



ST CATHERINE'S SCHOOL

ENROLMENT CONTRACT – OVERSEAS STUDENTS

CRICOS 00574F
Prep to Year 6
Course Code 011233C
Years 7 to Year 12
Course Code 005479J

STUDENT DETAILS

Student Name

Entry Level Entry Year

☐ Subclass 500 Student Visa..... ☐ Visa Type OTHER (Please list and attach copy)

All overseas students enrolling at St Catherine's are required to indicate accommodation arrangements at the time of application. To be granted a student visa, the School must approve the arrangements of the student's accommodation, support and general welfare which can be one of the follow:

(a) The student will reside with parent;OR ^ ☐ YES ☐ NO

(b) The student will reside with a DHA approved relative who is aged over 21;OR ^ ☐ YES ☐ NO

(c) The student will reside in Illawarra Boarding House; OR * ☐ YES ☐ NO

(d) The student will reside in alternative accommodation arrangements approved by the School. * ☐ YES ☐ NO

^ If not living with a parent, St Catherine's reserve the right to assess the suitability of the nominated relative.

* Student must be at least 13 years of age and must complete Local Contact arrangements below

I/We, the parent/s or guardian/s of the Student accept the offer of enrolment at St Catherine's School ACN 004 251 816 in the Entry Year and Entry Level and agree as follows:

1. I/We have read and agree to comply with and be bound by the enclosed Conditions of Enrolment.
2. I/We agree that this offer remains subject to the successful completion of Language School requirements.
3. I/We agree to be bound by the terms of the School's Schedule of Fees and Other Charges as published by the School in respect of each School year and as amended by the School from time to time.
4. By accepting enrolment of the student at St Catherine's School I/we agree to be liable (jointly and severally if more than one parent/guardian) for the payment of all tuition fees and all other fees and charges payable in respect of the Student.
5. I/We have provided a copy of birth certificate, passport, visa and/or certificate of citizenship as a condition of enrolment.
6. I/We agree to provide medical information and consent via *Operoo*, the Schools electronic consent form, prior to commencement.
7. I/We have received copies of the St Catherine's School Accommodation, Welfare and Grievance Policies and understand that we can access all School policies via the website.
8. I/We agree that this offer is conditional upon our daughter continuing English lessons with a certified Language provider upon arriving in Australia and continuing English language studies until she has met the School's English requirement for her year level.

This School Enrolment Contract requires the signature of both parents/guardians (unless a reason satisfactory to the School is provided). If both signatures are not provided, the circumstances must be provided to the School.

PARENT/GUARDIAN 1

Name Relationship to Child

Address

Signature Date

PARENT/GUARDIAN 2

Name Relationship to Child

Address

Signature Date

DHA APPROVED RELATIVE

(To be completed only where you have indicated the student will reside with a relative)

Nominated Relative Relationship to family

Phone WWCC.....

Verified through WWCC Online ☐ YES ☐ NO Verified against personal ID ☐ YES ☐ NO

Signature Date



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LOCAL CONTACT ARRANGEMENTS

All Overseas Students residing in Boarding or approved Homestay accommodation are required to nominate a Local Contact. The Local Contact must be deemed to be a suitable choice by St Catherine's School and meet the following criteria:

- Must be over 25 years of age.
- Must have an adequate grasp of written and spoken English
- Must be a Permanent Resident of Australia and live in the Melbourne metropolitan area and be easily contactable by telephone. If the Local Contact is away for an extended period of time, a replacement must be nominated and the School notified of this change.
- Must obtain a Working with Children Check (WWCC)

Nominated Local contact Relationship to family

Phone WWCC

Verified through WWCC Online ☐ YES ☐ NO Verified against personal ID ☐ YES ☐ NO

Signature Date

AGENT DETAILS (IF APPLICABLE)

Agent name Agent Company

Address

Mobile phone: Email:

BILLING DETAILS

Address

Billing Contact Email

ENTRANCE FEE PAYMENT ADVICE

OFFICE USE ONLY

Parent/Guardian Name

PAYMENT METHOD

Please note that all credit card payments attract a 1.5% surcharge.

☐ EFT BSB: 033 086 Account name: St Catherine's School Reference: Student Name
Account : 487817

☐ Cheque (*Please make cheques payable to St Catherine's School*) ☐ MasterCard ☐ Visa ☐ AMEX

Card Number ____ / ____ / ____ / ____ Expiry Date ____ / ____ CCV ____

Amount Payable: ☐ \$700 (Sibling of current student) ☐ \$1,800 (ELC—Year 10) ☐ \$2,000 (Year 11—Year 12)
☐ \$2,500 (Family enrolment) ☐ \$2,500 Holding Fee (credited against Term 2 Fees in the year of entry)

Cardholder's Name: Cardholder's Signature:



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MEDICAL HISTORY

We use *Operoo*, a parent controlled electronic medical profile and consent form to manage emergency and medical contacts, medical checklists, action plans and health insurance details etc. Prior to commencement, you will receive an invitation by email to create your medical profile and consent details in *Operoo*, your child cannot commence at St Catherine's School or the Boarding House until this is completed. To assist in pre planning and ensuring the welfare of your child prior to commencement, please complete the medical profile below.

Please indicate if your child suffers any of the following:

ADD/ADHD	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Anaphylaxis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Anxiety/Panic Attacks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asperger's Syndrome	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Autism Spectrum Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Blood Disorders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ear/Hearing Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eczema	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Epilepsy/Convulsions/Fits	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eye/Sight Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart Condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Migraines/Headaches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Skin Conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered YES to any of the above, please provide details:

IMMUNISATIONS

Has your child been immunised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the immunisations current and complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



On enrolment, parent(s)/guardian(s) acknowledge that they have read, understood and agree to be bound by the legal requirements, policies, rules and procedures outlined in the School Business Practices. Copies of Business Practices, and other relevant School policy documents, rules and procedures are available at www.stcatherines.net.au/about-us/policies/

CONDITIONS OF ENROLMENT

1. The enrolment of the Student commences in the Entry Year and continues until the completion of Year 12 or until she is otherwise withdrawn or removed from the School.
2. All Overseas Students are required to submit passport, visa and/or certificate of citizenship and results from an AEAS English Proficiency Test at application.
3. The School may from time to time and in its sole discretion vary or withdraw any course offering, educational program, curricula and co-curricula offering and makes no representation that any offering, program or curricula content will be offered or continue to be offered during the term of the student's enrolment.
4. Students must attend all classes, including Outdoor Education activities, camps and excursions, on the dates set by the School. No refunds will be given for non-attendance. Students prevented from attending classes due to illness or any other genuine cases, must notify the School in accordance with requirements of the School's late and absence procedures.
5. You are required to notify the School as soon as possible of any change to the student's Visa status.

POLICIES AND PROCEDURE

6. The parents/guardians agree to comply with all school policies as outlined on the St Catherine's School website www.stcatherines.net.au/about-us/policies (as amended or varied from time to time) including but not limited to:
 - a. Enrolment Policy
 - b. Community Code of Conduct;
 - c. Child Safety and Wellbeing Policy;
 - d. Business Practices;
 - e. Privacy. Policy
 - f. Student Behaviour Management Policy.

CHILD SAFETY AND WELLBEING

7. St Catherine's School is a Child Safe organisation and is committed to embedding a child safe culture into our practices and processes, and to take action to ensure that a child safe culture is championed and modelled across the school. Full Statement of Commitment to Child Safety is available on the website www.stcatherines.net.au/about-us/policies.
 - a. We are committed to providing environments where our students, including Aboriginal students, are physically, socially, emotionally and culturally safe and feel safe. Students' participation and inclusion is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the diverse cultural backgrounds and needs of all children and students, including Aboriginal students.
 - b. The Child Wellbeing and Safety Act 2005 (the Act) established the Child Information Sharing (CIS) Scheme, which enables sharing of confidential information between prescribed entities in a timely and effective manner in order to promote the wellbeing and safety of children. As St Catherine's School is an Information Sharing Entity (ISE), there may be times when it is appropriate to use the Information Sharing Schemes to request and share confidential information with authorised services.

STUDENT DISCIPLINE AND OBLIGATIONS

8. The Principal may take such disciplinary action against a Student in respect of student behaviour and conduct as he or she may deem lawfully appropriate, including in accordance with any discipline policy of the School, and which may include:

- (a) withdrawal of privileges;
- (b) detention at such times as the Principal may deem appropriate;
- (c) requiring students to undertake additional school work during or after normal school hours;
- (d) suspension;
- (e) expulsion;
- (f) such other consequences as the Principal considers reasonable and appropriate.

STUDENT WITHDRAWAL OR REMOVAL

9. The parents/guardians are required to give one full term's prior notice in writing to the Principal of the withdrawal of the student from the School, such notice to be given prior to the commencement of the next school term. In the event that such notice is not given, the tuition fees (and boarding fees if applicable) for the next term will be payable in full.
10. If the student's status is being changed from a boarder to a day student, the Principal's written consent must be obtained and the parents/guardians are required to give one full term's prior notice in writing to the Principal, such notice to be given prior to the commencement of the next school term.
11. Where the student does not commence attending at the School despite the parents/guardians accepting an offer for enrolment for the student, the tuition fees for the first term that the student would otherwise have attended will be payable in full.
12. The School reserves the right to require the student to be withdrawn from the School or to cancel her enrolment:
 - (a) if the student's behaviour or attitude to school work or other school activities is considered unsatisfactory;
 - (b) on grounds of the student's unsatisfactory conduct or performance or for misconduct;
 - (c) because of the student's failure to obey the rules or policies of the School;
 - (d) if any accounts or fees payable by the parents/guardians are not paid within the School's terms of payment or within the terms of any written agreement between the School and the parents/guardians permitting a later or deferred payment; or
 - (e) for any other reason considered by the Principal to be appropriate in the circumstances.
13. If the student's progress and performance is such that, in the opinion of the Principal, she is not benefiting from the academic courses provided by the School, the parents/guardians may be advised to withdraw the student from the School.
14. If the Principal believes that a mutually beneficial relationship between the parents/guardians and the School or any of its staff has broken down to the extent that it adversely impacts on the School, any of its staff or the ability of the School to provide satisfactory educational services to the student, the Principal may cancel the student's enrolment.
15. The Principal has the right to refuse to allow the student to either commence a new term, or to attend during a current term, but without the obligation to cancel the student's enrolment, while any amounts payable to the School in respect of the student remain unpaid.



LOCAL CONTACT

16. Where the student is *not* residing with their parents or immediate family, a local contact must be appointed by the parents. The local contact is *not* legally responsible for the student, however will act as necessary as a contact between the School and parents should assistance with translation be required. The local contact must:

- be over the age of 25 years, speak English and reside in Melbourne.
- be easily contactable and prepared to assist with contacting parents/guardians.

LEAVE OF ABSENCE

17. Temporary leave of absence of the student from the School for a term or more must have the prior written approval of the Principal. Such leave will only be considered if the parents/guardians confirm an intention for the student to resume attendance at the School at a nominated and agreed future date.

18. For a temporary leave of absence of one term or less, full tuition fees are payable.

19. A temporary leave of absence of two terms or more will not be approved unless a Holding Fee of one term's fees is paid to the School to retain the students place upon return to the School. The Holding Fee will be credited to the student's School fee account upon return to the School. The Holding Fee will not be refunded if the Student does not return to the School by the agreed future date.

20. If the Student does not return to the School from a temporary leave of absence on the agreed future date, the student's enrolment may be cancelled. The student will not have an automatic right of re-entry to the School and the School is not obliged to maintain or hold the student's enrolment. Further, the School may in its discretion agree to hold the student's enrolment on such conditions as the Principal may determine including upon advance payment of any non-refundable holding or other fees.

FEES AND CHARGES

21. All amounts payable to the School in respect of the enrolment of the Student are payable in accordance with the terms of the School's Schedule of Fees and Other Charges as published from time to time for each school year. The tuition fees, boarding fees and other fees and charges may be varied and increased by the School from time to time and in its sole discretion.

22. The parents/guardians (if more than one) are jointly and severally liable for the payment of all accounts rendered by the School, unless a Court Order indicates otherwise, in respect of the student's enrolment at the School and will comply with the School's terms of payment as set out in its Schedule of Fees and Other Charges as published from time to time.

23. The amount outstanding on any School account after the due date for payment will accrue interest from the due date until it is paid in full at the rate for the time being fixed under Section 2 of the Penalty Interest Rates Act 1983 (Vic) (as amended or replaced from time to time) or at such other rate set out in the Schedule of Fees and Other Charges as published from time to time.

24. Any costs, charges and expenses incurred by the School in relation to outstanding amounts owed to the School, including debt collection agency fees and legal fees (on an indemnity basis) may be claimed from and will be payable by the parents/guardians.

25. The School may charge to the account of the parents/guardians its reasonable costs and expenses (including legal costs on an indemnity basis) in complying with any subpoena or Court order to produce documents or records.

26. Any agreement or act by the School not to strictly enforce the terms of payment of its accounts is not a waiver of its right to cancel the student's enrolment.

STUDENT HEALTH AND SAFETY

27. The Enrolment Confirmation is subject to providing an Immunisation Status Certificate showing the child is up-to-date with vaccinations for their age OR is on a vaccine catch-up schedule OR has a medical condition preventing the student from being fully vaccinated.

28. The parents/guardians must advise the School/Boarding House:

- (a) in writing of the student's medical history and medical needs including any significant illness or disability suffered or developed by the student during her enrolment; and
- (b) immediately of any infectious or contagious disease contracted by the student while enrolled at the School.

29. The parents/guardians are responsible for completing and updating *CareMonkey*, the electronic medical profile and consent form authorising the School/Boarding House to:

- (a) obtain or provide emergency or urgent medical treatment for the Student should action be deemed necessary by the School/ staff member;
- (b) obtain any medical treatment for the student considered appropriate in the circumstances where the student suffers from an injury or illness.
- (c) take students off campus, out of School hours, to attend School socials, sporting and recreational activities.

30. The parents/guardians indemnify and hold indemnified the School, its agents and servants against any expenses, costs or damages which they might incur or which may result from the School providing or obtaining medical treatment for the student.

31. The parents/guardians must ensure that the School's records are correct and up to date at all times and that the School is fully informed at all times as to the student's residential address and of any changes of address or contact information of the parents/guardians.

PHOTOGRAPHIC IMAGES

32. Unless the School is advised otherwise in writing, the School is authorised to use photographs and video footage taken during School business or activities of the student or which include the student in its school publications, website, and promotional brochures and material.

COURT ORDERS

33. The parents/guardians agree to provide and disclose to the School on a timely basis copies of all court orders, including those of the Family Court and personal safety intervention orders, that may impact on or relate to the student and of which the School ought to be informed.

34. The parents/guardians will at all times act in accordance with any relevant court orders in their dealings with the School.

INSURANCE

35. The School does not take out insurance cover for the loss by students of their personal property or of the property of others, for ambulance expenses or for tuition fees due to absence from School. The parents/guardians must make such arrangements for insurance in relation to the Student as they consider necessary and appropriate.

36. Parents must ensure they maintain Overseas Student Health Cover (OSHC) for the duration of time they are in Australia.

GENERAL MATTERS

37. The references in this document to parents/guardians are references to each parent/ guardian who has signed this document and, if more than one, each of them jointly and severally so that each of the obligations under this document upon the parents/guardians are joint and several.

38. All persons that have parental and/or legal guardianship responsibility for the student must sign this Contract unless it can be demonstrated in writing, either by evidence of a court order or other sufficient documentation, to the satisfaction of the Principal, that he/she has sole legal responsibility for the education and enrolment of the Student; and payment of all education fees.