



Application for Enrolment

Student Name: _____

Academic Year of Entry (please tick):

KG PP 1 2 3 4 5 6 7 8 9 10 11 12

Calendar Year of Entry: 20 _____

OFFICE USE ONLY

Receipt: _____

Interview Date: _____

Date: _____

Interview Time: _____

Category: _____

Interviewer: _____

Student Key: _____

SIB: _____

Family Key: _____

C/C No: _____

FATHER / GUARDIAN

Title: _____

Surname: _____

First Name: _____

Country of Birth: _____ Nationality: _____

Relationship to Student: _____ Language: _____

Religion: _____ Parish: _____

Residential Address: _____

Suburb: _____ Post Code: _____

Home Telephone: _____ Mobile: _____

Postal Address (if different from above): _____ Post Code: _____

Email Address: _____

Residency Status: Citizen Permanent Resident Temporary Resident

Visa Class / No. (Please provide a copy of passport and visa): _____

Occupation: _____

Employer: _____ Work Phone: _____

Highest Year of Primary or Secondary Schooling: Year 12 Year 11 Year 10 Year 9 or below

Highest Qualification Completed: Bachelor Degree Advanced/Diploma Cert 1 to IV No Qualification

CUSTODY / GUARDIANSHIP

Are there any current Family Court Orders or current Restraining Orders that would apply to the child? Yes No

Name of Person(s) with legal guardianship of the student: _____

If applicable, please attach a copy outlining details of any special or restricted access arrangements. _____

Emergency contact details – other than parents

Name (1): _____ Relationship to Student: _____

Telephone: _____ Mobile: _____

Name (2): _____ Relationship to Student: _____

Telephone: _____ Mobile: _____

Siblings

Name:	Year Level:	School:



Enrolment agreement

NOTE: It is essential both parents and students read and sign the following agreements prior to submitting this application for consideration.

- I/we understand that the completion of this Application for Enrolment does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the College's Enrolment Policy.
- I/we understand and accept that attendance at an interview does not guarantee an enrolment offer being made.
- I/We understand that enrolment of a student in one Catholic school does not guarantee the enrolment of that student in another Catholic school.
- I/we have completed this Application for Enrolment form fully and to the best of my/our knowledge. Further, I/we acknowledge and accept that if it can be demonstrated that I/we have withheld information relevant to the applicant/enrolment process, especially in relation to this Parenting Orders, then the enrolment may be refused or terminated on this ground.
- I/We full understand and agree that enrolment in a Catholic school means that we and our child will fully participate in all required aspects of the educational program of the school including the **Religious Education** program of the school.
- I/We agree to the College using our child's work or photo for College newsletters, yearbook and promotional material.
- I/We agree to the College, CEOWA or local media taking our child's photograph and/or video footage for publication in newspapers, school documents, CEOWA and Catholic agency documents (e.g., Caritas, CDF, Lifelink etc...), training videos and/or the College/CEOWA website.
- I/We consent to my child travelling under the supervision of the College by its servants on the College Bus or upon such transport where travel is necessary in connection with the College's activities.
- I/we understand and accept that Mercy College is a private school and fees and charges are payable in accordance with the School Fees Policy and Fee Schedule, including the School Fee Collection Policy and I/we have a full understanding of what the College's current fees are.
- I/we understand and accept that the College reviews and updates all policies on an annual basis, or from time to time as required, and that all current policies are available on the official Mercy College Website or upon request from the College office. Further, I/we understand and accept that it is my/our responsibility to be aware of the terms and conditions of the current policies as enacted by the College, and that I/we will abide by the policies and directives of the College and the Catholic Education Commission of Western Australia as they are enacted from time to time.

PERIOD OF VALIDITY

This agreement is valid from the date of commencement of attendance at the College to the date of formal graduation, withdrawal or dismissal from the College.

STUDENT UNDERTAKING (SECONDARY STUDENTS)

I shall try to understand Christian faith and values. I shall try to do my part in building a caring school family.

I shall:

- (i) Act with respect towards College staff and students.
- (ii) Fulfil the requirements of the College Christian Service programme.
- (iii) Try to achieve my personal best in my studies.
- (iv) Behave in public in such a way as to uphold the good name of the College.
- (v) Strive to develop appropriate work attitudes and habits.
- (vi) Observe the College classroom and travel codes of behaviour.
- (vii) Make myself available to represent the College in sporting and cultural activities and to attend training sessions/rehearsals.
- (viii) Observe the uniform, hair and jewellery standards of the College.
- (ix) Comply with all College regulations.

I shall refrain from the following actions at College, at College functions and while travelling to and from such venues:

The possession or use of illicit drugs.

The possession or use of alcohol, tobacco, or unauthorised prescription drugs.

The possession or use of a weapon or implement that may inflict harm.

Bullying, including cyber bullying at any time, fighting or verbal intimidation.

Vandalism or theft.

Offensive language or possession/accessing of offensive material.

Disruption of lessons through inappropriate behaviour.

Unauthorised absence from class or school.

I _____ understand that I must follow the College rules and regulations. If I do not do so, the Principal may suspend or end my enrolment at the College.

Signature (Student): _____

Date: / /

PARENTS/GUARDIANS UNDERTAKING (PRIMARY AND SECONDARY STUDENTS)

I/We undertake:

- (i) To support all College regulations and policies, as amended from time to time including those set out in the Student's Undertaking.
- (ii) To accept the Principal's ruling in relation to my son/daughter/wards breach of the Enrolment Agreement.
- (iii) To pay one term's fees in lieu of notice of withdrawal of a student.
- (iv) To be aware of the College's current Fees and Charges.
- (v) To pay the College fees within thirty days of issue of accounts, except where a special payment arrangement has been negotiated with the College. In the event of outstanding fees having to be collected, I understand that I would be liable for any legal costs and commissions incurred.
- (vi) To support the College by ensuring my children/wards participate in all College activities as required and have read the current Enrolment Policy which supports the philosophy of the College.

Name of Mother / Parent / Guardian (in full): _____

Signature: _____

Date: / /

Name of Father / Parent / Guardian (in full): _____

Signature: _____

Date: / /

STAFF UNDERTAKING

- (i) The Principal undertakes, on behalf of the College staff, to provide good quality teaching and pastoral care to each student.
- (ii) Given the goodwill, good behaviour and co-operation of the student, the College staff will work, within the resource limitations of the College, to enable each student to reach their highest possible level of achievement in all courses and activities undertaken, under the direction and leadership of the Principal.

Signature (Principal): _____

Date: / /



Account information

Account to be paid by: Mother Father Both Other: _____

Billing Address: _____

Name of Mother / Parent / Guardian (in full): _____

Signature: _____ Date: / /

Name of Father / Parent / Guardian (in full): _____

Signature: _____ Date: / /

Please enclose the following supporting documentation

Birth Certificate

Baptism Certificate (if Baptised Catholic)

Most recent school report

NAPLAN report

Other relevant education or psychological assessments

Copy of Parenting, Restraint or Custodial Order (if applicable)

Copy of Passport, Visa or Travel Documents – including date of entry stamp (if born overseas)

Copy of parents Citizenship or Visa documents if both parents were born overseas.

AIR Immunisation Statement (not more that 2 months old at time of Enrolment)

Read and sign Enrolment Policies

Application fee

A non-refundable application fee of \$50.00 is to be paid with each enrolment. This can be paid in person at the College or by cheque or credit card if paying by post.

 Visa MasterCard

Card Number: _____ Expiry Date / / CVC

Cardholder's Name: _____

Signature: _____ Date: / /

Enrolment collection of information notice

1. Mercy College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable Mercy College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the Mercy College's legal obligations, particularly to enable Mercy College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. Mercy College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other Dioceses/other Dioceses, medical practitioners, and people providing services to Mercy College, including specialist visiting teachers, coaches, tutors, volunteers and counsellors.
6. Personal information, including photographs, collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
7. Parents may seek access to personal information collected about them and their son/daughter by contacting Mercy College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Mercy College's duty of care to the pupil, or where pupils have provided information in confidence.
8. As you may know Mercy College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in Mercy College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. We may include your contact details in a class list and School directory, with specific consent.
10. If you provide Mercy College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to Mercy College and why, that they can access that information if they wish, and that Mercy College does not usually disclose the information to third parties.

In accordance with the Privacy Amendment Act 2000

Please return this application to:

The Principal
Mercy College
26 Mirrabooka Avenue
Koondoola, WA 6064
(PO Box 42, Mirrabooka, WA 6941)



MERCY COLLEGE

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E enrolments@mercy.wa.edu.au

W www.mercy.wa.edu.au