

## APPLICATION FOR ENROLMENT - PART ONE

Your interest and subsequent enquiry for enrolment is appreciated. Thank you for completing all areas including the check list on the back cover. Please complete a separate form for each student and return to the College Registrar.

### PRIVACY NOTICE

1. Nambour Christian College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. We ask you to provide and to update, as appropriate, information which is relevant to the health and wellbeing of the student. College contact details are as above.
2. The primary purpose of collecting this information is to enable the College to provide quality Christian education within the Biblical tradition.
3. 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 and to comply with Public Health and Child Protection laws.
4. Information collected will be kept secure.
5. The College from time to time discloses personal and sensitive information to others for administrative, educational or health and safety purposes. This includes other schools, government departments, system education offices, your local church, medical practitioners, Parents and Friends Association and people providing services to the College, including specialist visiting teachers, sport coaches and volunteers.
6. You may request access to your file, in writing to the Head of College.
7. Full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your student at the College. The obligation to supply information that may affect your student at the College is ongoing.

### STUDENT DETAILS

Surname \_\_\_\_\_ Christian Names \_\_\_\_\_

Preferred Name \_\_\_\_\_ Male  Female  Date of Birth \_\_\_\_\_

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

\_\_\_\_\_ Post Code \_\_\_\_\_

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

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

If nationality is not Australian, please specify type of residency Permanent  Temporary

Visa Number \_\_\_\_\_ (please provide a copy of child's passport and visa)

Aboriginal/Torres Strait Islander Descent Yes  No

Language spoken at home \_\_\_\_\_

Desired Year Level \_\_\_\_\_ Year 20 \_\_\_\_\_ Term \_\_\_\_\_

### FOR OFFICE USE

Received Date \_\_\_\_\_ Registration Fee \_\_\_\_\_ Family Code \_\_\_\_\_

Start Date \_\_\_\_\_ Confirmation Fee \_\_\_\_\_ Student Number \_\_\_\_\_

Contract Date \_\_\_\_\_ MCEETYA/Medical \_\_\_\_\_ Date Withdrawn \_\_\_\_\_

## PARENT/GUARDIAN DETAILS

### Father's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Living with student Yes  No   
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
 Home ph \_\_\_\_\_ Silent? Yes  No   
 Work ph \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Religion \_\_\_\_\_  
 Responsible for payment of accounts Yes  No   
 Signed \_\_\_\_\_

### Mother's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Living with student Yes  No   
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
 Home ph \_\_\_\_\_ Silent? Yes  No   
 Work ph \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Religion \_\_\_\_\_  
 Responsible for payment of accounts Yes  No   
 Signed \_\_\_\_\_

### Guardian's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Living with student Yes  No   
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
 Home ph \_\_\_\_\_ Silent? Yes  No   
 Work ph \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Religion \_\_\_\_\_  
 Responsible for payment of accounts Yes  No   
 Relationship to student \_\_\_\_\_  
 Signed \_\_\_\_\_

### Guardian's Details

First Name \_\_\_\_\_ Title \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Living with student Yes  No   
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Post Code \_\_\_\_\_  
 Home ph \_\_\_\_\_ Silent? Yes  No   
 Work ph \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Religion \_\_\_\_\_  
 Responsible for payment of accounts Yes  No   
 Relationship to student \_\_\_\_\_  
 Signed \_\_\_\_\_

## SCHOOL CONNECTIONS

If parent/guardian or relatives have previously or currently attend Nambour Christian College, please list details below.

NAME	RELATIONSHIP TO STUDENT	FINAL YEAR

## SCHOOLING HISTORY

CURRENT SCHOOL	YEAR LEVEL ATTEND	REASON FOR LEAVING
PREVIOUS DAY CARE / SCHOOLS	YEAR LEVEL ATTENDED	REASON FOR LEAVING

1. Has your child ever been suspended, expelled or refused admission to another school?

Yes  No  If yes, please state which and explain why:

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2. Student interests (i.e. sport, music, hobbies, community involvement, etc.)

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3. Why do you consider that your child would benefit from a Christian education at Nambour Christian College?

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## OTHER CHILDREN IN THE FAMILY

NAME	GENDER	DATE OF BIRTH	PRESENT SCHOOL	YEAR LEVEL

## SPECIAL CIRCUMSTANCES

Please note any special circumstances we need to be aware of in relation to your student (health issues, living arrangements / custody / guardianship etc.) \_\_\_\_\_

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Family Court Orders or Domestic Violence Orders that pertain to this student must be provided.

For the student's safety, it is essential that the parent advises the College, in writing, immediately if there are changes in this regard.

## CHURCH DETAILS

1. Is your family involved in a Christian Church? Yes  No   
(If yes how often do you attend?) Regularly  Occasionally  Seldom
2. Church denomination \_\_\_\_\_ Church name \_\_\_\_\_
3. Name of Pastor \_\_\_\_\_
4. Please provide a written reference from your Minister (where applicable).

## ACADEMIC & MEDICAL DETAILS

Please indicate if your child has:

- ever received learning support from your current or previous school? Yes  No   
If yes, is your child currently receiving learning support at his / her school? Yes  No
- repeated a year level at school? Yes  No   
If yes, please state when and reason \_\_\_\_\_
- been elevated a year level at school? Yes  No   
If yes, please state when and reason \_\_\_\_\_
- been involved in a gifted and talented program? Yes  No

Should you tick any of the following boxes (Questions 5 to 8), we may request additional information from you. This information will be required before your Application for Enrolment can proceed.

5. Please tick if your child has any difficulties in the following areas:

- |                  |                          |                  |                          |                     |                          |
|------------------|--------------------------|------------------|--------------------------|---------------------|--------------------------|
| Intellectual     | <input type="checkbox"/> | Social/Emotional | <input type="checkbox"/> | Visual              | <input type="checkbox"/> |
| Physical         | <input type="checkbox"/> | Speech           | <input type="checkbox"/> | Learning difficulty | <input type="checkbox"/> |
| ADD/ADHD         | <input type="checkbox"/> | Behavioural      | <input type="checkbox"/> | Aspergers/Autism    | <input type="checkbox"/> |
| Perceptual Motor | <input type="checkbox"/> | Hearing          | <input type="checkbox"/> | Dyslexia            | <input type="checkbox"/> |
- Other (please specify) \_\_\_\_\_

- Are there any behavioural issues that would impact on your child's learning? Yes  No   
If yes, please state concerns \_\_\_\_\_
- Has your child had a specialist (occupational therapist, student psychologist, paediatrician, speech therapist, guidance officer, development optometrist, etc.) assessment for developmental, learning or behavioural issues?  
Yes  No  (If yes, please provide a copy of the report.)

8. Please tick if your child has any of the following medical conditions:

- |                 |                          |           |                          |             |                          |
|-----------------|--------------------------|-----------|--------------------------|-------------|--------------------------|
| Asthma          | <input type="checkbox"/> | Headaches | <input type="checkbox"/> | Head injury | <input type="checkbox"/> |
| Epilepsy        | <input type="checkbox"/> | Diabetes  | <input type="checkbox"/> | Allergies   | <input type="checkbox"/> |
| Eating disorder | <input type="checkbox"/> | Other     | <input type="checkbox"/> |             |                          |

How does this condition impact in the classroom? \_\_\_\_\_  
\_\_\_\_\_

- Does your child take any medication on a regular basis? Yes  No

## ENROLMENT PRIORITY

Enrolment priority is given to:

- Siblings of current College students.
- Students from families who desire a Christian education for their student and support the ethos of the College.
- Maintaining a gender balance in each class and year level.
- Special circumstances at the Head of College's discretion.
- Dates of received applications for enrolment.

Placements can only be made if there are vacancies in the required year level.

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## ENROLMENT PROCESS

1. Parents complete an Application for Enrolment form for each child in the family – including all information and reports as requested. The enrolment process will take longer when reports and assessments are required.
2. Return the completed Application for Enrolment form to the College Registrar ensuring that all policies have been read and signed, with a copy of your child's:
  - birth certificate
  - latest school report
  - year 3, 5, 7 and 9 NAPLAN benchmark test results (where applicable)
  - Minister's reference (where applicable)

Include any other necessary documents or reports and the registration fee of \$100 per family.

3. Please note that until all documents are received we cannot proceed with the application for enrolment process.

### WHAT WILL HAPPEN NEXT?

1. Your application will be acknowledged by letter.
2. Further information may be sought if required or if the application is incomplete.
3. Your child's name will be placed on the waiting list for the class and entry year you have requested.
4. We will invite you, along with your child/ren to attend an interview if a position may become available.
5. Interviews for future years (e.g. 2016 are conducted from April/May of the previous year, i.e. April 2015). The interview will be conducted by the Head of School.
6. An interview does not mean that a place will be offered.
7. Children from new and existing NCC families are required to attend an interview.
8. If a place is not available, your child's name will be held on the waiting list unless you notify us otherwise.
9. If your application for enrolment is unsuccessful, you will be notified by mail by our Head of College.
10. Offers of places will be forwarded by post as soon after the interview as practicable.
11. Acceptance of the offer is required within 21 days by paying the confirmation fee of \$250 per child (maximum \$500 per family).
12. Acceptance of the offer is confirmed by signing an Enrolment Contract with the College that sets out the conditions and expectations of the parties.

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## AS A CHRISTIAN COMMUNITY WE BELIEVE ...

- ... the Bible is the Word of God.
- ... the Bible informs and instructs us in what to believe, and how to live.
- ... there is only one God.
- ... He is the creator of the universe, and has shown Himself to be three persons; the Father, the Son and the Holy Spirit.
- ... Jesus Christ is the Son of God, and He is actually God and man.
- ... He was born of a virgin, lived a sinless life, suffered and died for our sins, and then rose from the dead for our salvation according to Biblical prophecy.
- ... that the Holy Spirit is God, that He works in our lives to lead us to repentance and faith in God, and helps us to live as Christians.
- ... the Bible warns us about Satan, and tells us about his ultimate destruction in hell.
- ... also that Jesus Christ will one day return to the earth to judge both the living and those who have already died.

# APPLICATION FOR ENROLMENT – PART TWO

## COLLEGE POLICIES

An important facet of the mission of Nambour Christian College is to provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled.

The College has developed a number of policies formulated to protect students, staff and College property, providing the basis whereby this mission is translated into reality.

Our web site contains the Nambour Christian College Ltd policies: [www.ncc.qld.edu.au](http://www.ncc.qld.edu.au)

### PRIVACY POLICY – NAMBOUR CHRISTIAN COLLEGE LTD

1. Nambour Christian College Ltd, (herein referred to as the College), acknowledges its obligations under The Privacy Amendment Act (Private Sector) 2000, Commonwealth and may from time to time, review and update its policy to ensure it remains appropriate to current laws, technology and the College environment.
2. Information collected in the course of the enrolment process will be handled in compliance with the Act relating to the collection, use, disclosure, security, access and disposal.
3. In relation to personal information of students and parents, the primary purpose of collection is to enable the College to provide Christian schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College.
4. The purposes for which the College uses personal information of students and parents include:
  - To keep parents informed about matters relating to their student's schooling, through correspondence, newsletters and magazines. On occasions this may include information such as academic and sporting achievements, student activities, photos and other news published in the College newsletters, magazines, social media and our web site.
  - Day-to-day administration.
  - Looking after students' educational and vocational advancement, social and medical wellbeing.
  - Seeking applications for funding for student and College programs.
  - Seeking donations and marketing for the College, including public media. Photos and student names may be included.
  - To satisfy the College's legal obligations and allow the College to discharge its duty of care.
5. Information obtained in the normal course of an enrolment of a student will during his/her association with the College be given to support groups (e.g. Parents and Friends Association and supporting cultural and sporting groups).

The College may include your contact details in a class list and in the College Communicator (a directory of parent and student address and contact details which is distributed to College families). If you do not agree to this, you must advise the Head of College, immediately in writing. Ultimately, when the student finishes at the College, his/her name, address and date of attendance at Nambour Christian College Ltd will be stored on an Alumni database.
6. When information requested from parents/guardians is not obtained, the College may not be able to enrol or continue the enrolment of the student.
7. Personal student information will be held in a safe and secure manner and College staff are required to respect the confidentiality of personal information and the privacy of individuals. Should you provide the College with personal information of others e.g. doctors, emergency contacts, grandparents, past students, it is assumed you have the consent of such contacts.
8. The College will not disclose your personal information except to those involved with your enrolment or as a safety obligation. Full and frank disclosure is required when information is sought by Nambour Christian College for its stated purposes.
9. A more detailed version of the College's Privacy Policy can be obtained by contacting the Privacy Officer, Nambour Christian College Ltd on (07) 5451 3333. Further information on your rights can be found on the Australian Privacy Commissioner's web site: [www.privacy.gov.au](http://www.privacy.gov.au)

## CREDIT POLICY – FEE COLLECTION

### INTRODUCTION

Nambour Christian College Ltd, (herein referred to as the College), requires all fees to be paid in a timely manner to assist with budgeting and operational aspects of the College. The College is a non-profit organisation and therefore payment of fees on time is critical to the effective provision of educational services.

### PURPOSE

The purpose of the policy is to set out clearly the responsibilities and obligations of parents who are intending to or who have enrolled their students at the College.

### PRINCIPLES

The Strategic Plan for Nambour Christian College identifies that:

- the College be good stewards of the finances and resources in its charge. We are committed to use our finances and resources wisely in managing the College affairs while at the same time ensuring accessibility to all families who genuinely desire a Christian education for their students.
- the College seeks to develop and maintain the physical resources and facilities in order to maximize the education experience and outcomes for its students.
- the College seeks to conduct relationships, programs and business dealings in a way that will demonstrate Christian values and ethics.

### POLICY STATEMENT

1. Full payment of fees invoiced is due on the first day of each term unless prior arrangements are approved by the Business Manager.
2. Each family has three options to pay their account:
  - a) Account must be paid in full by the specified due date; or
  - b) An automatic payment arrangement is arranged with the College; or
  - c) A formal payment schedule is submitted to and accepted by the College. The request for payment schedule is a request to extend the notice stipulated in the credit policy and must outline how and when your fees will be paid.
3. Parents who are unable to pay within the specified time will be required to:
  - a) advise the College in writing of a payment schedule to reduce their account in the shortest time possible; and/or
  - b) establish a direct debit for payment of their existing balance.
4. When a parent/guardian wishes to withdraw their students from the College, thirty (30) days notice is required, otherwise a month's fees will be payable.

### THE LAW

The law requires that Nambour Christian College Ltd operate with sufficient financial resources for its day-to-day operations. Likewise the law provides the College with avenues to follow-up unpaid fees.

### IMPLEMENTATION

This policy will be implemented immediately when a student commences at the College.

### ROLES / RESPONSIBILITIES

The College will at all times be open to negotiate mutual payment arrangements and parents are encouraged to keep the Business Manager informed of any relevant circumstances.

- Families experiencing difficulties making payment are requested to contact the Business Office BEFORE the account becomes overdue. In most situations, families will be required to sign a regular Direct Debit authority to meet payments or complete a request for payment schedule.
- An ongoing payment arrangement must be established when there is a debt outstanding beyond the terms outlined in (1) above. This also applies when parents leave the College and fees remain outstanding. Failure to comply may result in the student/s reports being withheld and the College proceeding with collection of outstanding fees through legal channels.

### ACCOUNTABILITY

The Strategic Plan for Nambour Christian College identifies that the College is to conduct its relationships, programs and business dealings in a way that will demonstrate Christian values and ethics. Parents are likewise accountable to the College for prompt and full payment of fees in recognition of their acceptance of these terms at the time of enrolment of their students into the College.

### CONSEQUENCES

1. Overdue accounts where satisfactory payments have not been entered into or adhered to incur late penalty fees.
2. Continual failure to maintain a suitable payment arrangement may jeopardise the ongoing enrolment of the student.
3. Failure to come to a suitable payment arrangement may result in the matter being referred to a Debt Collection Agency. Default payments may result in the account holders being listed with a credit reporting agency. Costs and commissions associated with the collection will be added to the outstanding balance.



### **NCC BANKING DETAILS**

Cheques should be made payable to Nambour Christian College.

For Direct Payment to NCC's Bank Account:

Account Name: **Nambour Christian College Ltd**

BSB: **084-846**

Account Number: **56-490-6297**

### **FINAL CHECKLIST**

Parents please check and tick boxes once completed:

- Registration Fee (\$100 per family).....
- Copy of school reports .....
- Copy of NAPLAN results Years 3, 5, 7 and 9 .....
- Written reference from church (if available) .....
- Evidence of date of birth .....
- Copies of any specialist reports (if applicable) .....
- Copies of family court / domestic violence orders (if applicable) .....

**Nambour Christian College Ltd**  
**COLLEGE ADDRESS** 2 McKenzie Road Woombye QLD 4559  
**POSTAL ADDRESS** PO Box 500 Nambour QLD 4560

**PHONE** 07 5451 3333  
**EMAIL** [info@ncc.qld.edu.au](mailto:info@ncc.qld.edu.au)  
**WEB** [www.ncc.qld.edu.au](http://www.ncc.qld.edu.au) **ABN** 89 106 434 511

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