance, but may be disclosed to others for administrative, educational, chaplain and pastoral care purposes. This includes to other schools, government departments, medical practitioners and others providing services to the College, including visiting specialist teachers and volunteers. Information may also be used for the compilation or analysis of statistics relative to public health or public safety. If the College has reason to suspect that unlawful activity has been, is being or may be engaged in, information relevant to such activities may be shared with the appropriate authorities.

Occasionally, information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and on our website. If you do not agree you must advise the College.

We may include your contact details in a class list and school directory. If you do not agree you must advise the College.

If you provide the College with information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the College and why, so they can access that information if they wish and inform the College not to disclose the information to third parties.

You may have access to your stored information for the purposes of checking its accuracy by contacting the College Secretary in the first instance. If there are items that you consider need updating or correcting, you have the right to request such changes be made. Access may be denied where it could have an unreasonable impact on the privacy of others, where it may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (Northern Australia) Limited Privacy Policy is available from your school.

## STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about students and Parents/Carers before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College 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 (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
  - other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
  - government departments (including for policy and funding purposes);
  - Seventh-day Adventist Schools (Northern Australia) Limited office personnel and project officers, the National office of Adventist Schools Australia, and Adventist schools within other conferences\*;
  - medical practitioners;
  - people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and National Assessment Program – Literacy and Numeracy (NAPLAN) Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - agencies and organisations to whom we are required to disclose personal information for education and research purposes;
  - people providing administrative and financial services to the College;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their Parents/Carers.
8. The College uses [centralised] information management and storage systems (Systems) provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the College in connection with the Systems.\*\*
9. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.\*\*
10. The College's Privacy Policy, accessible on the College's website, sets out how Parents/Carers or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
11. The College's Privacy Policy also sets out how Parents/Carers and students can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The College may engage 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 College'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.
13. On occasion information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet (and on our website) or otherwise shared with the College community. This may include photographs and videos of student activities such as sporting events, concerts and plays, College camps and College excursions. The College will obtain permissions (annually) from the student's Parent/Carer (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.

14. We may include students' and students' Parent/Carers' contact details in a class list and school directory.†
15. If you provide the College 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 College and why.

\* As appropriate

\*\* If applicable

† Schools may wish to seek specific consent to publish contact details in class lists and school directories

## CONTRACT

While the College requests one person be nominated as being responsible for contact regarding fee payment, your obligations under this Enrolment Contract are joint and several. This means we may ask either or both of you to pay the College fees. You authorise us to act on the direction of any one of you.

## TERMINATION

We may terminate this Enrolment Contract if:

- we exclude the student from the College;
- the student fails to attend the College on a regular basis without reasonable excuse;
- it is clear that the mutual trust, confidence and co-operation between us irretrievably breaks down;
- you are in breach of this Contract and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so; or
- you fail to pay Fees or meet Fee payment plans, as this is a breach of this Contract.

You may terminate this Contract at any time, for any reason, with one full term's notice to us in writing. You may also terminate the Contract when:

- we are in breach of the Contract and we fail to remedy the breach within a reasonable time after notice from you requiring us to do so there is an increase in Fees of the kind referred to in an earlier clause of this Contract and you give us notice as required by the earlier clause.

## SIGNED AS AN AGREEMENT

**Parent/Carer 1 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness Name: \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness Signature: \_\_\_\_\_

**Parent/Carer 2 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness Name: \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness Signature: \_\_\_\_\_

**Principal Signature:**  
(on behalf of the College) \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness Name: \_\_\_\_\_ **Date:** \_\_\_\_\_

Witness Signature: \_\_\_\_\_







# Application for Enrolment

<b>ENROLLING COLLEGE</b>	Cairns Adventist College (CAC)
<b>Preferred Commencement Date</b>	

## PART A: STUDENT AND FAMILY DETAILS

<b>Name of Student</b>	Legal Given Names	
	Legal Family Name	
	Preferred Name	
<b>Home Address</b> <i>The student's primary place of residence</i>	No. and Street Name	
	Suburb	
	Postcode	
<b>Postal Address</b> <i>(if different from above)</i>		
	Postcode	
<b>Date of Birth</b>	/ /	<b>What is the student's sex?</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Current Year Level:</b>		<b>Proposed Year Level:</b>
<b>Learner's Unique Identification (LUI) Number:</b> <i>Years 10 – 12</i>		
<b>Place of Birth:</b> <i>(town or city)</i>		<b>Country of Birth:</b>

**Is the Student an Australian Citizen/Permanent Resident?** No  Yes

*Please note: If your answer to the above question is 'No' you may need to complete the alternative International Student Enrolment Application, or provide supportive documentation to confirm Visa Status or Residency Status.*

## SIBLING DETAILS

Student's Place in Family <i>(please circle)</i>	1	2	3	4	5	6	7
Name of Sibling	Currently Enrolled in Adventist Education	Year Level	Previously Enrolled in Adventist Education	Name of Adventist School/College Currently or Previously Enrolled in			May be Enrolled in the Future
	No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>				No <input type="checkbox"/> Yes <input type="checkbox"/>
	No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>				No <input type="checkbox"/> Yes <input type="checkbox"/>
	No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>				No <input type="checkbox"/> Yes <input type="checkbox"/>
	No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>				No <input type="checkbox"/> Yes <input type="checkbox"/>
	No <input type="checkbox"/> Yes <input type="checkbox"/>		No <input type="checkbox"/> Yes <input type="checkbox"/>				No <input type="checkbox"/> Yes <input type="checkbox"/>

## PART A: STUDENT AND FAMILY DETAILS - CONTINUED

**Is the student of Aboriginal or Torres Strait Islander origin?**

No  | Yes, Torres Strait Islander  | Yes, Aboriginal  | Yes, both Aboriginal and Torres Strait Islander

**Does the student speak a language other than English at home?**

No, English only  OFFICE USE ONLY  
Code 1201 Yes, other  please specify: OFFICE USE ONLY  
Code

## PART B: STUDENT'S EDUCATIONAL HISTORY

Previous School/College(s)	State	Year Level	Semesters Attended

## EDUCATION REQUIREMENTS - ATTACHMENT REMINDER

**Has the student received any of the following? If yes, additional information may be requested to process enrolment. This information may assist us to understand if the student has academic/special needs.**

English skills support	No <input type="checkbox"/> Yes <input type="checkbox"/>	Visual impairment support	No <input type="checkbox"/> Yes <input type="checkbox"/>
Speech/Occupational Therapy	No <input type="checkbox"/> Yes <input type="checkbox"/>	Hearing impairment support	No <input type="checkbox"/> Yes <input type="checkbox"/>
Developmental Physiotherapy	No <input type="checkbox"/> Yes <input type="checkbox"/>	Teacher Aide support	No <input type="checkbox"/> Yes <input type="checkbox"/>
Mathematics skills support	No <input type="checkbox"/> Yes <input type="checkbox"/>	English as a Second Language support	No <input type="checkbox"/> Yes <input type="checkbox"/>
Professional Social/Emotional support	No <input type="checkbox"/> Yes <input type="checkbox"/>	Gifted and Talented Assistance	No <input type="checkbox"/> Yes <input type="checkbox"/>

**Has the student repeated a year? If yes, indicate which year level – Year \_\_\_\_\_** No  Yes

**Has the student been prevented from attending school (suspended, or excluded) as a consequence of serious behavioural issues?** No  Yes

**Has the student been diagnosed with a disability or learning difficulty (e.g. Autism Spectrum Disorder, Dyslexia or Speech and Language Difficulties)? If yes, please attach documentation.** No  Yes

**Has the student been verified under the Education Adjustment Program?** No  Yes

If Yes, please indicate which category/categories:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Autism Spectrum Disorder  | <input type="checkbox"/> Hearing Impairment      | <input type="checkbox"/> Physical Impairment        |
| <input type="checkbox"/> Vision Impairment         | <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Speech-Language Impairment |
| <input type="checkbox"/> Social Emotional Disorder |  |   |

***Cairns Adventist College (CAC) reserves the right to deny admission or terminate an Enrolment Contract when full disclosure of a student's need has not been provided, or if the student is not eligible to be enrolled.***

## PART C: MEDICAL & EMERGENCY INFORMATION

<b>Medicare</b>	Card Number	
	Reference Number	
	Expiry	
<b>Private Health Fund</b>	Membership Number	
	Reference Number	
<b>Family Doctor Name and Contact phone</b>		

**Does the Student Have a Physical Disability?** *(If yes, please attach documentation)*      No  Yes

**Swimming Ability of the Student:**      Excellent       Satisfactory       Poor

### MEDICAL CONDITIONS

Heart problems	No <input type="checkbox"/> Yes <input type="checkbox"/>	Special diet	No <input type="checkbox"/> Yes <input type="checkbox"/>	Asthmatic	No <input type="checkbox"/> Yes <input type="checkbox"/>
Respiratory problems	No <input type="checkbox"/> Yes <input type="checkbox"/>	Eyesight	No <input type="checkbox"/> Yes <input type="checkbox"/>	Diabetic	No <input type="checkbox"/> Yes <input type="checkbox"/>
Operations	No <input type="checkbox"/> Yes <input type="checkbox"/>	Travel sickness	No <input type="checkbox"/> Yes <input type="checkbox"/>	Hearing	No <input type="checkbox"/> Yes <input type="checkbox"/>
Recent illness	No <input type="checkbox"/> Yes <input type="checkbox"/>	Phobia	No <input type="checkbox"/> Yes <input type="checkbox"/>	Anaphylaxis	No <input type="checkbox"/> Yes <input type="checkbox"/>
Sleepwalking	No <input type="checkbox"/> Yes <input type="checkbox"/>	Migraines	No <input type="checkbox"/> Yes <input type="checkbox"/>	Allergies	No <input type="checkbox"/> Yes <input type="checkbox"/>
Fits, epilepsy	No <input type="checkbox"/> Yes <input type="checkbox"/>	Blackouts	No <input type="checkbox"/> Yes <input type="checkbox"/>	Other:	

Details of medical conditions or medical action plans (including details of medication required to be brought to College). Please attach additional sheet if more space is required.

### IMMUNISATION HISTORY (PLEASE PROVIDE THE DATE OF MOST RECENT IMMUNISATION IN THE SERIES)

	Date		Date
Measles	No <input type="checkbox"/> Yes <input type="checkbox"/>	Poliomyelitis	No <input type="checkbox"/> Yes <input type="checkbox"/>
Mumps	No <input type="checkbox"/> Yes <input type="checkbox"/>	Hepatitis A	No <input type="checkbox"/> Yes <input type="checkbox"/>
German Measles (Rubella)	No <input type="checkbox"/> Yes <input type="checkbox"/>	Hepatitis B	No <input type="checkbox"/> Yes <input type="checkbox"/>
Tetanus	No <input type="checkbox"/> Yes <input type="checkbox"/>	Meningococcal	No <input type="checkbox"/> Yes <input type="checkbox"/>
Whooping Cough	No <input type="checkbox"/> Yes <input type="checkbox"/>	Influenza	No <input type="checkbox"/> Yes <input type="checkbox"/>
Diphtheria	No <input type="checkbox"/> Yes <input type="checkbox"/>	COVID-19	No <input type="checkbox"/> Yes <input type="checkbox"/>

### EMERGENCY CONTACTS (OTHER THAN PARENTS)

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____ _____	<b>Address:</b> _____ _____
<b>Contact phone:</b> _____	<b>Contact phone:</b> _____
<b>Relationship to student:</b> _____	<b>Relationship to student:</b> _____

## PART D: PARENT/CARER DETAILS

### Parent/Carer 1

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: *(newsletters and other communications are sent via email)*  
 \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Religious Affiliation/Local Church Currently Attending: \_\_\_\_\_  
 \_\_\_\_\_

Is Parent/Carer 1 an Ex-student of Adventist Education?  
 No  Yes  School/College: \_\_\_\_\_  
 \_\_\_\_\_

### Parent/Carer 2

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
 \_\_\_\_\_

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: *(newsletters and other communications are sent via email)*  
 \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Religious Affiliation/Local Church Currently Attending: \_\_\_\_\_  
 \_\_\_\_\_

Is Parent/Carer 2 an Ex-student of Adventist Education?  
 No  Yes  School/College: \_\_\_\_\_  
 \_\_\_\_\_

### COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required for the collection and reporting of information on student background characteristics in all government and non-government Colleges/Schools by all Education Ministers.

The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government Colleges/Schools to comply with a new data collection and reporting arrangements.

All Colleges/Schools must collect information on the gender, indigenous status, geographical location, socioeconomic background and language background of College/School students to fulfill their functions and obligations under State, Territory and Australian Government legislation.

All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publicly.

## PART D: PARENT/CARER DETAILS - CONTINUED

**Does Parent/Carer 1 or Parent/Carer 2 speak a language other than English at home?**

**Parent/Carer 1**

No, English only  OFFICE USE ONLY  
Code 1201 Yes, other  please specify: OFFICE USE ONLY  
Code

**Parent/Carer 2**

No, English only  OFFICE USE ONLY  
Code 1201 Yes, other  please specify: OFFICE USE ONLY  
Code

**What is the highest year of primary or secondary school the parents/carers have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below'.) Mark one box only in each column.*

	Parent/Carer 1	Parent/Carer 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
What is the occupation group of:	<b>Parent/Carer 1*</b>	<b>Parent/Carer 2*</b>

**\*Please select the appropriate parental/carer occupation group from the list below (1, 2, 3 or 4).**

- 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.
- If the person has not been in paid work in the last 12 months, enter '8' in place of an occupation.

### LIST OF PARENTAL OCCUPATION GROUPS

**GROUP 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals**

- Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)
- Senior executives/general managers/department heads in industry, commerce, media or other large organisation**
- Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Defence forces** (Commissioned Officer)

**Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- ICT** (computer systems manager, designer, software and applications programmers)
- Science** (all scientists)
- Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

**GROUP 2: Other business managers/professionals and associate professionals**

- Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

**Associate professionals** generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])
- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

### GROUP 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

**Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

#### Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/ shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)
- **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
- **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
- **Carer** (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
- **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/ supervisor, inspectors and regulatory officers)

### GROUP 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/ forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/ refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

#### Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Defence Forces** (ranks below senior NCO)

## PART D: PARENT/CARER DETAILS - CONTINUED

What is the level of the **highest** qualification the parents/carers have completed? *Mark one box only in a column*

	Parent/Carer 1	Parent/Carer 2
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

Are there any of the following legal, care and protection matters: *If yes, please provide documentation*

Formal legal arrangements in place where parents are separated	No <input type="checkbox"/> Yes <input type="checkbox"/>
Children and young people in the care of the State	No <input type="checkbox"/> Yes <input type="checkbox"/>

### PRIVACY STATEMENT

**Cairns Adventist College (CAC)**, operated by Seventh-day Adventist Schools (Northern Australia) Limited, collects personal information about students and their Parents/Carers before and during the course of a student's enrolment in the College. The purpose for collecting this information is to enable the College to provide schooling for your child. We comply with the Privacy Legislation relating to private sector organisations effective from 21 December 2001.

Please complete all the enrolment information as requested by the College. The enrolment will not be accepted if the requested information is not provided, and may void an enrolment if it is found that information has been omitted. It is all important and useful information and enables the College to fulfil its duty of care. It is stored securely (both electronic and hard copy) and used for College administrative purposes only. If you do not complete any part of the information requested it might have some bearing on how the College is able to respond to it, and meet the individual needs of each student/family. In particular, it is a requirement that health information is accurate and up to date and so we may, from time to time, request medical reports about your child. A photograph of each student may be attached to the student records.

Personal information obtained by the College is for use by the College in the first instance, but may be disclosed to others for administrative, educational, chaplain and pastoral care purposes. This includes to other schools, government departments, medical practitioners and others providing services to the schools, including visiting specialist teachers and volunteers. Information may also be used for the compilation or analysis of statistics relative to public health or public safety. If the College has reason to suspect that unlawful activity has been, is being or may be engaged in, information relevant to such activities may be shared with the appropriate authorities.

Occasionally, information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and on our website. If you do not agree you must advise the College.

We may include your contact details in a class list and school directory. If you do not agree you must advise the College.

If you provide the College with information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the College and why, so they can access that information if they wish and inform the College not to disclose the information to third parties.

You may have access to your stored information for the purposes of checking its accuracy by contacting the College Secretary in the first instance. If there are items that you consider need updating or correcting, you have the right to request such changes be made. Access may be denied where it could have an unreasonable impact on the privacy of others, where it may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (Northern Australia) Limited Privacy Policy is available from your school.

## PART E: PARENT/ CARER DECLARATION

I/We apply for admission of this student to **Cairns Adventist College (CAC)**;

I/We do hereby agree that **Cairns Adventist College (CAC)** can contact the student's previous school(s) for information;

I/We consent to the School obtaining a financial report about my/our creditworthiness from relevant credit agencies and former schools attended by the student;

I/We agree to advise the School of previous or pending bankruptcy actions that would compromise the payment of School fees;

I/We have attached relevant documentation (Applications will not be processed where relevant documentation is not supplied).

### SIGNATURE OF PARENTS/CARERS

Parent/Carer 1: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer 2: \_\_\_\_\_ Date: \_\_\_\_\_

### DOCUMENT CHECK LIST – CERTIFICATES, DOCUMENTS, RECORDS, REPORTS

Birth Certificate or Passport (ALL students)	<input type="checkbox"/>	Immunisation Record (ALL students)	<input type="checkbox"/>
Medical Documents (as applicable)	<input type="checkbox"/>	Two most recent School Reports (Years 1 to 12)	<input type="checkbox"/>
Medical/Diagnosis Reports (as applicable)	<input type="checkbox"/>	Educational Documents (as applicable)	<input type="checkbox"/>
Custody Documents (as applicable)	<input type="checkbox"/>		



## PART F: MARKETING INFORMATION

**How did you discover Cairns Adventist College (CAC)?** *(Please number in priority if more than one)*

	<input type="checkbox"/>	Priority		<input type="checkbox"/>	Priority
Advertisement in print media	<input type="checkbox"/>		Electronic media (radio/television)	<input type="checkbox"/>	
News story in print media	<input type="checkbox"/>		Local church	<input type="checkbox"/>	
Friend	<input type="checkbox"/>		Family member	<input type="checkbox"/>	
Internet search	<input type="checkbox"/>		School bus signage	<input type="checkbox"/>	
School website	<input type="checkbox"/>		Local Christian directory	<input type="checkbox"/>	
Social media	<input type="checkbox"/>		Local business referrals	<input type="checkbox"/>	
Referred by another school family (past or present)	<input type="checkbox"/>		Other	<input type="checkbox"/>	
Name of Referring Family:			Other (Description):		

**OFFICE USE ONLY**

<b>Date Application Received</b>	<b>Date of Interview</b>	<b>Outcome of Application</b>
<b>Date Outcome Letter posted</b>	<b>Registration Number</b>	<b>Date Details Entered into Synergetic</b>
<b>Class Allocated</b>	<b>Date to Commence</b>	<b>Referred by</b>
<b>Student ID</b>	<b>Debtor ID</b>	<b>Sporting House</b>
<b>Application Fee Paid</b>	<b>Receipt Number</b>	
<b>Principal</b>	<b>Accounts Officer</b>	