



BUNDABERG CHRISTIAN COLLEGE

234 Ashfield Road,
Bundaberg Q 4670
Ph: (07) 4132 5800 ♦ Fax: (07) 4159 3618
Email: info@bcc.net.au
Website: bcc.net.au

Private and Confidential

ENROLMENT CONTRACT

PLEASE COMPLETE ALL QUESTIONS.

STUDENT DETAILS											
Surname:											
Given Names:						Preferred Name:					
Address:											
Date of Birth:				<input type="checkbox"/> Male <input type="checkbox"/> Female		Birth Order in Family:		1 st 2 nd 3 rd 4 th			
Is the Student of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> NO <input type="checkbox"/> YES, Aboriginal <input type="checkbox"/> YES, Torres Strait Islander											
In which country was the student born? <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify _____								Entry Year Level: <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>			
Proposed Commencement Date:						Current School / Preschool:					
Does the student or their father/guardian or their mother/guardian speak a language other than English at home?											
NO, English only <input type="checkbox"/>		YES, Other – please specify		Student		Father/Parent 1/Guardian 1		Mother/Parent 2/Guardian 2			
NAME/S OF PREVIOUS SCHOOLS ATTENDED											
Name						Grade(s)		From:	To:		
Does student regularly attend:		<input type="checkbox"/> Church <input type="checkbox"/> Sunday School <input type="checkbox"/> Kids' Group <input type="checkbox"/> Youth Group				Church Attending:					
FAITH		Has the student made a commitment to Christ?		<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE: _____					
		Has the student been baptised / confirmed?		<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE: _____					
		Religion: _____		Parish: _____							
MEDICAL INFORMATION											
Alternate Emergency Contact						Phone No:				Medicare No:	
Private Medical Fund:						Private Medical Fund No:					
Doctor's Name						Phone No:					
Dentist's Name						Phone No:					
Is Student Allowed Panadol		<input type="checkbox"/> YES <input type="checkbox"/> NO No of Panadol: _____		Is the Student allergic to any medication? <input type="checkbox"/>		Insect Stings? <input type="checkbox"/>		Any other substance? <input type="checkbox"/>			
				If yes, give details: _____							
Does the Student suffer from: <input type="checkbox"/> Asthma? <input type="checkbox"/> Diabetes? <input type="checkbox"/> Epilepsy? <input type="checkbox"/> Rheumatic Fever? <input type="checkbox"/> Heart Disease?											
Is the Student's Immunization up-to-date: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last Tetanus: _____											
Is the student on regular medication: <input type="checkbox"/> Yes <input type="checkbox"/> No											
Name of Medication: _____ Times to be administered: _____											
Dosage: _____ Prescribing Doctor: _____											



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DETAILS OF FAMILY: PARENT (S) OR GUARDIAN (S)					
FATHER: (PARENT 1/GUARDIAN 1)		First Name:		Surname:	
Occupation:		Employer:			
Address:				Phone: (Home)	
Phone: (Work)		Mobile:		Email:	
Regular Church Attendee:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Church Attending	
Suitability Card		<input type="checkbox"/> Yes <input type="checkbox"/> No		Card No	
BIRTHPLACE			Living with Child:		<input type="checkbox"/> Yes <input type="checkbox"/> No

MOTHER: (PARENT 2/GUARDIAN 2)		First Name:		Surname:	
Occupation:		Employer:			
Address				Phone: (Home)	
Phone: (Work)		Mobile:		Email:	
Regular Church Attendee:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Church Attending	
Suitability Card		<input type="checkbox"/> Yes <input type="checkbox"/> No		Card No	
Birthplace			Living with Child:		<input type="checkbox"/> Yes <input type="checkbox"/> No

The following parent/guardian information is required for assessment and reporting purposes as per Federal Government requirements:					
What is the highest 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*).			What is the level of the highest qualification the parents/guardians have completed?		
	Father/ Parent 1/Guardian 1	Mother/ Parent 2/Guardian 2		Father/Parent 1/Guardian 1	Mother/Parent 2/Guardian 2
Year 12 or equivalent			Bachelor degree or above		
Year 11 or equivalent			Advanced diploma/Diploma		
Year 10 or equivalent			Certificate I to IV (including trade certificate)		
Year 9 or equivalent or below			No non-school qualification		
* What is the occupation group of Father/Parent 1/Guardian 1? Please select the appropriate parental occupation group from the attached list. If the person is not currently in <u>paid</u> 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 <u>paid</u> work in the last 12 months, enter "8" in the above box.			* What is the occupation group of Mother/Parent 2/Guardian 2? Please select the appropriate parental occupation group from the attached list. If the person is not currently in <u>paid</u> 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 <u>paid</u> work in the last 12 months, enter "8" in the above box.		
* Please see descriptions below to answer the occupation group of Father/Parent 1/Guardian 1 or Mother/Parent 2/Guardian 2.					

SIBLINGS (OLDEST TO YOUNGEST)							
Christian Names		M/F	Date of Birth	Christian Names		M/F	Date of Birth





*** LIST OF PARENTAL OCCUPATION GROUPS**

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 organization.
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 Comissioned 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, flight 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.

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

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, 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/refuge/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

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 conduct or 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)





SPECIFIC STUDENT DETAILS

To assist us in the processing of your application, please supply the following information

Referrals:

Has your child been assessed in the past 5 years by Speech Pathologist, Speech Therapist, Educational Psychologist, Paediatrician or others for language difficulties? If so, please give details and, if possible/appropriate, provide copies of reports.

Medical History:

Please provide details of medical history that is relevant to this application. Issues such as pre school age development, major illness, disorders, disability, ongoing allergies or other recurring illnesses. List any medication that your child is taking regularly.

Family:

Please outline recent family history that a teacher would need to know to best support your child.

Educational:

Please supply full details of any other issues of which the College needs to be aware in order to meet your child's needs, eg: Broken schooling, history of learning or difficulties in processing information, repeated years, previous and current learning support, physical co-ordination.

List outstanding achievements and/or strengths and interests.





SPECIFIC STUDENT DETAILS (CONT...)

Please also list any additional support received by your child at previous school(s), eg: teacher aide support.

List any gifted and talented and/or enrichment programs in which your child has participated.

CONDITIONS OF ENROLMENT

ENROLMENT AT THE COLLEGE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. That I agree to allow the Child/Children to share fully in the life and programmes of the College, including Devotional Activities and Biblical Studies, Sporting, Educational Studies, Excursions and Camps.
2. That I provide the student/s with the uniform approved by the College, ensuring that the student always travels to and from College neatly, modestly and cleanly dressed in the correct uniform.
3. That I provide the student/s with all necessary College books, stationery and equipment of a personal nature that may be required to enable the student/s to benefit from the education offered by the College.
4. That the prescribed fees as set out in the *Prospectus* will be paid in the manner stated. I promise to make every effort to meet my obligation to pay College fees by the date required. I will give the College Administration one term's notice if I intend to withdraw my child from the College or pay a term's fees in lieu of such notice. The College Company, using their discretion may bring exemption from this clause.
5. That the student/s will obey the rules of the College as prescribed in the *Prospectus*. I will co-operate in training my child/children to respect College property and pay for damage resulting from abuse of same. I undertake to meet full replacement costs of Texts and Library Books lost or damaged by my child/children.
6. That I ensure that the student/s behaves in a way that brings honour to the name of Jesus Christ and the College, and whilst a student of the College also undertakes that the student/s will not use tobacco, alcohol or other harmful drugs.
7. That I accept the right of the College to employ such discipline as is deemed wise and expedient for the student's welfare and agree to uphold in every way possible the College's authority and right to administer appropriate measures for the good of the student/s in accordance with the policies of the College.
8. That I attend **at least 3** Parents and Friends' meetings per year. I will support and pray for the staff and College programmes.
9. That I support the aims of the College and order my life and home so that the child will be given every opportunity to grow into Christ. I am willing to do the Alpha Course if requested by the College.
10. That the College may suspend or terminate enrolment of the students at its discretion for failure to comply with these conditions or other serious breaches of the College rules.





CORRECTION / CORPORAL PUNISHMENT

Any student who does not co-operate with the high standard of disciplined behaviour expected by the College will be dealt with by teachers using their authority in accordance with the teaching of Scripture and with Christian love. Corporal punishment may be used if considered appropriate.

Corporal punishment may be administered in the event of serious verbal or physical abuse, theft or misbehaviour. A Parent-Guardian will be contacted prior to any corporal punishment being administered. The Principal or his delegated representative will administer the punishment with a witness.

I understand that the teachers will be "Standing in for me" while my child is at College and that my signature below indicates that I give my approval for use of corporal punishment if it is necessary.

ATTACHMENTS

Please note that applications cannot be processed until all of the following have been received.

- a. Copy of extract of child's birth certificate.
- b. Copy of two most recent school reports, spanning the past 12 months.
- c. Copies of any standardised test results from current or previous schools in reading, spelling, and mathematics.
- d. Copy of any state test results from current or previous schools.
- e. Pre-enrolment information forms and related documents.
- f. \$40.00 application fee (first child). \$20 application fee thereafter.
- g. Letter of introduction from a Pastor, or if not possible, a community representative.
- h. Copy of child's vaccination records.

PLEASE NOTE:

1. Applications for the Preparatory class will only be accepted for children turning 5 by 30 June in the year they attend.
2. Detailed information is required to enable us to fully assess and determine how the needs of your child can best be met. All information supplied will be treated confidentially.
3. Lodgement of this information does not ensure enrolment.

P&F DIRECTORY

I *agree* / *do not agree* to have the following details published in the P&F Telephone Directory, distributed to all families:

Name, Address, Phone Number, Occupation





MEDIA RELEASE

I give permission for my child's first name, work, voice and or photo to be displayed in our school newsletter, in any part of the school, in the media, and in any place outside the school, including the internet, at the discretion of the school. (Parents may write to the Principal if they wish to withdraw this permission.)

DISCLOSURE

I acknowledge and understand that full and frank disclosure is a condition of this enrolment application. Incorrect or omitted information relevant to my/our child, could result in my/our application being null and void.

Parent Signature: _____

Parent Name: _____

Parent Signature: _____

Parent Name: _____

Date: _____

Student/s Name: _____

OFFICE USE:

Date Received: _____ Amount Paid: _____ RECEIPT NO: _____

