



# OVERSEAS STUDENT 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 \_\_\_\_\_

Address \_\_\_\_\_

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

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

Have you been to Australia before? Yes  No  If yes, when and where \_\_\_\_\_

How long do you intend to study at NCC? \_\_\_\_\_ Do you require a host family? Yes  No

Language spoken at home \_\_\_\_\_ Desired Year Level \_\_\_\_\_ Year 20\_\_\_\_ Term\_\_\_\_

Passport Number \_\_\_\_\_ **CRICOS Provider Number: 01461G**

## FOR OFFICE USE

Received date \_\_\_\_\_ Registration fee \_\_\_\_\_ Family Code \_\_\_\_\_

Contract date \_\_\_\_\_ MCEETYA \_\_\_\_\_ Student Number \_\_\_\_\_

Confirmation fee \_\_\_\_\_ Medical form \_\_\_\_\_ Date Withdrawn \_\_\_\_\_

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## PARENT/GUARDIAN DETAILS

|   |                |                         |                              |                             |
|---|----------------|-------------------------|------------------------------|-----------------------------|
| Father _____  | Title _____    | Living with the student | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Address _____   |                |                         |                              |                             |
| Telephone (Home) _____  | (Work) _____   | (Mobile) _____          |                              |                             |
| Fax _____   | Email _____    |                         |                              |                             |
| Occupation _____  | Employer _____ |                         |                              |                             |
| Responsible for payment of accounts? Yes <input type="checkbox"/> No <input type="checkbox"/> |                |                         |                              |                             |

|   |                |                         |                              |                             |
|---|----------------|-------------------------|------------------------------|-----------------------------|
| Mother _____  | Title _____    | Living with the student | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Address _____   |                |                         |                              |                             |
| Telephone (Home) _____  | (Work) _____   | (Mobile) _____          |                              |                             |
| Fax _____   | Email _____    |                         |                              |                             |
| Occupation _____  | Employer _____ |                         |                              |                             |
| Responsible for payment of accounts? Yes <input type="checkbox"/> No <input type="checkbox"/> |                |                         |                              |                             |

Please only include parents' details if they are the legal guardian of this student

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## GENERAL INFORMATION

### Parent Question:

What are your expectations as a parent for your child attending NCC? (i.e. academic outcomes, learning English, Australian experience, etc.)

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### Student Question:

What are your interests for studying at NCC and what expectations do you have while attending NCC?

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### Current School Expectations - to be answered by the Head of School (for exchange students only)

What are your expectations of NCC in enrolling this student in our College?

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## SCHOOLING HISTORY

| CURRENT SCHOOL   | YEAR LEVEL ATTENDED | REASON FOR LEAVING |
|------------------|---------------------|--------------------|
|                  |                     |                    |
| PREVIOUS 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 STUDENTS IN THE FAMILY

| NAME | DATE OF BIRTH | PRESENT SCHOOL | YEAR LEVEL |
|------|---------------|----------------|------------|
|      |               |                |            |
|      |               |                |            |
|      |               |                |            |

(Please complete a separate Application for Enrolment Form for each student applying for enrolment at NCC)

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## 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.

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## CHURCH DETAILS

1. Is your family involved in a Christian Church? (If yes how often do you attend?) Yes Regularly  No Occasionally  Seldom
2. Church name and denomination \_\_\_\_\_
3. Name of Minister \_\_\_\_\_ Location of Church \_\_\_\_\_
4. Indicate if the student attends: Church  Sunday School  Youth Group
5. Please provide a written reference from your Minister, (if applicable).
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## ACADEMIC & MEDICAL DETAILS

Please indicate if your child has:

1. received learning support from current or previous school? Yes  No
2. repeated a year level at school? Yes  No   
If yes, please state when and reason \_\_\_\_\_
3. been elevated a year level at school? Yes  No   
If yes, please state when and reason \_\_\_\_\_
4. 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 been diagnosed with any of the following disabilities:

|                  |                          |                  |                          |                     |                          |
|------------------|--------------------------|------------------|--------------------------|---------------------|--------------------------|
| 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) \_\_\_\_\_

6. Are there any behavioural issues that would impact on your child's learning? Yes  No   
If yes, please state concerns \_\_\_\_\_

7. 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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## ENROLMENT PRIORITY

Enrolment priority is given to:

1. Siblings of current College students.
2. Students from families who desire a Christian education for their student and support the ethos of the College.
3. Maintaining a gender balance in each class and year level.
4. Special circumstances at the Head of College's discretion.
5. 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 PROCEDURE

1. Parents submit an Application for Enrolment form to the College Registrar with supporting documentation and the registration fee, including:
    - photocopy of passport showing photo and number
    - copy of recent academic reports
    - a completed reference from your school Principal if recent academic reports do not include comment on behaviour and commitment to study
    - Overseas Student Application for Host Family form
  2. Applications are acknowledged by the Registrar and are viewed by the Head of College.
  3. Depending on the parent responses to the questions in the Academic and Medical question section, an annexure may be sent to them to complete before Application for Enrolment can be processed any further.
  4. Head of School will view Application for Enrolment.
  5. The applicant will be advised by mail if their Application for Enrolment has been successful. The parents will be sent an invoice for 50% of the full year tuition fees, 100% of the non-tuition fees and 6 months of the host family payment. This will need to be paid before a COE (Confirmation of Enrolment) is issued that is needed to complete your VISA application.
  6. Where a student is enrolled to start but defers or withdraws, please refer to the conditions detailed in the College Deferment, Suspension and Cancellation Policy and Refund Policy.
  7. Should it become necessary that a student cannot continue enrolment at the College, please refer to the conditions detailed in the College Deferment, Suspension and Cancellation Policy and Refund Policy.
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# 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)

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### 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 related to their student's schooling, through correspondence, electronic media, 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 and on our College web sites;
  - 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)

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## NAMBOUR CHRISTIAN COLLEGE COMPLAINTS AND APPEALS POLICY

A copy of this policy will be provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed, and again within 7 days of the commencement of student attendance in the enrolled course.

### 1. Purpose

- a) The purpose of Nambour Christian College's Complaints and Appeals Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
- b) The internal complaints and appeals processes are conciliatory and non-legal.

### 2. Complaints against other students

- a) Grievances brought by a student against another student will be dealt with under the school's Student Bullying Policy/Code of Behaviour.

### 3. Informal Complaints Resolution

- a) In the first instance, Nambour Christian College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- b) Students should contact the Head of School in the first instance to attempt mediation/informal resolution of the complaint.
- c) If the matter cannot be resolved through mediation, the matter will be referred to the Head of College and Nambour Christian College's internal formal complaints and appeals handling procedure will be followed.

### 4. Formal Complaints Handling Procedure

- a) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- b) The student must notify the school in writing of the nature and details of the complaint or appeal.
- c) Written complaints or appeals are to be lodged with the Head of College.
- d) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 working days from the date of receipt of notification in which to lodge a written appeal.
- e) Complaints and appeals processes are available to students at no cost.
- f) Each complainant has the opportunity to present his/her case to the Head of College.
- g) Students and/or the School may be accompanied and assisted by a support person at all relevant meetings.
- h) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Head of College.
- i) Once the Head of College has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome, and a copy will be retained on the student's file.
- j) If the grievance procedure finds in favour of the student, Nambour Christian College will immediately implement the decision and any corrective and preventative action required, and advise the student of the outcome.
- k) Nambour Christian College undertakes to finalise all grievance procedures within 10 working days.
- l) For the duration of the appeals process, the student's enrolment and attendance must be maintained.

### 5. External Appeals Processes

- a) If the student is dissatisfied with the conduct or result of the complaints procedure, he/she may seek redress through an external body at minimal or no cost within two weeks.
- b) If the student wishes to complain or to lodge an external appeal about a decision made or action taken by Nambour Christian College, he/she may contact the Overseas Students Ombudsman at no cost. The Overseas Students Ombudsman offers a free and independent service for overseas students. Please see: [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.
- c) If a student is concerned about the actions of the school they may approach the Chief Executive of the Department of Education, Training and Employment, who, under part 2, division 2 of the Education (Overseas Students) Act 1996, may suspend or cancel the registration of a provider or a course if a breach of the requirements of registration provision is proved. Concerns or complaints about the conduct of a registered provider should be addressed in writing to:  
The Manager, International Quality (Schools) Unit, DETE  
LMB 527, BRISBANE QLD 4001

### 6. Other legal redress

- a) Nothing in this Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.

### 7. Definitions

- a) Working Day – any day other than a Saturday, Sunday or public holiday during term time.
- b) Student – a student enrolled at Nambour Christian College or the parent(s)/legal guardian of a student where that student is under 18 years of age
- c) Support person – for example, a friend/teacher/relative not involved in the grievance.

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## WRITTEN ENTRY REQUIREMENTS POLICY

1. Nambour Christian College will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.
2. Applications for enrolment must be made on the Overseas Student Application for Enrolment Form. This must be correctly completed, and must be accompanied by the following documents to support the application:
  - a) Copies of Student Report Cards from the previous year of study, including a copy of the latest Student Report;
  - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
  - c) A completed Subject Choices Form, if applicable (if required by the College, this form will be included with the enrolment information mailed or emailed at the time of application);
  - d) Appropriate proof of identity and age;
  - e) Written evidence of proficiency in English as a second language;
  - f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
  - g) Completed Overseas Student Application for Host Family Form;
  - h) Registration Fee.
3. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
4. An Application for Enrolment can only be processed when all of the above are in the hands of the College Registrar.
5. Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.
6. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application. Minimum academic and English language requirements are as follows:

### Academic Requirements

1. Students must provide evidence of satisfactory academic performance appropriate to entry to the Year Level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.
  - a) **For Primary School:**  
Evidence of application to school work and age-appropriate achievement in literacy and numeracy areas of the curriculum
  - b) **For Year 7 – 12 students:**  
A pass level or "C" grade or better for the majority of core subjects

### English Language Proficiency Requirements

1. Nambour Christian College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.
2. If applicable, schools can note evidence presented by a student as part of the student visa application process as evidence of English language proficiency.

Alternatively, Nambour Christian College accepts results from the following test instruments:

| Acceptable Test  | Minimum Test Result                 | For Entry to Year |
|--|-------------------------------------|-------------------|
| English language proficiency test conducted by our ESL teacher | To be determined by the ESL teacher | 10, 11 & 12       |

3. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
4. Students wishing to enter the school below year 10 level are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.



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## NAMBOUR CHRISTIAN COLLEGE ACCOMMODATION AND WELFARE POLICY

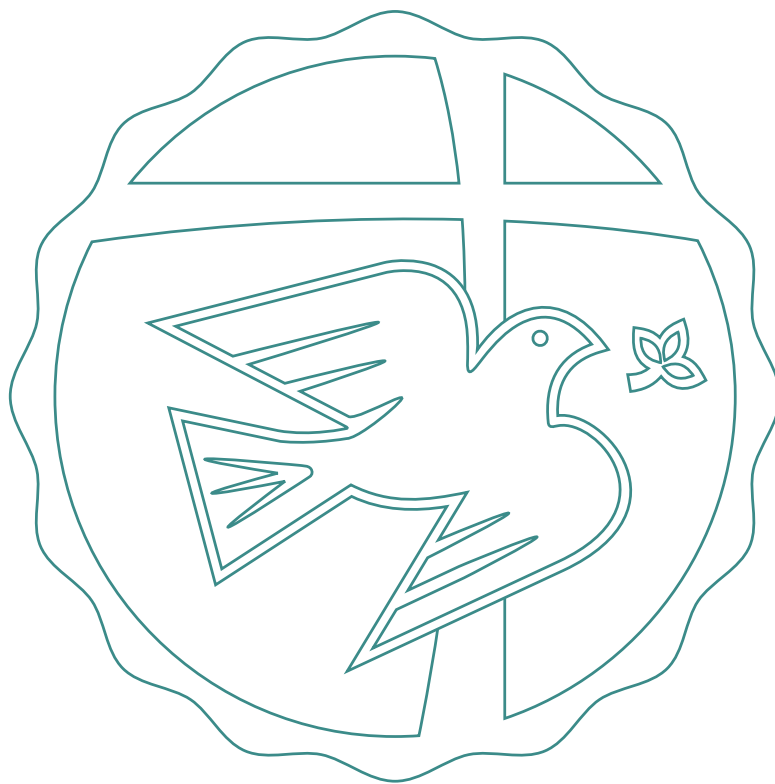
Nambour Christian College (College) approves the following accommodation options for overseas students:

- The student will live with a parent or relative as permitted by DIAC.
- In this case the College does not provide a welfare letter (CAAW) via PRISMS. The student's family provides proof of relationship to DIAC for the purposes of visa application.
- The student will live in school approved accommodation and the College will generate the welfare letter (CAAW) via PRISMS to accompany the student's Confirmation of Enrolment (CoE).
- School approved accommodation options for full fee paying 571 visa subclass students under 18 years of age include:
  - \*Homestay Program operated by Nambour Christian College
- For school vacation periods, the following accommodation options are available to full fee paying 571 visa subclass students under 18 years of age:
  - Student returns home to parents.
  - Student continues to live in / is placed in Homestay arranged and approved by the College.
  - Student may spend vacation with friend's family or relatives if all requirements are met in order to attain school approval.
  - Student may attend a supervised excursion, camp, etc., if all requirements are met in order to attain school approval.
- If the College has taken responsibility for approving arrangements for student care and welfare, should the College not approve requests for changes to agreed arrangements, and the student refuses to maintain the approved and agreed arrangements, the College will advise the student this will be reported to DIAC and the student will need to contact DIAC to ensure visa implications are understood. (See DIAC office addresses at: <http://www.immi.gov.au/contacts/australia/index.htm>.) This includes any requests by students under 18 years of age to attend "Schoolies Week" on completion of Year 12.
- Accommodation options for full fee paying 571 visa subclass students 18 years and older include:
  - Homestay Program
- For school vacation periods, the following accommodation options are available to full fee paying 571 visa subclass students 18 years or older:
  - Student returns home to parents.
  - Student continues to live in / is placed in Homestay, details of which are recorded by the College.
  - Student may spend vacation with friend's family or relatives, provided details are given.
  - Student may attend a supervised excursion, camp, etc., provided details are given.
- All students are required to notify the College of a change of address while enrolled in the course, and students who live in school approved accommodation must not change agreed arrangements without prior approval of the College.

\*NB Homestay Programs operated by Nambour Christian College or approved by Nambour Christian College meet Queensland legislative requirements under Education (Overseas Students) Regulation 1998 s9 and the Commission for Children and Young People and Child Guardian as well as under Standard 5 of the National Code.

These include:

- Continuous dates for approved welfare arrangements
- Documented procedures for checking suitability of accommodation, support and general welfare arrangements
- Guidelines for selecting family and ensuring the family can provide a stable environment for the duration of the student's enrolment at the school
- Criteria about accommodation services to be provided, and contract for arrangements about providing accommodation services
- Orientation program from families new to provision of Homestay services
- Blue card for adults living in the Homestay other than overseas students
- Compliant Homestay Risk Management strategy, reviewed annually, undertaken by operator of the Homestay program.



## FINAL CHECKLIST

Parents please check and tick boxes once completed:

- Registration Fee \$450 per child .....
- Copy of school reports .....
- Photocopy of passport .....
- Written reference from church (if available) .....
- Reference from school Principal (if required) .....
- Copies of any specialist reports (if applicable) .....
- Copies of family court/domestic violence orders (if applicable) .....
- Overseas Student Application for Host Family .....

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

**PHONE** 07 5451 3333 **FAX** 07 5335 1624  
**EMAIL** info@ncc.qld.edu.au  
**WEB** www.ncc.qld.edu.au **ABN** 89 106 434 511

CRICOS Provider No: 01461G

