



Howayek Providence Limited trading as

Maronite College of the Holy Family

23-25 Alice Street, Harris Park 2150

Ph: 9633 6600 Fax: 9689 1662

Web Address: www.mchf.nsw.edu.au

Email Address: admin@mchf.nsw.edu.au

Passport Sized
Photo of
Student must be
provided

(please attach here)

Enrolment Application and Agreement

Please indicate in a few words why you are seeking enrolment for your child at Maronite College of the Holy Family.

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Student Name	Office Use Only	
	Class:	
	Student Code:	
	Family Code:	
	Commencement Date:	

Family Mailing Details	
Family Surname:	
Mail to: (eg Mr & Mrs Smith)	
Address:	Suburb:
Postcode:	Home Phone Number:
Current Parish:	

Student Details	
First Name:	Commencement Year/Date:
Middle Name:	1 st Australian School Year (eg: 2011):
Surname:	Previous School:
Preferred Name:	Year Level:
Sex: (please tick one) <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion:
Country of Birth: <input type="checkbox"/> Australia	Nationality:
Other Country:	
Date of Birth: / /	
Enrolment Class (eg: Year 3):	

Nationality/Residential Status <i>(original documents must be sighted and copies to be retained by the College)</i>	
<input type="checkbox"/>	Australian Citizen (Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)
<input type="checkbox"/>	Permanent Resident (Passport if Country of Birth is not Australia)
<input type="checkbox"/>	Temporary Resident (Passport and Visa)
<input type="checkbox"/>	Foreign National without Residential Status (Passport and Visa)
<input type="checkbox"/>	Other/Visitor/Student (Passport and Visa)

Office Use Only:	
Residential Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent <input type="checkbox"/> Refugee	
<input type="checkbox"/> O/S <input type="checkbox"/> BRVS <input type="checkbox"/> RSVS <input type="checkbox"/> ETV <input type="checkbox"/> LBOTE <input type="checkbox"/> ESLASSIST <input type="checkbox"/> NA/CIEC <input type="checkbox"/> CSS <input type="checkbox"/> SSCL <input type="checkbox"/> OHS	
Arrival Date in Australia:	Visa Sub Class:
Passport Number:	Visa Number:
OSHC Membership Number: Expiry:	Visa Expiry Date:
Confirmation of Enrolment-Course Code:	Course Description:
Confirmation of Enrolment Number:	Course Start: Course End:

Full Fee Overseas Paying Student (FFOPS) Complete this section if you are an Overseas Student				
Passport Held	Passport Number	Visa	Visa Number	Class

Indigenous Identifier
Is the Student of Aboriginal or Torres Strait Islander Origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Parent/Guardian/Carer Contact Details		
Details	Mother /Guardian/Carer Residing at the Same Address	Father /Guardian /Carer Residing at the Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Date of Birth		
Address: Street		
Suburb & Post Code		
Residential Guardian	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone Number		
Work Phone Number		
Fax		
Mobile		
Email Address		
Occupation		
Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12months
Highest Year of School Education which is recognised in Australia	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
Level of Highest Qualification which is recognised in Australia	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification
Country of Birth		
Village/Origin		
Nationality		
Religion		
Signature		

Main Languages			
Does the student or their parent1/guardian1/carer1/ or their parent2/guardian2/carer2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)			
	Student	Mother Guardian 1 Carer 1	Father Guardian 2 Carer 2
No, English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other – Please specify			

Contact Details of Other Persons		
Details	Non Residential parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address – Street		
Suburb & Post Code		
Home Phone No		
Business Phone No		
Mobile Phone No		
Email Address		N/A
Relationship to Student		
Employer		N/A
Occupation		N/A
Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	N/A
Highest Year of School Education which is recognised in Australia	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	N/A
Level of Highest Qualification which is recognised in Australia	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification	N/A
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please specify: 1. 2.	N/A
Country of Birth		N/A
Village/Origin		N/A
Nationality		N/A
Religion		N/A
Signature		N/A
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes supporting documentation must be provided)	N/A

Student Details

This information is required to enable the College to assess and manage any risk of harm to the student, their peers and the staff. If there are any changes to these issues during the child’s enrolment at the College, the administration must be promptly notified to enable the College to assess its ability to provide adequate services for these needs. A failure to fully disclose any special needs or disability may impact on your application. The acceptance of this application may be based in whole or part on the information you have provided to the school. It is also important that you advise the school fully of any change in your child’s needs as promptly as possible as the school must reassess its ability to provide adequate services to your child on a regular basis. A full disclosure of all special needs, disabilities or risks is essential to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.

Special Circumstances

Are there any family circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. living apart from parental supervision, subject of a court order, State arranged out of home care)

Yes No

If yes, provide a brief description of the circumstances:

.....
.....
.....

Relevant Previous History

Maronite College of the Holy Family has a responsibility to assess and manage any risk of harm to its staff and students. To your knowledge, is there anything in the student’s history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this school?

Yes No

If yes, provide a brief description of the circumstances:

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.....
.....

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

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.....

Has the student any past history of violent behaviour?

Yes No

If yes, provide details

.....
.....
.....

Did this involve being suspended or expelled from any previous school?

Yes No

If yes, was this for (Please tick):

- Actual violence to any person
- Illegal drugs?
- Possession of weapon or any item used to cause harm or injury?
- Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the students outside of the school setting?

Yes No

If yes, provide a brief outline of these matters

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Medical Details	
Doctor's Name:	Phone Number:
Student's Medicare Number:	Date of Last Tetanus Injection/Booster
Allergies/ Medical Alert Please specify any allergies/ medical alerts relating to the student applying for enrolment (e.g. allergies to nuts, penicillin, bee stings, asthma management etc)	
Immunisations	Has the Immunisation Certificate been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
I/We give permission for the School Authorities to authorise any medical step which may become necessary as a result of any accident occurring at the school or at functions/excursions organised by the school if I cannot be contacted before any such treatment is deemed necessary by proper medical authorities. I/We will also provide written consent to the College on request to contact health professionals or other relevant agencies. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent/Guardian/Carers Signature: _____	

IMMUNISATIONS					
Please indicate in the appropriate box if your child has had their Immunisation injections:					
Immunisation	Yes/No	Date	Immunisation	Yes/No	Date
Polio			Rubella		
Measles/Mumos/Rubella			Meningococcal		
Diphtheria/Tetnus/Whooping Cough			Hepatitis B		
Human Papillomavirus (HPV 12 to 18 years)			Chickenpox		
Tetanus					

SPECIAL NEEDS

Please indicate whether the student applying for enrolment has any known or suspected **special needs** such as – wears glasses/hearing aid, is being treated by a Paediatrician etc:

Indicate whether the student applying for enrolment has any known or suspected special needs (please ✓ Yes or No for each of the following)

Physical Needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Medical Needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Behavioural Needs <input type="checkbox"/> Yes <input type="checkbox"/> No	Any other special needs <input type="checkbox"/> Yes <input type="checkbox"/> No
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If you have answered yes to any of the above, please provide **full details** of those needs and any assessment/intervention/support that he/she may be currently receiving (**Supporting Documentation must be provided**).

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If this enrolment application is successful, it is essential that the school be advised promptly of any changes to the needs of the students. The school will regularly assess its ability to provide adequate services for these needs.

Student Pre-School Education

In the year before school, has the child been in non-parental care on a regular basis and/or attended any other educational programs? Yes No

If Yes, indicate all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Preschool | If Yes, please enter postcode if known | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="checkbox"/> Long Day Care | <input type="checkbox"/> Family Day Care | <input type="checkbox"/> Day Care (with a preschool program) |
| <input type="checkbox"/> Grandparent | <input type="checkbox"/> Other relative | <input type="checkbox"/> Other person (includes nanny, friend or neighbour) |

Please indicate the amount of formal care (long day care, preschool) each week prior to enrolling at school

Attendance per week: _____ Number of full days: _____ Number of half days: _____ Age Commenced: _____

Please provide the name of the Pre-School:

Phone Number: _____ Teacher's Name: _____

Did your child need/receive special help there? Yes No

Student Primary and Secondary School Education (all enrolments)

Please provide details (names and locality) of last three schools attended (where applicable):

Did your child need/receive special help there?

If "yes", what was provided for your child at his/her previous school.....

- Yes No Alternative teaching and learning strategies
 Yes No A reader or scribe
 Yes No Modifications to equipment, furniture, learning spaces
 Yes No Access to technology
 Yes No Personal carer support

Please list below all children in the family attending Maronite College of the Holy Family and those who do not attend or are still at home.

Child's Full Name	School year	Date of Birth
Child		
Child		
Child		
Child		
Child		
Child		
Child		
Child		

Parish/Sacramental Details

Sacrament	Date Received	Parish Received	Copy of Certificate supplied Y/N
Baptism			
Reconciliation			
Eucharist			
Confirmation			

Fee Payment Policy

School Fees

- College Fees are set annually with any changes being notified to parent(s)/guardian(s)/carer(s) in advance.
- Information on the level of school fees can be obtained from Business Services.

Billing

Invoices will be at the commencement of each calendar year.

Payment of Fees

- All fees are due and payable on due dates which will be advised in letter which accompanies the invoice

Arrangements for Deferred Payments

- In special circumstances the College will consider requests from parents who cannot meet the due date for the payment of school fees. These requests will be treated on a case by case basis. However, the school expects all fees to be fully paid prior to the end of the term to which they apply.
- Payment arrangements are entirely at the discretion of the Executive and, once agreed to, will need to be confirmed in writing by Parent(s)/Guardian(s)/Carer(s) before being formally accepted. Preferred method of fee payment is by Direct Deposit. Forms will be sent out with Confirmation letters.

Change in the relationship between Parent(s)/Guardian(s)/Carer(s)

- Parent(s)/Guardian(s)/Carer(s) must inform the College if there is a change in their relationship with each other since signing the Application Form and the Parent Agreement (eg. Divorced or separation). Unless otherwise directed, the Executive will require that a new enrolment form be completed by the person who is to assume the obligation of paying the school fees.

Withdrawal of a student from the school

- The College requires four weeks written notice of withdrawal of a student from the College as well as the intended destination of the student. In default of such notice, the College will charge a full term's fee for that student's place that is no longer required. Refund is limited to the tuition and service fees for any terms remaining plus one third of the remaining weeks of the term the student leaves in.

Acknowledgment

Parent(s)/Guardian(s)/Carers are requested to return this form once signed and dated in acknowledgment of having read and understood the terms and conditions of the school's *Fees Payment Policy*.

Signature of Mother/Guardian1/Carer1

Signature of Father/Guardian2/Carer2

Date:

Enrolment Agreement

Please tick the following boxes and sign below

1. I/We agree to:
 - Support the College Staff in the implementation of College Rules, Uniform/Grooming expectations and Board of Studies directives
 - Support the College Staff as they strive to set high standards and challenge my child in all aspects of his/her development
2. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
 - Birth Certificate
 - Baptismal Certificate
 - Passport size photo
 - Citizenship documentation (where applicable)
 - Most recent previous school reports and external test results eg, Years 3,5,7,9 NAPLAN and RoSA for Yr 10
 - Relevant Family Court Orders (where applicable)
 - Relevant Medical and/or special needs information including clinical/educational assessments (where applicable)
 - Immunisation Certificate (primary school applications only)
3. I/We understand that if this application is successful the information provided must be kept up to date throughout the period of enrolment.
4. I/We agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs). I also give permission for my child to attend excursions when the teacher and Administration deem it necessary.
5. If this enrolment application is successful I agree to honour the financial commitments required by the College as per the Schedule of Fees and Charges.
6. If the student is to leave the College, I/We will give you written notice-
 - a. By no later than the first day of the Term at the end of which it is intended he/she should leave, or
 - b. (if it is intended that he/she should leave during a term) no later than the first day of the preceding Term.If I/We fail to comply with these requirements, the College reserves the right to invoice me/us for one Term's Fees in lieu of notice.
7. If fees have been fully settled by the parent/guardian/carer refunds will involve unexpired components of tuition and electives only.
8. I/We will seek extended leave from the Principal, for our child, if the leave exceeds 5 days and does not exceed 100 days.
9. I/We will ensure that the previous school has notified the Board that our child is eligible for RoSA and has met the eligibility requirement.
10. In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the Parent /Guardian/Carer of the Student, the Principal is authorised to act as he/she may think necessary or expedient.
11. The Principal has authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside the College precincts, or to suspend the student for any cause judged to be sufficient.
12. The College does not insure the student's property of any description.
13. In this Agreement, the expression 'Principal' includes any Acting Principal or other Senior Teacher for the time being carrying out the duties of or exercising the authority of the Principal.
14. It is a condition of enrolment that students are required to actively participate in Representative duties if selected by the College. Students who are identified as having medical conditions preventing these duties will be exempt.
15. I am aware that Maronite College of the Holy Family may seek to gain access to relevant information about the student to be enrolled held by previous schools, preschools, health care professionals or other government agencies. I understand the College may approach these bodies directly. The information they request may include information related to any of the questions I have answered above.

16. All K-6 enrolments conclude at the end of Year 6 and a re-enrolment process take place for high school. All Years 7-10 enrolments conclude at the end of Year 10. Students who wish to continue to Years 11/12 study must undergo a re-enrolment process, subject to satisfactory performance in Years 7-10 and payment of all outstanding fees.
17. Park – I give permission for my son/daughter to leave school grounds to walk to the local parks for sport and leisure activities throughout each school year at Maronite College of the Holy Family.
18. Internet Acceptable User Policy – The provision of internet services at Maronite College of the Holy Family extends the range of teaching and learning opportunities to students for the purpose of improvement in learning outcomes. School users are taught to become aware of information, responsibilities and procedures that need to be followed to ensure its effective use. I/We agree to share with the College the responsibility of setting and conveying the standards that children should follow when using media and information sources. (Refer to Maronite College of the Holy Family Cyber safety user Agreement)
19. Photography and Video – I agree to my child’s photos being used in Newsletters, on the College website, College Facebook, College Policies and External College Publicity/Promotions.
20. I/We have included the enrolment fee of \$150.00 with this application for enrolment and I/We understand that this money will not be refundable if the application is unsuccessful.

I/We have read all of the information in the Enrolment Package and understand the policies that we will need to abide by, should this enrolment application be successful. I/We understand that if any misleading information has been provided, or any omission of significant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Signed: _____ (Mother/Guardian1/Carer1)

Signed: _____ (Father/Guardian2/Carer2)

Date: _____

Please Note:

- Acceptance of this application for enrolment is subject to the approval of the College’s Enrolment Committee.

Office Use Only:

Enrolment Accepted: Yes No Enrolment Fee: \$_____

Interviewer: _____ Risk Assessment Noted: Yes No

Comment:

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 organisation**
- **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** Commissioned 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, flying 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 (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople 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/refugee/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, kitchen-hand, 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 conductor, 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)