



Trustees of the Christian Brothers (Queensland)
St Francis Xavier Province

Province Policy No 1:

Enrolment (Schools)

POLICY STATEMENT

The Trustees of the Christian Brothers (Queensland) are committed to providing Catholic education in the Edmund Rice tradition. These schools are open to all those who share the values of Edmund Rice Education. The enrolment process needs to ensure that consideration is given to the poor and marginalised and that each school's community will reflect a diversity within the student population in social and financial circumstance and academic ability.

Each school will develop its own enrolment process in response to local circumstance providing that it:

- Is transparent, fair and based on selection criteria guided by the Edmund Rice Ethos and giving priority to baptised Catholics;
- Uses its resources justly and equitably to ensure a diverse student population; and
- Meets funding and legislative requirements.

INTRODUCTION

This Province Policy is mandatory for all those involved in the enrolment process for students at Catholic Schools in the Edmund Rice tradition. It provides processes, guidelines and samples of different proformas to support the enrolment principles and procedure.

1. RATIONALE/PURPOSE

The purpose of this document is to assist each school to:

- develop and implement a step-by-step application and enrolment process which provides a transparent and consistent reference point to both those seeking enrolment and those responsible for enrolment at the school;
- facilitate consistency of approach and process across Catholic Schools in the Edmund Rice tradition; and
- assist in responding where enrolment policy and procedures are challenged.

2. GUIDING PRINCIPLES

In line with gospel values, Church teaching and the tradition of our founder, Blessed Edmund Rice, this enrolment policy is developed to reflect the following principles:

- A deep concern for the education of the minds and hearts of the young.
- A Catholic School in the Edmund Rice tradition stands in solidarity with those who are powerless and marginalised. As a practical expression of this solidarity, a Catholic school strives to provide access to those who otherwise would not seek enrolment (The Charter, p. 10).
- The acknowledgement that parents are significant stakeholders in the enrolment process of each school (based on The Charter, p. 8).
- A Catholic School in the Edmund Rice tradition will act justly. This is reflected consistently in its structures and processes (The Charter, p.10)
- A Catholic School in the Edmund Rice tradition manages and uses its resources equitably in the best interests of its current and future community, always conscious of the wider community in which it is situated. (The Charter, p. 11)
- A Catholic School in the Edmund Rice tradition is sensitive to the economic situation of each of its families (The Charter, p. 11)

3. OBLIGATIONS

LEGAL - as required by:

- The Education (Accreditation of Non-Government Schools) Act (2001)
- The Privacy Act (2000)
- The Anti-Discrimination Act (1991) and amendments
- Contract law

OTHER – alignment with the policies outlined in:

- The Charter, Edmund Rice Education Australia, March 2004
- The Catholic School on the Threshold of The Third Millennium, Congregation for Catholic Education, Strathfield: St Paul's Publications, 1998
- Commonwealth and State funding programs for non-government schools

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Each school may develop its own internal enrolment process in response to local circumstances providing that it:

- is transparent, fair and based on selection criteria guided by the Edmund Rice Ethos and giving priority to baptised Catholics;
- uses its resources justly and equitably to ensure a diverse student population; and
- meets funding and legislative requirements.

5. DEFINITIONS

In this policy, the following terms are defined as:

Associated Corporation means a corporation where the Trustees appoint the Board of Management, or have the power to appoint the Board of Management. It also refers to any subsidiary corporation of such a corporation.

Edmund Rice Ethos means an ethos that is based on a respect for the dignity of each person, the development of right relationships, and a commitment to the poor and the marginalised. This ethos is derived from the charism of the Founder of the Christian Brothers, Edmund Rice.

Parent is the legal guardian of a child under eighteen years, and includes step-parents and carers.

Application Form is a form to be completed by parents expressing an interest in enrolling their student. This is often accompanied by an administrative fee. It is not a guarantee of enrolment.

Enrolment Form is a form to be completed which provides the basis of a contract between the school and the parents. This is usually accompanied by a deposit which may be deducted from the first term fees.

Enrolment Process includes three steps that are taken to enrol a student in a school. The three steps are Initial Enquiry and Application, Selection/Non Selection and Placement/Acceptance. It also outlines the appropriate documentation for each step.

Parent/College Agreement means a contract binding on both parties

Readiness Test is a test or number of tests associated with enrolment to determine support needs for newly-enrolled students. It is administered only after enrolment.

6. PROCEDURES

6.1 RESPONSIBILITIES

6.1.1 The Provincial Leadership Team acting as the Trustees of the Christian Brothers (Queensland) has responsibility for:

- a) Approving the Province policy initially and any subsequent amendments to it;
- b) Ensuring that resources are available for the development, implementation, monitoring and review of this Province policy.
- c) Approving school fee structures within the Province budget process except for associated corporations

6.1.2 The Board of Management of an Associated Corporation has contractual obligations for:

- a) Ensuring that this policy is complied with by the Associated Corporation;
- b) Approving school fee structures within the corporation budget process

6.1.3 Executive Director, Edmund Rice Education/CEO has delegated responsibility for:

- a) Providing copies of this Enrolment Policy to all Edmund Rice Schools of St Francis Xavier Province;
- b) Ensuring training courses and other opportunities are available for those involved in implementing this policy so that this policy and its procedures are understood;
- c) Ensuring external audits of this Province policy are carried out in all schools at least every 3 years or as required;
- d) Reporting to PLT regarding issues of compliance and non-compliance identified by the external audits referred to in c) above, and by each College Board;
- e) Working with the College Board and Principal to address breaches to compliance.
- f) Recommending the budget and fee structure to the Province Leadership Team, through the General Manager, Corporate Management and Development.

6.1.4 The College Board has delegated responsibility for:

- a) Approving the school enrolment process and fee structure to ensure consistency with Province Policy
- b) Critiquing and determining the composition of the school's student population to ensure compliance with this Province Policy
- c) Ensuring internal audit of the Province Policy is conducted annually and the findings reported to the Executive Director, ERE.

6.1.5 The Principal/CEO has delegated responsibility for:

- a) Ensuring that the annual intake of new students reflects the desired diversity of school student population;
- b) Ensuring the enrolment process is developed, documented and published to the school community;
- c) Ensuring all persons involved in the enrolment process are trained to be conversant with the Enrolment Province Policy;
- d) Ensuring the annual internal audit of this Province Policy is carried out and that its evidence is available for the person undertaking the external audit every three years or as determined; and
- e) Ensuring that an Annual Compliance Report is prepared and presented to the College Board.

6.2 IMPLEMENTATION OF ENROLMENT PROCESS

The enrolment process has three steps:

Step One: Initial Enquiry and Application

Step Two: Selection/Non selection

Step Three: Placement/Acceptance

The implementation of the enrolment process may vary from school to school according to local circumstances, as long as it is in accordance with the policy statement (see page 1).

Each step must be documented and readily accessible to those who wish to seek enrolment.

6.2.1 Step One: Initial Enquiry and Application

Each school must acknowledge all enquiries and applications in the most appropriate and timely manner according to its documented procedure.

6.2.2 Step Two: Selection/Non selection

Each school will develop this step according to local circumstances. The following elements, however, must be included in this step.

- i. An Enrolment Form must collect at least, the following data:
 - Requirements outlined by funding bodies eg Australian and Queensland government, including:
 - student details - name, home address, sex, Aboriginal and/or Torres Strait Islander origin, country of birth, main language spoken at home
 - parent details - names and addresses, main languages spoken at home by parents, highest level of primary or secondary school attended by parents, parents' occupations and parents' qualifications,

This may change upon notification from Australian and Queensland governments.

- Other student information: year for which enrolment is sought, previous schools attended, religion and special circumstances (details of additional physical, behavioural, cultural or academic support required)
- Other parent information: guardianship details, emergency contact details and family connections with school.
- Reasons for seeking enrolment

- Home information or student residency away from home - student address, visa information
- Payment of fees (if concessions are requested, the appropriate concession forms must be completed)
- Any other data requirements prescribed by funding partners eg Australian and Queensland governments

Optional data can be collected to suit the local circumstances. Examples are: other sibling enrolments, old boy connections, sacramental details, parish priest and a reference from the primary school Principal.

The Enrolment Form also needs to provide information regarding:

- Full and frank disclosure
 - The collection, storage, use and disposal of information collected, in accordance with Province Privacy Policy
 - The contract between the school, the student and the parent/carer.
- ii. An Enrolment Package containing relevant details and an Enrolment Form is provided on request.
 - iii. Pre-selection tests cannot be used as a source of data in the selection step. (Readiness tests may be administered after enrolment to determine appropriate support.)
 - iv. The enrolment interview is structured around the Enrolment Form and Attachments. The Enrolment Form is checked to ensure all relevant information required has been given. Additional information may be requested or required.
 - v. It is the school's responsibility to ensure that parents be made aware of the meaning of FULL and FRANK disclosure when completing the Enrolment Form. This includes advising parents that the failure to provide relevant details and assessments could result in cancellation of enrolment.
 - vi. Parents will be required to discuss their financial capacity to pay fees and the options open to them.
 - vii. The Enrolment Form and any other necessary documentation is required to be returned by a specific date.

Please note: Samples of different proformas that could assist schools in the development of their enrolment package can be found in the Additional Resources section of this policy document.

6.2.3 Step Three: Placement/Acceptance

In the placement and acceptance step, applications will be considered in line with the school's published enrolment process, criteria developed by the school and the following criteria outlined in this policy statement:

- a) priority is given to baptised Catholics,
- b) consideration is given to the poor and marginalised and
- c) each school's student population reflects diversity in social and financial circumstance and academic ability.

In addition, the following elements must be included in the acceptance and placement step:

- i) An offer of placement or non-placement will be communicated in writing. The offer of placement needs to include a parent/college agreement.
- ii) The parent/carer is to sign the parent/college agreement, indicating their acceptance of this offer of placement. This is to be returned to the school by a specified date.
- iii) The signed parent/college agreement is retained by the school and a copy is provided to the parent/carer.

7. COMPLIANCE

An internal audit schedule must be completed annually for each school and associated corporation.

An external audit is carried out at least every 3 years, or as required.

Evidence needed to comply with the Policy is appropriately recorded and stored.

8. REVIEW

This Policy will be reviewed at least every three years, or as necessary. Should there be any difficulty in implementing this Policy, which results in any variation to the Policy, the Record of Variation Form needs to be completed and submitted to the appropriate person. (See Province Policy Framework Annexure 3).

9. POLICY BREACH

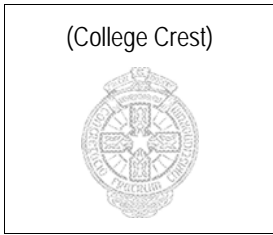
Any deliberate breach of this Policy may lead to the Executive Director working with the College Board and Principal to address this breach.

Additional Resources: Sample Forms

Please note: the following forms are ONLY samples. Each school MUST adjust these sample forms to suit their local circumstances. The forms collect all mandatory data as well as some optional data. Schools may wish to request more than the mandatory data as outlined in the policy. **Optional questions are shaded grey and coloured red on a computer screen so that they are easily identifiable and can be deleted.**

SAMPLE NO	NAME OF FORM	LINK TO RELEVANT STEP IN THE ENROLMENT PROCESS
1	Application Form	Can be part of Step 1: Initial Enquiry and Application
2	Enrolment Form	This is a sample of a document which collects mandatory information in relation to Step 2: Selection
3	Application for Concession Form	This is a sample of a document, which is to be made available upon request. It relates to Step 3: Selection
4	Offer of Placement and Acceptance Form	This is a sample document that ensures the mandatory element of Step 3: Placement and Acceptance process.
5	Letter of Non-Acceptance	This is a sample document to fulfil the mandatory element of Step 3: Placement and Acceptance.
6	Parent/College Agreement	This is a sample of a mandatory contract between the school and parents as part of Step 3: Placement and Acceptance.

SAMPLE FORM 1 APPLICATION FORM



NAME OF COLLEGE

(Conducted by the Christian Brothers)

APPLICATION FORM

- In accordance with Province Privacy Policy, the primary purpose of this information is for the use in the application and enrolment process at this school for your son/daughter. The information is kept for the period of time necessary for its primary purpose. The information may be disclosed to others only for the purposes of the student's enrolment. Failure to disclose the requested information will affect initial enrolment. For further information about our Privacy Policy, please contact ...*(insert name of nominated school contact, address, telephone and email)*...
- This application should be accompanied by a \$...*(insert amount if applicable)*... application for enrolment fee which is non-refundable. This is an administrative fee and helps to cover costs associated with processing enrolment applications.
- Early in the year, two years preceding the proposed admittance, prospective day students and metropolitan boarders will be called for an interview after which an offer of acceptance for that academic year may be made.
- In the case of boarders applying for future years, the application may be accepted subject to a satisfactory academic report and suitable references being supplied two years prior to entry. All boarders are required to have an interview before entry. This interview may be arranged at a mutually agreeable time in the year prior to entry.

To commence Year Level _____
(eg. Yr 8)

In the Year _____
(eg 2007)

Day Student or

Boarding Student

Student's Details:

Student's Surname: * Female * Male

Christian Names:

Preferred Name:

Date of Birth: day / month / year Country of Birth:

Student lives with: Parents Mother Father Guardian Other

Present School: Present Year Level:

Religion: Parish:

Sacraments Received: Baptism Reconciliation Eucharist Confirmation

Has this applicant any siblings who currently attend, are being enrolled this year, are possible future students or are past students of the college?

Names of Current Students:	Year Level

Names of other siblings being enrolled this year (if applicable)	Year Level

Names of other siblings:	Past Students	Future Students	Year

Residential Address


Mailing Address

Phone Fax

E-Mail

Signature Date

SAMPLE FORM 2: ENROLMENT FORM

(College Crest) 	NAME OF COLLEGE <i>(Conducted by the Christian Brothers)</i>	For office use only Payment Recd (Date) Receipt No C/Card Yes/No
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ENROLMENT FORM - CONFIDENTIAL

- The Australian Government requires each school to collect mandatory data as part of its funding agreement. These mandatory data areas are collected through questions marked with an *.
- In accordance with Province Privacy Policy, the primary purpose of this information is for use in the enrolment process at this school for your son/daughter. In addition, if the enrolment is successful, the information may be disclosed to others for the purposes of the student's education and wellbeing. The information is kept for the period of time necessary for this purpose. All such information will be securely stored. Failure to disclose the requested information will affect initial/ongoing enrolment. For further information about our Privacy Policy, please contact ... *(insert nominated school contact person, school address, telephone and email)*...

To commence Year Level	
	(eg. Yr 8)
In the Year	
	(eg 2007)

<input type="checkbox"/>	Day Student or
<input type="checkbox"/>	Boarding Student

Student's Details:

Student's Surname: * Female * Male

Christian Names:

Preferred Name:

Date of Birth:
day / month / year

Student lives with: Parents Mother Father Guardian Other

Present School: Present Year Level:

Religion: Parish:

* Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander

*** In which country was the student born?**

- Australia
- New Zealand
- England
- China
- Philippines
- South Africa
- Hong Kong
- India
- United States of America

South Korea

Other – please specify

Australian Citizen: Yes No

If No, what nationality:

Please specify passport no:

Copy of passport must be provided if not an Australian Citizen

For Visa Paying Students Only

Type of Resident: Permanent Visa Sub Class No:
Temporary

Copy of visa must be attached

Should the College be aware of any current medical conditions?

Yes No

If Yes, please provide details

Special Educational Needs:

Does the student have special educational needs? Yes No

(If yes, please provide details with this application, including any documentation available)

In what area(s) does he/she require educational support?

Reasons for seeking enrolment:

Please outline reasons for seeking enrolment for the applicant.

Family Details:

(Note: In the case of a separated family, these details are for the family where the child resides the majority of the time)

MOTHER/STEPMOTHERS DETAILS

Name:

Home Ph:

Mobile Ph:

Business Ph:

Business Fax:

Email
address:

Religion:

FATHER/STEPFATHERS DETAILS

Name:

Home Ph:

Mobile Ph:

Business Ph:

Business Fax:

Email
address:

Religion:

Parents' Residential Address:

Postcode:

Parents' Postal Address:

Postcode:

If parents are separated/divorced, please include details of other parent:

Name:

Postal Address:

Postcode:

Home Ph:

Mobile Ph:

Business Ph:

Business Fax:

Email address:

Religion:

Is there a custody order in place? Yes No

If yes, give details

Family History:

Is the enrolled student a son of a past student of? Yes No

Years father attended Years mother attended

Is the enrolled student a brother/sister of a past/current student at? Yes No

Past Student's Name:

Present Students:

Name: Year Name: Year

Name: Year Name: Year

Siblings enrolled in Future Years

Name: Year Name: Year

Name and age of other Siblings:

Name: Age:

Name: Age:

Any other special connections with the College/other Christian Brothers' Colleges (eg grandfather or uncles on either side)

The following information is required to be collected for Australian Government purposes.

*** Does the student or their mother/stepmother or their father/stepfather speak a language other than English at home?** (If more than one language, indicate the one that is spoken most often).

		Student	Mother/stepmother	Father/stepfather
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Tagalog – (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Macedonian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify			

Mother/stepmother

*** Circle one of the Occupation Groups below (see instructions on next page):**

Group No: 1 2 3 4 8

*** What is the highest year of primary or secondary school completed? (Tick one box)**

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

*** What is the level of the highest qualifications completed? (Tick one box)**

- Bachelor degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualifications

Father/stepfather

*** Circle one of the Occupation Groups (see instructions on next page):**

Group No: 1 2 3 4 8

*** What is the highest year of primary or secondary school completed? (Tick one box)**

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

*** What is the level of the highest qualifications completed? (Tick one box)**

- Bachelor degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including trade certificate)
- No non-school qualifications

* List of Parental Occupation Groups (for question in Family Details)

Instructions: Please select the appropriate parental occupation group number from the list.

- 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, circle '8' in the box.

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals Including:

- Senior executive/manager/department head in industry, commerce, media or other large organisation
- Public service manager (Section head or above), regional director, health/education/police/fire services administrator
- Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Defence Forces Commissioned Officer
- 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, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers, arts/media/sportspersons and associate professionals Including:

- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager (finance/engineer/production/personnel/industrial relations/sales/marketing)
- Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- Associate professionals generally have diploma/technical qualifications and support managers and professionals
- Health, education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
- Business/administration (recruitment/employment/industrial relations, training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- Defence Forces Senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff Including:

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk)
- Skilled office, sales and service staff
 - Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
 - Sales (company sales representative, auctioneer, insurance agent, assessor/loss adjuster, market researcher)
 - Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers Including:

- Drivers, mobile plant, production/processing machinery and other machinery operators
- Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)
- Office assistants, sales assistants and other assistants
 - Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)
 - Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
 - Assistant/aide (trades' assistant, school/teacher's aid, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- Labourers and related workers
 - Defence Forces ranks below senior NCO not included above
 - Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
 - Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

- **Group 8:** If the person has not been in paid work in the last 12 months, circle '8' in the box.

Correspondence Details:

It is appreciated that students' family backgrounds differ widely. The following information is sought so as to avoid errors in correspondence, the mailing of accounts etc. Please tick relevant boxes below:

Mother & Father to receive reports	<input type="checkbox"/>	Mother only	<input type="checkbox"/>	Father only	<input type="checkbox"/>
Mother & Father to receive accounts	<input type="checkbox"/>	Mother only	<input type="checkbox"/>	Father only	<input type="checkbox"/>
Mother and Father have custody	<input type="checkbox"/>	Mother only	<input type="checkbox"/>	Father only	<input type="checkbox"/>

FEE PAYER DETAILS

Title: Mr & Mrs Mr Mrs Ms Other

Initials: Surname:

Address:

Postcode:

Signature of Parents/Guardians

We would like the signature of one or both parents/guardians who would be signing the student's letters, forms, etc. Endorsement of this application and subsequent of this enrolment forms an agreement with the College and an undertaking of parents to pay all fees and charges for the student being accepted unless other arrangements have been made, and confirmed in writing, with the Principal.

Father: Mother: Guardian:

On acceptance of enrolment, parents will be asked to read and sign CONDITIONS FOR ENTRY INTO THE COLLEGE.

Date:

SAMPLE FORM 3: APPLICATION FOR CONCESSION - CONFIDENTIAL

1. Parent financial information form for concession application. Full and Frank disclosure is required.
2. In accordance with the Province Privacy Policy, this information is sought by *[college & address]* for the purpose of assessing whether or not a fee concession can be granted to the applicant. This information will be stored securely and confidentiality respected.
3. Concessions granted will be reviewed annually.
4. **NAME OF STUDENT/S FOR WHOM CONCESSION IS SOUGHT.**

Name: _____ Year Level: _____

Name: _____ Year Level: _____

5. **NAME OF PARENTS / GUARDIANS SEEKING CONCESSION.**

Father's Name:	Mother's Name:	
Occupation:	Occupation:	
Employer's Name:	Employer's Name:	
Reasons for seeking a concession (including any family circumstances relevant to this application)		
Dependants: <i>(include only those dependants attending school / who are below school age / are financially dependant)</i>		
Name:	Age:	School:
Name:	Age:	School:
Name:	Age:	School:

6. **BRIEF DESCRIPTION OF FAMILY CIRCUMSTANCES (PLEASE CROSS OUT WHICH ARE NOT APPLICABLE)**

1. Married / Single / Divorced / Separated / Widow / Widower
2. Student's Father: Working full time / part-time / self employed / unemployed / pensioner / other Please specify]
3. Student's Mother: Working full time / part-time / self employed / unemployed / pensioner / other [Please specify]
4. Do any of your dependants earn a weekly income: Yes / No <i>If yes – total amount for all dependants per week:</i> \$
5. Do you receive: <i>[Please tick appropriate boxes]</i>
<input type="checkbox"/> Secondary student's allowance (Years 11 and 12)
<input type="checkbox"/> Student allowance (Years 8 to 12)
<input type="checkbox"/> Conveyance allowance
<input type="checkbox"/> Text book allowance
<input type="checkbox"/> Remote area allowance
<input type="checkbox"/> Rent assistance

7. STATEMENT OF FINANCIAL CIRCUMSTANCES

INCOME TO THE HOUSEHOLD		
Mother's income after tax	\$	per week
Father's income after tax	\$	per week
Income of dependents including AUSTUDY	\$	per week
Family Allowance	\$	per week
Pension [eg. aged / invalid / widow etc]	\$	per week
Other income [eg. unemployment benefits / child maintenance / rent from properties/ income from investments etc]	\$	per week
Total Weekly Income:	<hr/>	
[Note: Documentary proof of income is required eg. copy of tax return, latest group certificate, current pay slip, statement from Centrelink, etc.]		
LESS OUTGOINGS		
Mortgage / rent	\$	per week
Car expenses	\$	per week
Credit cards / personal loans	\$	per week
Electricity	\$	per week
Rates	\$	per week
Telephone	\$	per week
Maintenance	\$	per week
Other [please specify]	\$	per week
Total Weekly Outgoings:	<hr/>	
Surplus	\$	

8. STATEMENT OF ASSETS AND LIABILITIES

Value of House(s) \$	Amount Owing on House (s) \$
Value of car(s) \$	Amount Owing on Credit Cards \$
Other Assets \$	Any Other Amounts Owing \$

I hereby certify the above information to be a true and correct indication of our financial circumstances.

Date: _____

Date: _____

Signature of Student's Father (Guardian)

Signature of Student's Mother (Guardian)

Office Use Only

Signature: _____

Date: _____

SAMPLE FORM 4: OFFER OF PLACEMENT AND ACCEPTANCE FORM

(College Crest)
NAME OF COLLEGE
(Conducted by the Christian Brothers)

OFFER OF PLACEMENT AND ACCEPTANCE FORM

Dear

I am pleased to be able to offer your son/daughter a place in the College commencing in 20___. To accept this offer, please read and sign the attached contract and return it to the school no later than

Yours sincerely

Principal

_____ *(Please sign and return the below section to the College by (date) _____*

The Principal

Address of College

a) I/we accept/do not accept the offer of a place for our son/daughter

Name) _____

Please tick (✓) Appropriate Box

to commence at the College in Year __ , 200_

b) We request a transfer of the application to Year __ , 200_

STUDENT'S FULL NAME	_____
ADDRESS	_____
STUDENT'S MOTHER/ GUARDIAN SIGNATURE	_____
STUDENT'S FATHER/ GUARDIAN SIGNATURE	_____
TELEPHONE NUMBER	_____
EMAIL ADDRESS	_____
DATE	_____

SAMPLE FORM 5: LETTER OF NON-ACCEPTANCE

(College Crest)

NAME OF COLLEGE

(Conducted by the Christian Brothers)

Dear ..

Thank you for your application for enrolment of <name of student> at <name of school>. We regret that we are unable to offer your son/daughter a place at this time. Should you wish your son's/daughter's name to be placed on a waiting list, please contact no later than

Yours truly

Principal

**NB: a letter of non-acceptance from
the school is mandatory.**

SAMPLE FORM 6: PARENT/COLLEGE AGREEMENT

Student's Name

Year Level

FOR THE PARENT(S) / LEGAL GUARDIAN(S) OF THE ABOVE STUDENT

I/We, the undersigned, being the Parent(s) / Legal Guardian(s) of the above student, accept the offer of the _____ (*College*) to the student in the year of entry and for the year level indicated above. In accepting the offer, I/we undertake and agree/consent to the following.

1. I/we will support the student in complying with the College Rules and Behaviour Management Policy/Procedure for the time being in force and that I/we will not hold the College liable for any loss or damage caused by a failure of the applicant to observe these rules and policies. I/we also understand that while a student of the College, the student is expected to act at all times in accordance with the values, rules and policies of the college, and that serious breaches in this regard could lead to cancellation of enrolment. I/we accept that such College rules and policies may be altered or added to at any time.
2. We will work in partnership with the College in the holistic development of the student and in the promotion of the wellbeing of the College community.
3. Fees and levies will be paid at the time determined by the College and will remain payable during any period of absence of our child from the College unless otherwise agreed.
4. I/we acknowledge that, unless otherwise agreed in writing with the College, we as parents or guardians, are jointly and individually liable for the payments of fees and levies. Should any fees or levies not be paid by the due date, then we agree to contact the College to discuss the issue and to agree on a future course of action regarding payments of fees. The College may take legal action to recover outstanding fees and levies.
5. If the applicant is to leave the College, I/we will, where possible, give written notice:
 1. not later than the first day of the Term at the end of which it is intended he/she is to leave; or
 2. if it is intended that he/she should leave during a Term, not later than the first day of the preceding Term.
6. I/we consent to the student participating in all normal curricular, sporting and extra-curricular activities conducted with the approval of the College, such as work experience, college camps, excursions and functions, except for the following (if applicable):
.....
.....
7. With reference to the above, or in the case of an emergency not covered by the above, I/we consent to the student travelling by College bus, or on any form of public or private transport, where such transport is deemed in the reasonable opinion of the College to be necessary or desirable.

8. In the event of any medical or other emergency arising in which the College considers it impossible or impractical to communicate with the undersigned Parent/s or Guardian/s, the College will take all reasonable care of a student suffering accident or illness but will not be responsible for the costs of any ambulance, medical or dental attention or treatment administered to the student in such event, nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student, including attention provided by the College nursing staff.
9. The Principal, or his nominee, has authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside (as appropriate) the College precincts, or to suspend / exclude / expel the student for any cause judged to be sufficient, in accordance with Province Policy 9: Suspension and Exclusion Policy and Guidelines.
10. The consent which I/we have given is valid at all times while the student is in the custody of the College including, but not limited to, such times as the student is at the College, is present at College camps or is attending or participating in a work experience program, excursion or function.
11. In this contract, the expression "Principal" includes any person from time to time acting as Principal or other staff members for the time being carrying out the duties of, or exercising the authority of, the Principal.
12. I/We consent / do not consent [delete that not applicable] to the Applicant being photographed and/or named in publications of the Christian Brothers, including but not limited to, any internet or web site, year book, advertising or promotional material or press release.
13. This contract (as amended from time to time) will be binding and remain in force for the duration of the applicant's enrolment at the college.
14. I/we have made full and frank disclosure of all information requested by the College in the Enrolment Form.

 Mother/Guardian (Print)

 Signature

 Father/Guardian (Print)

 Signature

I accept the above named applicant for enrolment at the College.

 Principal's Signature

 Date

SAMPLE INTERNAL AUDIT FORM - ENROLMENT POLICY

NB School enrolment practices vary greatly – this form identifies the mandatory elements with which each school *must* comply.

Task	Who is Responsible for doing the task?	Who is responsible for ensuring that the task is done?	Frequency	Date last attended to/next date.	Evidence
Step One- Initial Enquiry and Application					
1. Deal with initial enquiry in an appropriate and timely manner	Delegated Office staff	Principal or delegate	Ongoing		Register of requests
Step Two – Selection / Non-Selection					
2. Preparation of a school enrolment form which includes all mandatory elements according to the Enrolment Province Policy.	Principal or Delegate	Principal	On receipt of Province Policy		Enrolment forms
3. Preparation of an Enrolment Package to be provided on request.	Delegated Staff	Principal	Ongoing		Enrolment Package
4. Conduct enrolment interviews and collect mandatory information. If appropriate- give parents fee concession forms	Principal / Members of CLT / Delegated others	Principal or delegate	Ongoing		Completed enrolment forms. Fee Concession forms
Step Three – Placement/ Acceptance					
5. Final approval of enrolments based on the school's published enrolment process based on the criteria outlined in the policy statement.	Principal	Principal	Ongoing		Letters to parents either accepting or declining enrolment
6. An offer of placement (or inability to place) communicated in writing to parents.	Principal	Principal	Ongoing		Letters re placement or non-placement
7. Parents return signed parent-college agreement to school by a specific date. Parent retains a copy, the school files a copy.	Parents	Parents	Ongoing		Signed agreement on file

Compliance

8. Conduct internal audit of the enrolment policy	Principal or delegate	Principal or delegate	Annually		Audit sheet
9. Review of the school's published enrolment process.	School Board	School Board	As determined (annually, every two years, every three years)		Board Minutes
10. Present an Annual Compliance Report to the School Board	Principal	Principal	Annually		Compliance Report to Board