



ST JOSEPH'S COLLEGE GEELONG

## ACCEPTANCE OF ENROLMENT OFFER

I/We accept the offer of enrolment for Year 7 2021 on the basis of conditions as outlined below.

### **College Expectations and Conditions of Enrolment**

Your son will participate fully in the life of the College, including:

- Religious Education Program up to and including Year 12
- Retreats and Renewals
- Sporting Days (Swimming/Athletics/Cross Country)
- School Excursions / School Camps
- Special Events (eg Edmund Rice Day)
- Community Service
- College Representative teams (eg ACC sport, Music, Choir, etc).

St Joseph's College Geelong has requirements of both you and your son. These requirements are outlined in the St Joseph's College Geelong Student and Parent /Carer Enrolment Expectations document. Please download this document from the following link:

[http://www.sjc.vic.edu.au/\\_literature\\_250035/Student\\_and\\_Parent\\_Carer\\_Enrolment\\_Expectations](http://www.sjc.vic.edu.au/_literature_250035/Student_and_Parent_Carer_Enrolment_Expectations)

### **Medical Treatment**

Your son will receive medical assistance if the College authorities consider that this action is advisable. You agree to pay any expenses incurred.

### **Licensed under NEALS**

At certain times throughout the year, St Joseph's College students may have the opportunity to be photographed or filmed for College publications such as the College newsletter, website and social media, or to promote the College in newspapers and other media.

The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

**By signing this enrolment offer, we give permission for our son's photograph/video and name to be published. If we wish to withdraw this authorisation and consent, we understand that it is our responsibility to notify the College Principal in writing.**

### **Student Support Services**

You give permission for your son to freely access the Student Support Services which include Educational Support, Careers information and Counselling and the College Wellness team. For further information about these services, please refer to the College website. If for some reason you do not wish your son/s to access these services, we ask that you advise the Principal in writing.

### **CareMonkey**

Excursion, camp, re-enrolment, medical and information forms are distributed through CareMonkey and parents are able to sign forms via their smart phone or computer. CareMonkey is a secure App where Parents/Carers store contact details and medical information for the student and share this information with the College. It is a requirement of enrolment at the College that all families are signed up to CareMonkey. This is an essential requirement of all families.

### **Parent Access Module (PAM)**

You will be provided with a PAM login access code before commencement of the school year. PAM is used for Parents/Carers to access student reports as well as recording and maintaining student medical information.

### **Change of Details**

It is the responsibility of Parents/Carers to ensure that your son's medical information and contact details (change of address, email and/or telephone numbers) are kept current at all times, by updating your son's profile on Caremonkey and PAM.

Please ensure that such changes are also advised to the College Registrar.



### Withdrawal of Enrolment

One month's written notice is to be given to the Principal of intention to withdraw your son from the College. In default of such notice, payment of all fees and charges due, with respect to the whole of the term during or at the end of which the student is removed, may be payable.

The Principal reserves the right to terminate the attendance and enrolment of any student whose conduct or behaviour is not in accordance with College expectations.

### Fees and Charges

To secure your position, a non-refundable Enrolment Fee of \$500.00 must be paid. This is a separate charge to your tuition fees.

By signing below, you acknowledge that you will be jointly and severally liable for all tuition fees and charges. All of these charges are set out in the Schedule of Fees and Charges which is distributed annually. A copy of the current fee schedule can be viewed on the College website, under Enrolments & Fees. Should fees be a concern, please do not hesitate to make an appointment with the Business Manager, before accepting your enrolment offer.

### Payment options

The Enrolment Fee of \$500 can be made via cash, cheque, credit card or direct deposit. The Colleges preferred payment method is direct debit. Please see details below. Credit card payments may be made by phoning the Accounts Office on 5226 8111.

Direct deposits can be made using the following details:

BSB: 083347

Account No. 676165198

Reference: Parent code and Parent surname (must be included)

Please tick here if you have paid via direct deposit. Reference: Parent code and Parent surname (must be included).

### Year 7 Languages

St Joseph's College offers Chinese and Italian for our students to study throughout their secondary schooling. At Year 7 and Year 8, Languages is a compulsory study and the language chosen for Year 7 will continue in year 8.

Please select one Language for your son by ticking one box next to the options below. We will endeavour to meet your request, however, we cannot guarantee that your son will study the Language selected. Students will be notified once classes are confirmed. No changes will be made. Depending on the selections, preferences may be given on order of the date paperwork is received.

Chinese

Italian

Either Chinese or Italian

**It is a requirement that the acceptance of offer is jointly signed by both Parents/Carers.**

**By signing this agreement, I agree that I/We have read, and my son understands the St Joseph's Geelong Student and Parent/Carer Enrolment Expectations Document.**

**I/We have read and understand the policies referenced in the Student and Parent/Carer Enrolment Expectations Document.**

**I/We agree in the event of my son being offered a position at St Joseph's College, to accept the rules and regulations of the College.**

**I/ We agree to be jointly and severally responsible for all fees and charges.**

**If you have been sent an individual letter, you are only required to sign your copy of the acceptance of offer.**

**If only one Parent/Carer signs, this means that the individual parent is accepting sole responsibility for all fees and charges.**

**This must be signed and returned to the College by Friday 17 July 2020.**

Parent 1/Carer name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Parent 2 /Carer name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_





# ST JOSEPH'S COLLEGE GEELONG

## CONFIDENTIAL MEDICAL INFORMATION

This information assists us in obtaining a detailed profile of your son's medical, and personal details. All families are required to complete a Caremonkey profile. This information is used when preparing student activities and classes. You are asked to provide the following, however, if there are items of a sensitive nature, you may prefer to speak directly to your son's Year Level Coordinator.

The College does not take responsibility for insuring the cost of medical or dental expenses in the case of accidents to students while playing sport or taking part in College activities. It is the parent's responsibility to take out the appropriate insurance and ambulance cover.

**Please ensure that any changes in medical conditions are notified to the College immediately**

Student Surname: \_\_\_\_\_ Christian Names: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Year level \_\_\_\_\_

**Please complete the following table to note ALL conditions relevant to your child:**

Medical Condition	Yes	No	Severity/Relevant Medication or Action Required <i>eg type, dosage, frequency</i>
Asthma Plan (Management Plan required)			
Diabetes			
Medication			
Allergies (Management Plan required)			
Anaphylaxis (Management Plan required)			
ADD -Attention Deficit Disorder			
ADHD-Attention Deficit Hyperactivity Disorder			
ASD -Autism Spectrum Disorder			
Auditory - Hearing			
Physical disability			
Concussion / Previous Concussion (Include history severity )			
Other			

Medicare Number: \_\_\_/\_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_ \_\_\_

Ambulance Membership: Yes  No

Doctor Name: \_\_\_\_\_

Clinic Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Is your son currently under the care of a medical practitioner/specialist?** Yes  No

*If so, please supply the College with copies of any educational or physical assessments*

**Further information if necessary**

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**Please note all Medical Condition Management plans must be submitted with your Enrolment Acceptance.**





# ST JOSEPH'S COLLEGE GEELONG

## EMERGENCY AND FAMILY CONTACT INFORMATION

***In case of an Emergency, Parents/Carers are always the first point of contact. The College requires two additional contacts. Please ensure the College always has up-to-date contact information. If your details or the details of your nominated emergency contacts change throughout the year, please inform the College immediately.***

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

### Emergency Contact 1

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

### SMS Absence Messages from the College

If your son is absent without reason an SMS will be sent. Absence information can be sent to 0427687177

### Please tick who will be the primary contact for SMS messages

Mother/Carer    Father/Carer    Both Parents/Carers must be contacted

### Who does the student reside with the majority of the time?

Both Parents    Mother    Father    Carer    Other \_\_\_\_\_

Is there shared parenting arrangements in place?  YES    No

If yes please provide details. \_\_\_\_\_

### Family Court Orders/Parenting Agreements/Intervention Orders

Do any court orders, parenting agreements, intervention orders or any other official documents exist? Yes  No

If yes, please make a time to see the College Registrar as the College is required to keep a copy on file. .

### Privacy Information

That any personal information you provide, will only be used by St Joseph's College Geelong, for the purposes of the College. The information will not be supplied to any other party. Privacy Act 1998 (Cth) as amended by the Privacy Amendment (Private Sector) Act 2000 (Cth). Please see the Information booklet -Welcome to St Joseph's College Geelong Student and Parent /Carer Information Booklet.

[http://www.sjc.vic.edu.au/literature\\_250035/Student\\_and\\_Parent\\_Carer\\_Enrolment\\_Expectations](http://www.sjc.vic.edu.au/literature_250035/Student_and_Parent_Carer_Enrolment_Expectations)

### Acknowledgement

I/We certify that the information supplied on this sheet is true and correct. I/We give our consent to the College to use the information supplied for its normal practices and purposes, such as those that arise out of its duty of care towards students.

I/We acknowledge that a copy of the EREA Privacy Policy has been provided.

<https://ereagroup.cspace.net.au/Assets/948/EREAPrivacyPolicyGuidelinesSeptember2018.pdf>

Parent 1/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent 2 /Carer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

