MERCY COLLEGE

MISERICORDIA

Inspiring Futures *Together*

"For I know the plans I have for you," declares the Lord...
"plans to give you hope and a future"
Jeremiah 29:11

Application for Enrolment

Student Name: _____

Academic Year of Entry (please circle): 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 Number:	SIB:
Account Number:	House:

Student information

Academic year for which enrolment is sought (e.g., Year 7):

Calendar year for which enrolment is sought (e.g., 2025):

Current School:

Surname:

First Name:

Second Name:

Preferred Name:

Date of Birth: / / Gender: ◯ M ◯ F ◯ Other

Residential Address:

Suburb: Post Code:

Language Spoken at Home:

Country of Birth: Ethnicity:

◯ Aboriginal Descent ◯ Torres Strait Islander Descent

Residency Status: ◯ Citizen ◯ Permanent Resident ◯ Temporary Resident

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

Date of Arrival: Passport Number:

Religion: ◯ Catholic ◯ Other Christian ◯ Non-Christian ◯ Nil ◯ Other Specify:

Parish: Parish Priest Name:

Family information

CAREGIVER 1 ◯ BEST CONTACT PERSON AND FIRST IN AN EMERGENCY

Relationship to student:

Title: Surname:

First Name:

Country of Birth: Ethnicity: ◯ Aboriginal Decent

Language 1: Language 2:

Lives with this Caregiver: ◯ Always ◯ Sometimes ◯ Equal ◯ Never

Religion: Parish:

Residential Address:

Suburb: Post Code:

Home Telephone: Mobile:

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

Email Address (Required):

Residency Status: ◯ Citizen ◯ Permanent Resident ◯ Temporary Resident

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

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

CAREGIVER 2 ◯ SECOND CONTACT IN AN EMERGENCY

Relationship to student:

Title: Surname:

First Name:

Country of Birth: Ethnicity: ◯ Aboriginal Decent

Language 1: Language 2:

Lives with this Caregiver: ◯ Always ◯ Sometimes ◯ Equal ◯ Never

Religion: Parish:

Residential Address:

Suburb: Post Code:

Home Telephone: Mobile:

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

Email Address (Required):

Residency Status: ◯ Citizen ◯ Permanent Resident ◯ Temporary Resident

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

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 Student? ◯ Yes ◯ No

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

If applicable, please attach a copy of the parenting or restraint order.

Emergency contact details – other than caregiver

Name (1): Relationship to Student:

Telephone: Mobile:

Name (2): Relationship to Student:

Telephone: Mobile:

Siblings currently attending this school and other schools

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 criteria.
- 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 application enrolment process, especially in relation to this Students Parenting Orders, then the enrolment may be refused or terminated on this ground.
- I/We have read and fully 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 consent to my child travelling under the supervision of the College on the College Bus or upon such transport where travel is necessary in connection with the College's activities.
- I/We understand and accept fees and charges are payable in accordance with the school fees schedule.
- I/We agree to abide by the policies and directions of the School 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 any breach of the Enrolment Agreement.

(iii) To pay one term's fees in lieu of notice of withdrawal of a student.

(iv) To accept responsibility of the fees jointly and severally.

(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 Student participation all College activities as required and have read the current Enrolment Policy which supports the philosophy of the College.

Enrolment agreement to be signed in front of Principal at time of interview

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:

MERCY COLLEGE

MISERICORDIA

CATHOLIC EDUCATION
WESTERN AUSTRALIA

CATHOLIC EDUCATION WESTERN AUSTRALIA LTD
PRIVACY COLLECTION NOTICE

1. Catholic Education Western Australia Limited ('We') collect personal information, including sensitive information about you. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting your information is to support the design and safe delivery of the educational programme to each student in their CEWA community of faith.

2. Some of the information we collect is to satisfy our legal obligations, particularly to enable the Principal and CEWA to discharge their duty of care.

3. The law also requires us to collect, use and disclose certain information. These include and are not limited to the School Education Act (WA) 1999, the Children and Community Services Act (WA) 2004, and common law.

4. Health information about students is sensitive information within the terms of the Privacy Act 1988. We may collect such information about students from time to time.

5. A student's enrolment may be delayed or prevented and their education adversely affected if CEWA cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

   CEWA may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

   - staff and governing bodies of Catholic, government and non-government schools
   - staff and governing bodies of order accountable schools who are CEWA members;
   - government departments (including for policy and funding purposes);
   - The Catholic Education Office, the parish and the Archdiocese or Dioceses, other related church agencies/entities;
   - medical practitioners;
   - people providing educational, support and health services to CEWA, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
   - people participating in, ancillary or incidental to, digital communication such as Teams video and chats
   - providers of learning and assessment tools;
   - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
   - agencies and organisations to whom we are required to disclose personal information for education and research purposes;
   - people providing administrative and financial services to CEWA;
   - anyone you authorise CEWA to disclose information to; and
   - anyone to whom CEWA is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. If you make an enrolment application to another CEWA or government school, personal information provided during the application stage may be used in this process. This personal information may include health information and is used for the purpose of considering and administering the enrolment.

8. CEWA uses centralised information management and storage systems ('Systems'). These Systems are provided by CEWA and third-party service providers. Personal information is stored with and accessible by those providers for the purpose of providing services to CEWA.

9. CEWA may use online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information, such as services relating to email, instant messaging, online education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about CEWA's use of on online or 'cloud' service providers is contained in CEWA's Statutory Privacy Policy.

Inspiring Futures Together

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"plans to give you hope and a future"
Jeremiah 29:11

10. CEWA's Statutory Privacy Policy, accessible on CEWA's website, sets out how you may seek access and correct your personal information. However, access may be refused in certain circumstances such as where access would have an unreasonable effect on the privacy of others, where access may result in a breach of CEWA's duty of care to the student, where students have provided information in confidence or where CEWA is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

11. CEWA's Statutory Privacy Policy also sets out how you can make a complaint about a Privacy breach and how the complaint will be handled.

12. CEWA may engage in fundraising activities. Your information may be used to make an appeal to you. It may also be disclosed to organisations that assist CEWA'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.

13. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, and on our website, or otherwise shared with the CEWA community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. CEWA will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotions or otherwise make this material available to the public such as on the internet.

14. If you provide CEWA with others' personal information, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

15. As with all decisions concerning children, the best interests of the student are a primary and overriding consideration in the management of information. A student's right to safety prevails above all other considerations, including theirs and others' right to privacy.

CEWA Privacy Collection Notice.V1.7.220215

Catholic Education Western Australia LTD Privacy Collection Notice

I/We have received, read and fully understand the Catholic Education Western Australia LTD Privacy Collection Notice

Caregiver 1

Signature: _____ Date: / /

Caregiver 2

Signature: _____ Date: / /

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