



## Enrolment Conditions

### A Christian College

1. We recognise that Green Point Christian College is a Christian school which endeavours to develop the spiritual, social, intellectual, cultural and physical potential of each student. 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 Statement of Faith 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 to actively support the College in fulfilling its purpose and we will encourage the 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 College

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, 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 such as the Parent Code of Conduct and Student Code of Conduct as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage the student in this. In particular, we have noted the College's requirements in relation to discipline, home study, uniform, attendance, a safe learning and working environment and leave.
9. We understand that the College requires parents 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 office.

### Participation

10. 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 must participate in and/or attend the following activities, which may involve weekend and evening activities, as determined by the Principal:
  - a) Chapel Services and Assemblies;
  - b) Biblical Studies classes;
  - c) Co-curricular activities;
  - d) The College Sports Program;
  - e) Important College events such as Thanksgiving Services and other events as required by the Principal, from time to time;
  - f) Various Year Group camps and excursions that occur from time to time as an integral part of the College curriculum.

11. We understand that requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a term and/or late return from breaks may be considered. Such requests must be in writing to the Principal and will be classified as an absence.
12. We understand that the College expects 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.
13. 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 Parent Code of Conduct and Grievance Policy.

### **Health**

14. 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 for use by the College sick bay and other staff, as necessary, to help us fulfil our commitment to the safety and well-being of the student.
15. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we and our emergency contacts are not readily available to authorise such treatment, we authorise the Principal or, in the Principal's absence, a responsible member of the College staff, to give the necessary authority for such treatment.

### **Privacy**

16. 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, unless we advise otherwise, for 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.
17. We agree to advise the Principal (or Principal's delegate) 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 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. We also agree to comply with any such court order.
18. We acknowledge that the Principal (or Principal's delegate) 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. The Principal will make a reasonable effort to notify parents of a potential search before undertaking a search unless the situations requires quick action and/or parents are not able to be contacted immediately e.g. in the case of suspected possession of an illegal substance.

### **What We Must Pay**

19. We jointly and separately agree to pay to the College all fees and charges for tuition, distance and vocational education courses (senior years), optional excursions, camps and other activities (as appropriate) as determined by the College Board (which normally reviews fees and charges annually) and as published in the Fee Schedule from time to time.
20. All tuition fees are charged annually at the beginning of the year. Fees may be paid in:
  - a) one payment within seven days of the commencement of the first school term, or
  - b) equal weekly, fortnightly, monthly or termly instalments, provided the instalment amounts would clear the fees owing by the end of November each year.

21. We agree to notify the College's Finance Office (via the College's fee collection platform FACTS) if we wish to pay fees by instalment on a Payment Plan, noting that, if we do not select a Payment Plan, the fees are payable in four equal instalments (via FACTS) with each instalment due quarterly at the beginning of each term and this will be our Payment Plan.
22. If we have failed to make any payment under our Payment Plan, we accept that the student may not be permitted to participate in non-compulsory camps and excursions.
23. If we have failed to make all payments under our Payment Plan by the end of the term in which they are due, we accept that 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.
24. We agree to reimburse the College for any reasonable costs (including legal costs) incurred in recovering any amounts due to the College.
25. 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.
26. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
27. We also agree to pay:
  - a) the replacement cost of items provided to the student by the College (such as textbooks, equipment, library or other resources) where those items are damaged or not returned; and
  - b) for the repair or replacement of any other College property caused by the student's deliberate acts or a breach of the College's rules.
28. We acknowledge that the student's personal property (including computers and uniform items) are not insured by the College. The College does not accept any responsibility for loss of, or damage to, personal property.
29. We have read and understand the fees and charges as stated in the current Fee Schedule-

### **Ending Enrolment**

30. 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 unless unforeseen circumstances arise.
31. We accept that, if we wish to withdraw the student thereby ending the student's enrolment, we must give 10 weeks' term time notice in writing to the Registrar. If this notice is not given, we agree to pay 10 weeks' fees + GST for each student enrolment being withdrawn. This amount is a genuine pre-estimate by the College of the loss that it would suffer because we have not given the required notice.
32. We agree that the Principal may, by giving us three months written notice:
  - a) end the student's enrolment if the Principal considers that a mutually beneficial relationship of trust and co-operation 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 an academic school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Education Standards Authority or has otherwise failed to make satisfactory progress in the student's academic work.
33. 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 conditions.
34. We agree that the Principal may in the Principal's absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or ill-discipline even if the offending conduct takes place away from College premises or outside normal College hours.

### **General**

35. We agree that the College may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.
36. We agree to inform the College about anything that could affect the student's ability to participate in the College's program or activities. We also agree to advise of any change in our contact details.

**Signature Page**

*Both parents/guardians (where more than one) are required to sign this form when returning the Letter of Offer of Enrolment.*

Each of us agrees that our obligations to the College, as set out above, are joint and separate and, subject to these 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, of his or her desire to be released from such obligations.

Student: .....

Signature: .....

Name: .....

Date: .....

**INFORMATION ONLY  
Do Not Return Signed Copy  
until Letter of Offer issued**