



SOUTH COAST
BAPTIST COLLEGE

ENROLMENT FORM

COMPLETE THE ENROLMENT FORM AND LODGE WITH THE ENROLMENTS OFFICER OF THE COLLEGE

- Please ensure you have already completed the Registration Form and paid the registration fee prior to completing this form.
- Please complete a separate form for each child and answer ALL questions (even if your child has siblings enrolled at the College). Full disclosure of your son's or daughter's learning needs is essential.

THIS APPLICATION WILL NOT BE PROCESSED UNTIL ALL SECTIONS ARE COMPLETED FULLY AND THE FOLLOWING DOCUMENTS ARE INCLUDED

- Copy of Birth certificate
- Copy of Visa/Citizenship Certificate/Passport if born outside Australia
- Copy of Immunisation Record
- Copy of most recent school year reports (last 2 semesters)
- Copy of NAPLAN reports
- Specialist reports (if applicable)
- Court sanctioned residency, parental responsibility or contact orders (if applicable)

STUDENT DETAILS

Preferred Year of Entry: 20 _____ In What Year Level? (circle) K PP 1 2 3 4 5 6 7 8 9 10 11 12

Male Female Date of Birth (dd/mm/yyyy): _____/_____/_____

Surname: _____ First Name: _____ Other Names: _____

Preferred Name: _____

Student Address: _____ Suburb: _____ Postcode: _____

Student Mobile: _____

Country of Birth: Australia Other: _____ (see next question for required documentation)

If your child was not born in Australia, documentation must be provided to show your child's approval to study in Australia:

Australian Citizen Document Permanent Resident Document Temporary Resident document for Visa Sub Class _____

Date of Arrival in Australia: _____ Visa Start Date: _____ Visa Expiry Date: _____

Is student of Indigenous and/or Torres Strait Islander Origin? No Indigenous Torres Strait Islander

Does the student Identify with a non-English speaking culture? No Yes If Yes, which culture? _____

Does the student speak a language other than English at home? No, only English Yes Main language: _____

Other language/s: _____

EDUCATION HISTORY

School	Dates attended	Reason for leaving

Has your child ever repeated a year or been advanced a year at school? No Yes

Year/Reason: _____

Have there been any documented behavioural concerns at another school? (this relates to school-based documentation) No Yes

Please specify: _____

Has your child ever been suspended (internally or externally), excluded or expelled from a school, or been convicted of a criminal offence?

No Yes (provide details) _____

Has your child received or attended any of the following: (Please tick and give details)

- Gifted and Talented Assistance Remedial Assistance ESL Assistance
 Clinical Assessment for Learning Difficulties Personal Counselling Individual Education / Action Plan
 Specialised agencies, special schools, units or centres

Please specify: _____

My child experiences the following learning difficulty, behavioural difficulty or mental health disorder: _____

Educational Plans (IEP / CAP) are available from previous school? No Yes

The following specialists or agencies are currently working with my child:

MEDICAL INFORMATION

Does your child have an existing medical/health condition? No Yes Provide details _____

Does your child regularly or frequently take a prescribed medication? No Yes (provide details)

Does the applicant have any physical impairment that may affect his/her involvement in Physical Education or Sport? No Yes

Please specify: _____

PLEASE PROVIDE COPIES OF ANY ASSESSMENTS, PROFESSIONAL REPORTS AND EDUCATIONAL PLANS DEVELOPED FOR YOUR CHILD

SCBC AFFILIATION

Are parents/students past students of South Coast Baptist College or as it was formerly known, Maranatha Christian College?

Mother - Finishing Year _____ Father - Finishing Year _____ Student - Finishing Year _____

OTHER INTERESTS

Please provide some information about the successes and interests of your child including involvement in any community/outside school activities e.g. guides/scouts/dance/sporting teams/music/volunteer work/church involvement:

Passionate about: _____

Outstanding achievement awards or awards for anything (sporting/academic) over the past five years e.g. Mathematics/English competitions, interschool, state sport, public speaking award etc:

STUDENT'S FAMILY DETAILS

MOTHER GUARDIAN If Guardian, please describe relationship: _____

Title: _____ Surname: _____ Given Names: _____ DOB (dd/mm/yyyy): _____

Address (if different): _____ Suburb: _____ Postcode: _____

Mobile: _____ Home Phone: _____ Email address: _____

Employer: _____ Occupation: _____ Work phone: _____

Defence Personnel: Yes No // FIFO Worker: Yes No // Non-Indigenous Indigenous Torres Strait Islander

Country of Birth: _____ If born overseas: Arrival Date in Australia: _____ Nationality: _____

Main language spoken: _____ Religion: _____

Australian Government Information Collection - NAPLAN Questions:

School Education Level Completed: Yr 12 Yr 11 Yr 10 Yr 9 or below

Highest Qualification Completed: Bachelor Degree or above Advanced Diploma/Diploma Certificate I to IV No non-school qualification

FATHER GUARDIAN If Guardian, please describe relationship: _____

Title: _____ Surname: _____ Given Names: _____ DOB (dd/mm/yyyy): _____

Address (if different): _____ Suburb: _____ Postcode: _____

Mobile: _____ Home Phone: _____ Email address: _____

Employer: _____ Occupation: _____ Work phone: _____

Defence Personnel: Yes No // FIFO Worker: Yes No // Non-Indigenous Indigenous Torres Strait Islander

Country of Birth: _____ If born overseas: Arrival Date in Australia: _____ Nationality: _____

Main language spoken: _____ Religion: _____

Australian Government Information Collection - NAPLAN Questions:

School Education Level Completed: Yr 12 Yr 11 Yr 10 Yr 9 or below

Highest Qualification Completed: Bachelor Degree or above Advanced Diploma/Diploma Certificate I to IV No non-school qualification

EMERGENCY CONTACT DETAILS

Person 1: Name: _____ Mobile: _____ Relationship to child: _____

Person 2: Name: _____ Mobile: _____ Relationship to child: _____

LIVING ARRANGEMENTS

Child resides with: (tick all that applies)

Mother & Father together Mother Father Legal Guardians Other (Please explain): _____

If shared custody, please explain the current arrangements: _____

Are there any court sanctioned residency, parental responsibility or contact orders relating to this student? No Yes *attach a copy of the order*

Note: The College is lawfully bound to uphold Court Orders.

Who should the school communicate with on day to day matters? Mother Father Legal Guardian

Who should receive school reports? Mother Father Legal Guardian

GENERAL CONDITIONS OF ENROLMENT AT SOUTH COAST BAPTIST COLLEGE

1. Students and parents/guardians agree to actively support the College's mission, vision and values.
2. Students are required to attend the College during the term dates published by the College. Students absent may forfeit credit for assessments missed during their absence. Student attendance is required at official College functions and events including, but not limited to, graduations, sporting fixtures and camps.
3. The student will participate in all devotional, curricular and co-curricular activities conducted with the approval of the College.
4. All students are bound by the College rules and regulations issued by the Principal from time to time. Parents agree to ensure their students obey the rules and regulations.
5. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. The Principal reserves the right to suspend, or permanently exclude, a student from the College.
6. Parents/guardians agree to provide their student/s with the correct uniform, support the uniform policies and ensure the uniforms worn are in good and clean condition.
7. Parents/Guardians agree to provide all equipment as specified in the booklist.
8. The College's Financial Information document outlines all mandatory College fees and charges. The parent/guardian/carer or person(s) responsible for payment of fees shall pay South Coast Baptist College such fees and charges for the education and maintenance of, and for the supply of goods and services to, their student as determined by the College Board from time to time.
9. Parents or guardians are jointly and severally liable for the timely payment of fees and charges in accordance with the financial information document.
10. A credit reference check may be conducted prior or subsequent to enrolment.
11. When a student leaves prior to the completion of Year 12, one full term's notice is required in writing to the Principal. Where less than one full term's notice of withdrawal is given in writing to the Principal, one term's school fees, plus GST, will be payable in lieu of notice. An equivalent fee may also be payable who cancels enrolment after having accepted a place to commence the following year where less than one full term's notice of withdrawal is given in writing to the Principal. Verbal notification is not considered due notice.
12. The payment of full fees is required to hold a guaranteed place whenever a student is absent from the College for any period of time during the year.
13. International Students will be charged the fees that apply to Australian students plus an amount equivalent to the Commonwealth and State revenue that would have been received if the student were an Australian citizen, plus any administration fee applicable for International Students. They will be enrolled as Full Fee Paying Overseas Students.
14. Parents/guardians who enrol their student in the College agree to accept liability jointly and severally for the cost of restitution for any damage caused by the actions of their student.
15. The College accepts no liability for personal property brought to the College or to a College excursion or event by their student.
16. Parents/guardians agree to provide the details of any mental, physical, emotional or behavioural conditions of a student enrolled at the College that may affect their learning or welfare, or the learning or welfare of another student, or the welfare of any other person at the College, and to update the College of any changes in these conditions.
17. I/We consent to my child travelling by College bus or any form of public or private transport where such transport is considered in the reasonable opinion of the College to be necessary or desirable, for College related activities.
18. In the event of any medical emergency arising in which the College considers it impossible or impracticable to communicate with the undersigned parents/guardians or other emergency contacts, 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 College staff.
19. In this agreement the expression 'Principal' includes any Acting Principal or his/her delegate carrying out the duties of or exercising the authority of the Principal as delegated by the Principal or the Governing Board.
20. The College reserves the right to amend these conditions and the College's Financial Information from time to time without prior notice.
21. Parents/guardians have read and understand the Privacy Policy available on the College website.

BOTH Parents/Guardians are to sign:

Signature of Mother / Guardian: _____

Date: _____

Signature of Father / Guardian: _____

Date: _____

SIGN HERE

ENROLMENT AGREEMENT

TUITION FEES

In signing below:

- I/We acknowledge that I am liable/we are jointly and individually liable for all fees and charges stated in the College's Fee Schedule relating to this student, including payment of the \$250 Enrolment Fee and the \$600 Family Bond (once per family) upon acceptance of place.
- I/We acknowledge I am/we are jointly and individually liable for any expenses, costs or disbursements incurred by South Coast Baptist College in recovering any outstanding monies including debt collection agency fees and solicitor's costs.

Section A or B Must be completed. The person/s responsible for the payment of fees and charges are:

Section A - BOTH parents/guardians are to sign:

Signature of Mother / Guardian: _____ Date: _____

Signature of Father / Guardian: _____ Date: _____

SIGN HERE

Section B - Person's responsible for payment of Tuition Fees are:

PERSON 1

Title: _____ Surname: _____ Given Names: _____ DOB (dd/mm/yyyy): _____

Address for invoicing of Accounts: _____ Suburb: _____ Postcode: _____

Mobile: _____ Home Phone: _____ Email address: _____

Signature of Person 1: _____ Date: _____

PERSON 2

Title: _____ Surname: _____ Given Names: _____ DOB (dd/mm/yyyy): _____

Address for invoicing of Accounts: _____ Suburb: _____ Postcode: _____

Mobile: _____ Home Phone: _____ Email address: _____

Signature of Person 2: _____ Date: _____

ACKNOWLEDGEMENT AND CONSENT

- I/we, the undersigned, consent to my child's enrolment at South Coast Baptist College. Both parent signatures are required for the application to proceed except where the Family Court has ordered sole responsibility or allocated sole responsibility for education matters, to one parent. In such instances, a copy of the orders must be included with the application.
- I/we acknowledge having read and agree to the General Conditions of Enrolment, Withdrawal Policy inclusive, and have read the Privacy Policy on the school website.
- I/We agree to the College seeking and gaining information held by previous or present school(s) and other agencies. This includes confidential school psychological information and school records.
- I/We agree to our child's student files being forwarded to another education provider if they transfer from the College.
- I/We agree to keep the College informed as to any specialist, emotional, or social concerns which may arise concerning our child and give permission to the College to access information relating to these.
- I/We give permission for South Coast Baptist College to use information about my son/daughter including name, age, year group, photographs, school work and details of achievements for promotional purposes. These purposes include College prospectuses, newsletters, magazines, newspaper articles, advertisements, flyers and electronic media, including the College website. The College will not provide this information for use by third parties without express permission.

BOTH Parents/Guardians are to sign:

Signature of Mother / Guardian: _____ Date: _____

Signature of Father / Guardian: _____ Date: _____

SIGN HERE