

Enrolment Agreement

Please amend or complete this document as required.

I wish to confirm enrolment at Korowa Anglican Girls' School for the student as follows:

Surname: _____ Enrolment Date: _____
Given Names: _____ Enrolment Campus: _____
Preferred: _____ Enrolment Year Level: _____
Birthdate: _____
Gender: _____
Previous School: _____
Religion: _____
Home Language: _____
Country of Birth: _____

Is the student of Aboriginal or Torres Strait Islander origin?

(for persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' responses)

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander

Are there any court orders in relation to the student, or access to the student?

- No
 Yes. Please attach a copy of the court order

You are required to inform Korowa of any additional learning requirements in the following areas:

- Physical Cognitive/Intellectual Sensory Social/Emotional

Please attach relevant reports and specify additional information.

- No additional learning requirements.

Please indicate the initial date of entry to school where English has been the primary language of instruction _____

Immunisation Records

It is a requirement that parents/guardians provide Korowa with an Immunisation History Statement from the Australian Immunisation Register (AIR);

- You can print a copy of your child's Immunisation History Statement from your myGov account
- the Express Plus Medicare mobile app
- Call the AIR on phone 1800 653 809
- visit a Medicare or Centrelink office

Children who were vaccinated overseas must have their vaccine records assessed by a GP or local council and be offered catch-up vaccinations as required. The GP or local council will then report overseas vaccines to AIR by submitting the AIR Immunisation History form. Parents/Guardians must provide the statement to Korowa to confirm enrolment.

I have attached a copy of the official Immunisation History Statement obtained from Medicare



Family Contact Details

Please complete all fields

Parents (Contact 1)

Home Address:

Father

Mother

Surname:

Given Names:

Preferred:

Relationship:

Personal Mobile:

Email:

Position Title:

Employer:

Industry:

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Collection of Nationally Consistent Student Background Information

All Australian schools and school systems are obliged to collect and store certain pieces of background information which is then linked to data gained from students' test results on national indicators. The purpose is to enable nationally comparable reporting of students' outcomes.

The collection of this data is guided by the School's Privacy Policy which is available at www.korowa.vic.edu.au

	Father	Mother
What is the <u>highest</u> year of primary or secondary school the parents/guardians have completed? (For persons who have never attended school, mark 'Year 9 or equivalent or below')		
Year 12 or equivalent:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year 11 or equivalent:	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent:	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below:	<input type="checkbox"/>	<input type="checkbox"/>
What is the highest qualification parents/guardians have completed?		
Bachelor degree or above	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Advanced Diploma/ Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

Home Language

Do the parents/guardians speak a language other than English at home? If Yes, what language?

Language (Other than English)

none

none

Parent Occupation Group

Please select the appropriate Parental Occupation Group from the following list (Group 1, 2, 3, 4 or 8). 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.

Occupation Group:

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

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

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business; Specialist manager (finance/engineering/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 (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group; Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions 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); Office-Agent, tour guide flight attendant, fitness instructor, casino dealer/supervisor

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

Drivers, mobile plant, production/processing machinery and other machinery operators. Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, 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 aide, 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, nurseryman, 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: Unemployed for more than 12 months



Terms and Conditions of Enrolment

The Parent/s or legal guardian/s named in this Confirmation of Enrolment Form agree to the following terms and conditions in respect to the enrolment of the Student at Korowa:

Acceptance of enrolment

1. The Parent accepts the offer of enrolment for the Student at its school commencing on the enrolment date (or such other date as agreed in writing) and continuing until completion of Year 12 or until the Student's enrolment is otherwise withdrawn or cancelled.
2. The Parent will advise the School of any change to contact details, address, medical, wellbeing information or family circumstances that may affect the students learning or welfare.
3. The Parent will notify the School of any physical, cognitive/intellectual, sensory or social/emotional needs of the student prior to commencement, and during the course of enrolment, whilst a student of the School.

Educational services

4. Korowa will provide for the benefit of the Student such of the Services it considers appropriate in accordance with its curriculum and as it may determine from time to time.
5. Korowa will provide a school curriculum based on 'The Australian Curriculum, Assessment and Reporting Authority (ACARA). Years 11 and 12 is based on the Victorian Certificate of Education (VCE).
6. Korowa's course offerings, including curricular and co-curricular courses and programs will be determined by Korowa in its sole discretion and may be varied or withdrawn at any time without prior notice, which may include making changes to its curriculum, co-curriculum offerings, teaching methods and processes and other services affecting its students.
7. The Parent acknowledges that Korowa does not guarantee or represent any particular or specific student outcome or level of achievement for the Student in relation to any of its Services.

Business Notice and fees

8. The Parent agrees to comply with the terms of its Fee Schedule and Business Regulation Notice and with any terms and conditions regarding payment of fees as contained in that Notice.
9. The Fee Schedule and Business Regulation Notice may be varied or amended by Korowa from time to time in its sole discretion, which may include an increase in the fees and charges. Korowa will endeavour to publish any increase in fees or charges well before the commencement of the next school year. A proportion of funds raised or fees collected by the school may be used to support the operation of the Korowa Early Learning Centre.
10. Unless otherwise provided in the Fee Schedule and Business Regulation Notice, the amount outstanding on any account from Korowa will accrue interest from the due date until it is paid 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).
11. If there is more than one Parent, they agree to be jointly and severally liable for the payment of all fees and charges payable to Korowa in respect of the enrolment of the Student, and that they remain jointly and severally liable irrespective of any other arrangement that may be reached between them, whether legally binding or otherwise.
12. Without prejudice to any other action or steps Korowa may take, while any fees or charges remain unpaid after their due date for payment, Korowa may, in its sole discretion, withhold any of the Services from the Student and any sibling, or suspend the enrolment of the Student and any sibling, until the full amount outstanding is paid in full.
13. Korowa may in its discretion cancel the enrolment of the Student and any sibling if any fees or charges remain unpaid after their due date.
14. Any failure, delay or indulgence of Korowa in favour of the Parent in relation to the payment of any fees or amounts owing to Korowa is not a waiver of Korowa's rights in respect of such payment or its rights under this Agreement.
15. The Parent indemnifies Korowa in respect of any costs or charges incurred by it, including legal costs on an indemnity basis, in relation to any debt recovery action taken by Korowa to recover any unpaid fees or amounts.
16. Korowa reserves the right at any time as a condition of the Student's ongoing enrolment to require the Parent to provide security for the payment of the fees in such form as Korowa may require, including in the form of a registrable charge over any real property registered in the Parent's name.



17. The Parent agrees to comply with, and will require the Student to comply with, Korowa's policies, rules and procedures (as introduced, existing or amended from time to time) including those relating to:
- A. the care, safety and welfare of students;
 - B. standards of dress, uniform and appearance;
 - C. equal opportunity and anti-discrimination;
 - D. grievances and complaints;
 - E. student behaviour and conduct and the discipline of students;
 - F. social media and the use of information, communication and technology systems;
 - G. parent behaviour and conduct, including any parent code of conduct as may be published from time to time.
18. The Parent agrees to support Korowa in the implementation of all policies and procedures that are implemented for the proper conduct of its school and the delivery of the Services, including policies concerning student behaviour management and disciplinary action imposed by it in respect of the Student.
19. The Parent agrees to comply with any parent code of conduct or policy from time to time of Korowa concerning parent behaviour set out its expectations of parents who have students enrolled with Korowa. The Parent agrees that any breach of such a code or policy may result in the cancellation of the enrolment of the Student and any sibling.

Personal property

20. The Parent agrees that any personal property of the Parent or the Student brought to school or to any school function or activity, whether or not held on Korowa's premises or premises occupied by Korowa, will be at the sole risk of the Parent and the Student, and that Korowa will have no responsibility for any loss, theft or damage to such personal property.

Student withdrawal and absence

21. The Parent agrees to give to Korowa a full term's notice in writing to the Principal prior to the Student being withdrawn from the school. Such notice must be delivered on or before the first day of the Student's last term, otherwise a term's fee may be charged in lieu of such notice. If a student leaves during a term without the appropriate notice no refund will be made for the remaining portion of the term.
22. The School may cancel the Student's enrolment at any time by giving notice of such cancellation to the Parent on the grounds of:
- A. the Student's unsatisfactory conduct, behaviour or attitude while attending school;
 - B. the Student's school or class attendance is unacceptable;
 - C. the Student engages in misconduct or breaches a policy of Korowa which the Principal considers to be serious, including a breach of any student code of conduct;
 - D. the Student's progress is such that, in the opinion of the Principal, she is not benefiting from the courses and programs provided by Korowa;
 - E. a mutually beneficial relationship of trust and cooperation between the Parent and Korowa or any of its staff has broken down such that it adversely impacts on the ability of Korowa to provide a meaningful education to the Student;
 - F. the behaviour or conduct of the Parent towards Korowa or to any of its staff breaches any parent code of conduct; or
 - G. circumstances exist whereby the ongoing enrolment of the Student at Korowa is considered to be untenable or is not in the best interests of the Student or Korowa.
23. The School may provide fee remission or concession for temporary student absences subject to the terms and conditions set out from time to time in the Fee Schedule and Business Regulation Notice or in a policy dealing with student absences.



Medical

24. The Parent will advise Korowa in writing of the Student's medical history and medical needs relevant to the Student's attendance at the school including any significant illness or disability of the Student and will immediately notify Korowa of any infectious or contagious disease contracted while enrolled at Korowa.
25. It is a condition of enrolment that Operoo is used by Parents for all medical and permission records. Operoo is Korowa's primary source for capturing medical information and obtaining permission for excursions, camps and other programs. Every student requires an Operoo profile and this should be created by the Parent/Guardian prior to commencement and kept up-to-date.
26. The School is authorised to obtain or provide such emergency or urgent medical treatment, medical assistance or first aid for the Student as may be deemed necessary in the circumstances by Korowa or its staff members.
27. The Parent will be responsible for any costs or charges incurred by Korowa as a result of any medical or emergency treatment obtained for the Student, including for any transportation to a medical or other emergency facility.

Court orders

28. The Parent must provide and disclose to Korowa on a timely basis any family court or other court orders that apply to or impact on the Student's enrolment with Korowa and of which Korowa should be made aware.

Australian Consumer Law

29. Nothing in this Agreement is intended to have the effect of contracting out of any applicable provisions of the Australian Consumer Law, except to the extent permitted by that law.

General matters

30. This Agreement is governed by the laws of Victoria and are subject to the jurisdiction of the courts of that State.
31. If any provision of this Agreement is held to be invalid, illegal or unenforceable the validity, legality and enforceability of the remaining provisions will not be affected, prejudiced or impaired.
32. The School will not be liable to the Parent for any indirect or consequential loss or any loss of profit suffered by the Parent arising out of a breach by Korowa of this Agreement.
33. The Parent will not be entitled to set off against or deduct from the fees any amount owed or claimed to be owed to the Parent by Korowa or to be entitled to withhold payment of any account because part of the account is in dispute.



Definitions

The following definitions apply to this Enrolment Agreement:

Korowa means Korowa Anglican Girls School ACN 007 133 646 of 10-16 Ranfurly Crescent, Glen Iris.

Fees include all tuition fees, charges, special or other fees as published or advised by Korowa from time to time and which are payable in relation to the enrolment of the Student, including such fees and charges contained in the *Fee Schedule and Business Regulation Notice* published and updated by Korowa from time to time.

Parent means the parent/s or legal guardian/s of the Student and, where there are two parents or legal guardians, then Parent is a reference to each of them jointly and severally.

Principal is the person referred to as the Principal of Korowa, or the person acting in that role from time to time, and who is appointed to the most senior leadership position in the school.

Services are the educational courses or programs and the facilities and services provided by Korowa from time to time for the benefit of its students which are set out in more detail in Korowa's *Schedule of Educational Services* (which is published by Korowa and may be amended from time to time at Korowa's discretion).

Student is the student named in this Agreement upon being enrolled with Korowa.

This Enrolment Agreement requires the signature of both parents. If not appropriate, please refer to the Director of Business.

Name **Father**

Signature: _____

Date: _____



Name **Mother**

Signature: _____

Date: _____



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