

This form should be completed after reading the information on the back page.  
(Please note specific information about entry to the ELC)



**All sections of this form must be completed and returned to :**

Enrolments Office  
Cornish College  
65 Riverend Road  
Bangholme VIC 3175  
or Facsimile +61 3 9773 1726  
or email to [admissions@cornishcollege.vic.edu.au](mailto:admissions@cornishcollege.vic.edu.au)

**1. DETAILS OF CHILD**

Application to enter year level \_\_\_\_\_ In 20 \_\_\_\_

OR year level \_\_\_\_\_ in 20 \_\_\_\_

**Personal Details**

Family name \_\_\_\_\_

Given name/s \_\_\_\_\_

Preferred name (if different from given name) \_\_\_\_\_

Date of birth \_\_\_\_\_

Gender  Male  Female

The child lives with  Both parents  Mother  Father  other (please specify) \_\_\_\_\_

Is there any court order or agreement regarding contact with, or responsibility for, the child?  Yes  No

Please provide details: \_\_\_\_\_

**Home address of student**

Number & Street Name \_\_\_\_\_

Suburb & Postcode \_\_\_\_\_

Does your child have a Victorian Student Number (VSN)? (All students in Victorian schools have a VSN)

Yes, please specify \_\_\_\_\_

Yes, but the VSN is unknown

No, the student has never been issued a VSN

**2. DETAILS OF PARENTS/GUARDIANS**

|   |   |
|---|---|
| <b>Parent /Guardian</b>   | <b>Parent /Guardian</b>   |
| Title (Mr/Mrs/Ms/Dr/other) _____  | Title (Mr/Mrs/Ms/Dr/other) _____  |
| Family name _____   | Family name _____   |
| Given name/s _____  | Given name/s _____  |
| Preferred name/s _____  | Preferred name/s _____  |
| Relationship to student _____<br><i>(ie father, mother, other please specify)</i> | Relationship to student _____<br><i>(ie father, mother, other please specify)</i> |
| Home phone _____  | Home phone _____  |
| Business phone _____  | Business phone _____  |
| Mobile _____  | Mobile _____  |
| Email* _____  | Email* _____  |
| <b>Home address (if different from student)</b>                                   | <b>Home address (if different from student)</b>                                   |
| Number & Street Name _____  | Number & Street Name _____  |
| Suburb & Postcode _____   | Suburb & Postcode _____   |
| Employer/Company _____  | Employer/Company _____  |
| Occupation _____  | Occupation _____  |
| Position/Title _____  | Position/Title _____  |

\* The College uses email for contact with parents. If you have more than one email address, please provide the one most suitable for College notices.

|   |                   |   |
|---|-------------------|---|
| <b>Application for Enrolment:</b>   | <b>Staff Init</b> | <b>Staff Init</b>   |
| Date received: _____  | _____             | Birth Certificate/ Passport Received <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |
| Acknowledgement sent: _____   | _____             | Court Orders Received <input type="checkbox"/> Yes <input type="checkbox"/> No _____                |
| Application Fee paid by:<br>Cash/Cheque/Credit Card/Money Order/Online/Bank Deposit _____ |                   |   |

### 3. CULTURAL BACKGROUND

In which country was your child born? \_\_\_\_\_

Is your child an Australian citizen?  Yes  No If your child is not an Australian citizen, please state nationality. \_\_\_\_\_

If your child is not a permanent resident, please advise visa status and number and include a photocopy of passport and visa \_\_\_\_\_

Is your child:

of Aboriginal or Torres Strait Islander origin?  Yes  No

a permanent resident of Australia?  Yes  No

a temporary resident of Australia?  Yes  No

Is English the second language for your child?  Yes  No If yes, what is your child's first language? \_\_\_\_\_

What languages are spoken at home? \_\_\_\_\_

What religious affiliation (if any) does your child have? \_\_\_\_\_

### 4. MEDICAL AND EDUCATIONAL INFORMATION

Does your child have medical /other conditions that require attention at school?  Yes  No

Please provide details: \_\_\_\_\_

What School / College (if applicable) does your child currently attend? \_\_\_\_\_

Please list previous schools attended: \_\_\_\_\_

Has your child missed more than 5 days of school in each of the previous 3 years? \_\_\_\_\_

Has your child ever been diagnosed as having specific needs of Dyslexia, any syndromes, visual or hearing impairment, language of learning difficulties

If yes, please provide details below or attach further information. \_\_\_\_\_

Has your child ever received? *Details (please attach copies of any reports to this document)* \_\_\_\_\_

Additional support in the classroom  Yes  No \_\_\_\_\_

A diagnostic educational report  Yes  No \_\_\_\_\_

Tutoring in any subject area  Yes  No \_\_\_\_\_

Educational support for literacy/ numeracy  Yes  No \_\_\_\_\_

Recent professional counselling  Yes  No \_\_\_\_\_

Special physical facilities  Yes  No \_\_\_\_\_

Government Funding for individual support  Yes  No \_\_\_\_\_

Additional information: \_\_\_\_\_

I/we authorise Cornish College to access information that may be of benefit to the education of my child from the relevant people/organisations:

Name of Teacher: \_\_\_\_\_ School Name: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

I/we understand that this authority will remain current for the period of my child's Application for Enrolment and enrolment at the College.

### 5. OTHER CONNECTIONS

This child is a past student of St Leonard's College Cornish Campus (returning)  Yes  No Year level when left \_\_\_\_\_ Year Left (eg. 2010) \_\_\_\_\_

Other children in the family

Name \_\_\_\_\_ Age \_\_\_\_\_ School now attending and / or enrolled to attend \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School now attending and / or enrolled to attend \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ School now attending and / or enrolled to attend \_\_\_\_\_

If either parent attended St Leonard's College Cornish Campus, please provide the following information:

Parent Name \_\_\_\_\_ Final year \_\_\_\_\_ Family Name during College years \_\_\_\_\_

Any other links with the College? \_\_\_\_\_

## 6. FEEDBACK

Although there is no obligation to complete this section, your answers will assist us in improving our service

What prompted you to submit an Application for Enrolment to Cornish College? *(Please rank your top 3 in priority order with 1 being highest priority)*

- |   |  |
|---|--|
| <input type="checkbox"/> Academic excellence                                    | <input type="checkbox"/> Holistic education focus                      |
| <input type="checkbox"/> Co education   | <input type="checkbox"/> Location                                      |
| <input type="checkbox"/> Continuing the family tradition                        | <input type="checkbox"/> Wide range of choices and opportunities       |
| <input type="checkbox"/> Entry open to all, regardless of ability or background | <input type="checkbox"/> Sustainability focus                          |
| <input type="checkbox"/> Excellent reputation                                   | <input type="checkbox"/> Relationship with Uniting Church in Australia |

Other (please specify) \_\_\_\_\_

How did you learn about Cornish College? *(Please tick as many as relevant)*

- |  |  |
|--|--|
| <input type="checkbox"/> Advertisement or promotional materials        | <input type="checkbox"/> Past student  |
| <input type="checkbox"/> Billboards                                    | <input type="checkbox"/> Previously enrolled at St Leonard's College Cornish Campus        |
| <input type="checkbox"/> Employer                                      | <input type="checkbox"/> Social Media  |
| <input type="checkbox"/> Local Newspaper                               | <input type="checkbox"/> Uniting Church in Australia                                       |
| <input type="checkbox"/> Media   | <input type="checkbox"/> Website   |
| <input type="checkbox"/> Online directories <i>(please list)</i> _____ | <input type="checkbox"/> Word of Mouth _____<br>(eg. Family, friend, neighbour, colleague) |

Other (please specify) \_\_\_\_\_

- We attended a school tour on \_\_\_\_\_ (Date attended)

What are you hoping for from your child's experience at Cornish College? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 7. DECLARATION

I/we declare that the information provided on this form is accurate and that I/we will notify the College of any changes. If signatures of both parents are not appended, the circumstances should be indicated. If only one signature is required please provide proof of sole custodianship or residency order.

I /we agree that I/we have read and understood the Cornish College Terms of Business as are available on the College's website ([www.cornishcollege.vic.edu.au](http://www.cornishcollege.vic.edu.au)).

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 8. PAYMENT

- |   |   |
|---|---|
| <input type="checkbox"/> Direct Bank Deposit <i>(Account Name: Cornish College BSB: 033002 Account: 515498)</i> | <input type="checkbox"/> Online via Cornish College website |
| <input type="checkbox"/> Cheque/money order   | <input type="checkbox"/> Cash                               |
| <input type="checkbox"/> Credit Card (VISA or Mastercard only)  |   |

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry date \_\_\_\_\_ Amount \$100:00

Name on card \_\_\_\_\_ Signature \_\_\_\_\_

The following must be enclosed with this Application for Enrolment form:

- A photocopy of the child's birth certificate or passport
- For guardians (other than the parents); authority to act as a guardian
- For students coming from overseas – copy of passport and visa
- Any relevant custody documents (where applicable)
- The non-refundable application fee of \$100\*
- Copy of child's most recent school report and NAPLAN results (where applicable)

## INFORMATION FOR ALL PARENTS

The following information must be read in conjunction with the Cornish College Application for Enrolment Form.

When this application is lodged, a non-refundable Application Fee of \$100 (per student) is payable to the College. Receipt of your application will be acknowledged, and your child's name added to the enrolment waiting list for entry in the year and level nominated. Please note that submission of this form does not guarantee a place in the College.

An interview with the appropriate department Head (or delegate) of the College is arranged approximately 18 - 24 months before entry, which the parents or guardian and student attend, bringing with them current school reports. The purpose of this interview is for the College to learn about your child and his /her needs so that we can ensure an appropriate program is available if a place is offered. If a place is available, we may make an offer of enrolment. Please note that we may decline to make an offer without providing a reason. Although Cornish College is an open entry College, children are tested prior to commencement (usually excludes ELC and Prep) to ensure that the best possible program can be provided.

If a place is available, a formal offer may be made 18 - 24 months ahead, with payment of a \$1,000 non-refundable Admission Fee (per student) and signed acceptance of the College's Terms of Business required within one month to secure the place. In addition to the standard Admission Fee, a non-refundable supplementary forward fee deposit of \$1,000 (per student) applies which is deducted from Term 1 fees in the year the student commences. The forward fee deposit is payable by February 1 in the year prior to commencement or at the time of offer if less than 12 months prior to commencement.

Please note that admission to Cornish College is subject to availability of places, gender balance, satisfactory interview and assessment, the College's capacity to provide an appropriate program for the child, and acceptance of Cornish College Terms of Business in force at the time.

Priority for admission is given to:

- Siblings of current students of Cornish College \*\*
- Children of permanent staff members;
- Alumni\* or children of alumni\* of St Leonard's College Cornish Campus;
- Application for Enrolment forms in date order.

Note: A small number of places will be kept for award at the Principal's discretion.

\* Alumni defined as any past student of St Leonard's College Cornish Campus irrespective of whether that student completed Year 10.

\*\* If parents have not made an application for the sibling/s of a current student within 24 months of the start of the school year they wish the sibling to commence, priority on the waiting list will be foregone for that year. Should the sibling be waitlisted the following year, sibling preference will then be available for that and any subsequent years.

Full details of our policy are available on the College website [www.cornishcollege.vic.edu.au](http://www.cornishcollege.vic.edu.au).

## INFORMATION FOR ELC PARENTS

For our Early Learning Centre, the child's age at the time the Application for Enrolment form is lodged will be used when making offers of places, rather than the application date. This avoids discrimination against those born in the later months of the year.

Children must be 3 years of age to commence at ELC. If a place is held for a child who has not yet turned 3, then fees are payable for the period of non- attendance.

At Cornish College, we see the time in our ELC as the start of a journey through to Year 12. To avoid the ELC being used as a short term education option, a non-refundable pre-payment of \$1,000 of the Prep fees will be required prior to entry to ELC. This amount will be taken off the first term account when the child enters Prep. This applies only to children who have no other siblings currently attending the College.

Cornish College is a Registered Provider for the purpose of obtaining the Commonwealth Child Care Benefit. Receipts will be issued following a request to the Finance Department. Eligibility for the Benefit is not determined by the School.

Cornish College respects the privacy of its community members and complies with the requirements of the Commonwealth Privacy Act. All information collected on this form will be used and stored in accordance with the College's Privacy Policy.

Full details of our policy are available on the College website [www.cornishcollege.vic.edu.au](http://www.cornishcollege.vic.edu.au).

## Tuition Fees 2017

Tuition fees for all levels except Year 12 are charged in four instalments per year. These instalments are issued prior to the commencement of Term 1, Term 2, Term 3 and Term 4. Extras are charged with each instalment.

Fees are due and payable on the first day of each term.

Parents opting for the Direct Debit option will be charged in 10 equal instalments from February to November. Year 12 tuition fees will be billed one third of the annual fees in Terms 1, 2 and 3 only.

### 2. NET TUITION FEES

(Australian Citizens or students with permanent residence status entitled to Government grants)

| Level                   | \$ Per Instalment (4) | \$ Per Annum |
|-------------------------|-----------------------|--------------|
| ELC 3 – 4 days*         | 2 820                 | 11 280       |
| ELC 3 – 5 Days*         | 3 315                 | 13 260       |
| ELC 4*                  | 3 315                 | 13 260       |
| Prep                    | 2 620                 | 10 480       |
| Year 1 and Year 2       | 2 770                 | 11 080       |
| Year 3 and Year 4       | 3 080                 | 12 320       |
| Year 5 and Year 6       | 3 390                 | 13 560       |
| Year 7 and Year 8       | 4 005                 | 16 020       |
| Year 9 and Year 10      | 4 310                 | 17 240       |
| Year 11                 | 4 614                 | 18 456       |
| Year 12 (3 instalments) | 6 152                 | 18 456       |

### 3. SIBLING DISCOUNTS

Sibling discounts are applied to students from oldest to youngest whilst more than one child is in attendance at the College as follows

|             |     |
|-------------|-----|
| 2nd Sibling | 5%  |
| 3rd Sibling | 15% |
| 4th or more | 50% |

### 4. APPLICATION FEE

Payable with Application Form \$100 per student Including GST

### 5. ADMISSION FEE

Payable on acceptance into the College \$1,000 per student (non-refundable)

## 6. FORWARD FEE DEPOSIT

In addition to the standard Admission Fee, a non-refundable supplementary forward fee deposit of \$1 000 per student applies which is deducted from Term 1 fees in the year the student commences. The forward fee deposit is payable by the 1<sup>st</sup> of February in the year prior to commencement or at time of offer if less than 12 months prior to commencement.

For Students entering ELC the \$1,000 deposit will be offset against the Term 1 fees in Prep.

## 9. PAYMENT OF FEES

As per the Terms of Business payments are due and payable on the first day of each term. Fees that remain unpaid at the end of 30 days after the commencement of the term will be subject to an Administration charge of \$200.

No student may commence a new term unless the previous fee instalment has been paid. Parents are to provide one term's notice in writing that their child/children will be removed or not be returning to the College. If one term's notice is not provided in writing, one term's fees will be charged.

## 7. COMPULSORY ADDITIONAL CHARGES

|   |             |
|---|-------------|
| Software Levy for students in Years 7 to 12   | \$ 90       |
| Music Levy for students in years 3, 4 and 7   | \$ 100      |
| Year 6 Canberra trip                          | \$ 550      |
| Year 9 Big Experience Overseas trip (approx.) | \$4,000 TBC |

## 8. FEES FOR SERVICE USED

Additional fees are charged for some additional activities including Private Music and Drama tuition (This is additional to the Music and Drama program in the curriculum that all students participate in), Gymnastics, Equestrian. Please contact the Administration Office for applicable fees.

Bus transport to / from College.

Before and After School Care.

## 9. BUILDING FUND

Voluntary Building fund contribution fee \$400 per student per annum (spread over four instalments with term fees). Tax deductible receipts will be issued on receipt of funds.

The voluntary Building Fund is used to assist with the future building program the College will be undertaking.

## 10. DISCOUNT FOR TUITION FEES PAID IN FULL PRIOR TO THE COMMENCEMENT OF THE 2016 SCHOOL YEAR

Fees will be set at the 2016 Net Tuition Fee if fees are paid on or before Tuesday 20th December 2016.

A 3% discount on the 2017 Net Tuition Fee is offered if fees are paid after Tuesday 20th December 2016 and on or prior to day 1 of Term 1 2017.

M W Massey  
Secretary  
For the College Council  
17 November 2016

## Term of Business

**The Terms of Business** set out the terms and conditions under which students are enrolled at Cornish College. This document is effective from 1 May 2014. The College retains the right to alter the Terms of Business from time to time. By accepting a place in the College, the student's parents or guardians and the student agree to be bound by the Terms of Business and agree to abide by the College's policies. Such policies are designed to enhance and assist in the delivery of educational programs. The Principal or Business Manager will be happy to discuss any queries with parents or guardians of prospective students.

In this document:

- *Terms of Business* means this document as amended or replaced from time to time by the Cornish College Council.
- *The College Council* means the Cornish College Council.
- *The College* means Cornish College.
- *Parents* means the parent/s or guardian/s of the student/s being enrolled.

*Fees* means *tuition* fees and other charges invoiced by the College, unless otherwise stated.

## 1. ENROLMENT POLICY

### 1.1 RATIONALE

Cornish College has developed this policy to ensure the College remains accessible to all students who wish to learn here, and operates without regard to academic, physical or social circumstances, or faith or spiritual backgrounds. As acknowledgment of Cornish College's commitment to openness and procedural fairness, this Enrolment Policy has been adopted as the criteria by which all students are admitted.

### 1.2. OBJECTIVES

Through this Enrolment Policy, Cornish College aims to:

- Maintain an open and fair procedure for the enrolment of students seeking admission to the College.
- Maintain a diverse, balanced and beneficial blend of students including those of diverse cultural backgrounds and faiths.
- Provide prospective parents with the necessary information for the enrolment and admission processes.
- Ensure that the College can provide for the educational needs of all its students.
- Ensure the College maintains its core values.

### 1.3. APPLICATION FOR ENROLMENT

When an Application for Enrolment form is lodged, a non-refundable Application Fee is payable to Cornish College. Receipt of application will be acknowledged, and the child's name added to the enrolment waiting list for the year and level nominated. An application is a prerequisite to admission but not a guarantee of admission. Details of the child's position on the waiting list will not be released to parents.

Under the proposed 'No Jab, No Play' legislation, all parents/guardians seeking to enrol their child at an early childhood service in Victoria will be required to provide evidence that the child is:

- fully immunised for their age **OR**
- on a vaccination catch-up program **OR**
- unable to be fully immunised for medical reasons.

'Conscientious objection' will not be an exemption.

Parents must disclose any special circumstances, including any individual needs they believe may affect the education of their child. This information will assist the College to act in the best interests of the prospective student at all times.

Admission to Cornish College is subject to availability of places, a satisfactory interview and assessment, the College's capacity to provide an appropriate program for the child, and acceptance of the current Terms of Business.

In principle, students will be considered for selection in the following order:

- Siblings of current students of Cornish College (please see specific requirements below). Children of permanent staff members.
- Alumni, or children of alumni, of Cornish College or St Leonard's College, Cornish Campus, prior to 2012.
- All other enrolment applications.

A small number of places will be kept for award at the Principal's discretion.

Consideration will also be provided to children of families who have recently relocated from interstate or overseas.

### 1.4. SIBLING PRIORITY

Siblings will be prioritised providing an application is submitted within 26 months of the start of the school year they are due to commence. If enrolment applications for siblings exceed the number of places available, enrolment offers will be determined by the date received. Enrolment applications for prospective sibling students with individual needs will depend on the College's capability to provide the appropriate level of support. Please see section 1.6 below for further information regarding individual needs.

## 1.5. ENROLMENT INTERVIEW

Prospective students will be requested to attend an interview prior to any offer being made. The prospective student and their parents should bring the child's current school reports and any other assessment documentation (if applicable). During the interview, or shortly after it, prospective students may be required to undertake assessment to identify strengths and possible areas where extra assistance may be required. The interview and subsequent assessment (if required) will be used to assess with the parents:

- The family's understanding and willingness to support the College's core values and ethos.
- What the student and family can contribute to the life of the College.
- The College's ability to provide an appropriate program for the student.

Students must be 5 years of age by 30 April in the year they are to commence Prep. Birth certificates will be required for all Prep students. In special circumstances, a school readiness assessment may be required. If school readiness is in doubt, admission may be refused.

Additional places may be available for students displaying particular talents and abilities that may enhance the life and success of the College.

## 1.6. OFFERS OF ADMISSION

Cornish College may make formal offers of admission after the interview process is complete. Acceptance of the offer will not take place until the non-refundable admission fee and the signed Acceptance of Terms of Business form have been received by the College. Parents must clearly state who is responsible for the payment of fees. If the required documents are not returned to Cornish College within 14 days of the date of the offer, the College reserves its right to withdraw the offer for admission. Please note that the College may decline to make an offer without providing a reason.

At all times, the Principal, in consultation with relevant staff members, will have the authority to use discretion in making the final admission offers. Payment of the enrolment fee does not guarantee placement. For entry to the Early Learning Centre, a child's date of birth may be used to determine priority order. Cornish College may seek transition information for Prep students from pre-schools.

Immunisation certificates will be requested for all Primary students.

An admission offer may be cancelled if parents fail to keep the College notified of their relevant contact details.

Parents of students wishing to leave the College must give one term's notice in writing otherwise a term's fees are payable.

## 1.7. INDIVIDUAL NEEDS

Cornish College welcomes applications from prospective students with individual needs, however, reserves the right to limit places offered to students requiring additional assistance based on the availability of resources to the College.

Where enrolment applications for prospective students with individual needs exceed the capability of the College to provide an appropriate level of support, students will be considered in the selection order outlined in section 1.3 above.

Cornish College acknowledges its rights and obligations under the Disability Standards for Education pursuant to the *Disability Discrimination Act 1992*.

## 1.8. EVALUATION

An annual evaluation of the policy and the enrolment procedure should be undertaken to ensure the requirements of the College and prospective students are being met.

# 2. FEES

The scale of fees for each academic year will be set by the College Council at the November Council meeting each year and notified to parents immediately thereafter.

- 2.1. The annual tuition fee covers costs of tuition, class sets of books and materials, year level camps (except Year 6), prescribed excursions (except the Year 9 'Make a Difference Experience'), publications, provision of equipment (except iPad and MacBook) and access to services. Additional fees are charged for optional activities, including, but not limited to, private music tuition, private drama tuition, golf, gymnastics and equestrian.
- 2.2. The College Council reserves the right to alter the scale of fees during the course of the academic year or to issue additional charges to cover the costs of tuition, class sets of books and materials, year level camps, prescribed excursions, publications, and provision of equipment and access to services. Any such increase in the fees or issue of additional charges shall come into effect 28 days after written notification of any such increase has been provided to the parents.
- 2.3. An account for fees for all levels up to and including Year 11 will be rendered 30 days prior to the commencement of each term and are due and payable on the first day of each term.
- 2.4. For Year 12 students, one third of the annual fees will be charged in each of Terms 1, 2 and 3 only.
- 2.5. For full fee paying overseas students, the College renders accounts twice a year (January and June only).
- 2.6. Fees will be charged on a pro-rata basis for those students who commence during any school term.
- 2.7. The following family discounts apply where a family has two or more children attending the College concurrently:
  - 5% on fees for the second sibling attending concurrently
  - 15% on fees for the third sibling attending concurrently
  - 50% on fees for the fourth (and subsequent) sibling attending concurrently

The greatest discount applies to the fees for the student at the lower year level, and applies only to the published tuition fees.

'Second child' means the second child in birth order attending the campus concurrently with an older sibling at the College. Similar definitions



apply to third and fourth children attending the College concurrently.

### 3. PAYMENT OF FEES

- 3.1. The rendered account is due by the first day of each term.
- 3.2. Accounts may be paid by:
  - (a) cheque;
  - (b) debit card transaction or electronic funds transfer;
  - (c) credit card (Visa and Mastercard only);
  - (d) on line via the College web site;Arrangements for periodic payments via a third party may be made through the Business Manager.
- 3.3. Fee accounts will be invoiced to both parents unless one parent provides notification in writing that they will take sole responsibility for payment, or evidence that fees are subject to a court order.
- 3.4. It is a requirement of the College that all fees are fully paid and up to date if a student applies to join a College trip overseas. Under no circumstances will a student be permitted to join a group travelling overseas if any outstanding fees are noted on the account.

### 4. NON PAYMENT OF FEES

- 4.1. Where accounts are more than 30 days in arrears, the College may, at its discretion, obtain a report concerning the parents' commercial activity or credit standing from a credit reporting agency, and the parents hereby agree and consent to any such application by the College.
- 4.2. Pursuant to Section 18E(8)(c) of the Privacy Act 1988, the College is permitted to provide to a credit reporting agency personal information about the parents' credit application and the parents hereby agree and consent to the provision of such information by the College.
- 4.3. The College will charge an administration fee at a rate determined by the College Council from time to time for fees to all accounts that are more than 30 days in arrears.
- 4.4. The College will pass on any additional legal fees or other expenses incurred in the collection process for outstanding accounts.
- 4.5. The College reserves the right to suspend the enrolment of a student at the commencement of a new term should there be outstanding fees from the previous term. The student's enrolment will not be reinstated until all outstanding fees, including the fees for the current term, are paid in full.

### 5. WITHDRAWAL (TEMPORARY OR PERMANENT) OF CHILDREN

- 5.1. Parents are to provide one term's notice in writing that their child/children will be removed or not be returning to the College. If one term's notice is not provided in writing, one term's fees will be charged.
- 5.2. Parents are to provide advance written notice to the College for a student's planned absence from the College for periods of one term or greater. Such an absence will be subject to a non-refundable holding fee, of 30% of the applicable year level fees per term, paid in advance, for a maximum period of three years. If the holding fee is not paid, then the child's enrolment at the College may lapse. The exception to this is when students are physically away from the College but have their schoolwork supplied and / or assessed by College staff. In such cases, full fees are to be paid during the time the student is absent.
- 5.3. Parents may be entitled to a pro-rata remission of fees in the event of a student being absent, through illness or accident, for twenty or more consecutive school days. All claims are subject to the production of an appropriate medical certificate.

### 6. DISCIPLINE

- 6.1. At the discretion of the Principal, the College reserves the right to dismiss or suspend a student for any act of serious or continuous misconduct.
- 6.2. The College reserves the right to remove any student from the College on the grounds of unsatisfactory conduct or any other reason considered by the Principal to be reasonable in all the circumstances.

### 7. ACCIDENTS, INJURIES, THEFT AND DAMAGE

#### 7. ACCIDENTS, INJURIES, THEFT AND DAMAGE

- 7.1. The College provides full and adequate supervision and care at all times. However, even in a safe learning environment, accidents, injuries, theft and damage can still occur. Cornish College does not accept liability for such events and it is recommended that parents consider appropriate insurance to cover any losses. Adequate care of personal property is the responsibility of the student. The College's insurers may be able to offer some assistance to students who are injured while undertaking supervised school activities. Individual circumstances will need to be discussed with the Business Manager.
- 7.2. In the event of accident or injury where the College deems it necessary to call an ambulance or seek medical treatment for the student, the College does not accept liability for any transportation or medical costs incurred.

## 8. UNIFORM POLICY

- 8.1. All students are expected to meet the uniform requirements with willingness and a spirit of cooperation. Parents and teachers are expected to ensure students are following the uniform requirements at all times. The wearing of the uniform is a significant way in which the students are identified, whether within the school grounds or out in the wider community. As such, the uniform should always be worn correctly and with pride. Please refer to the detailed policy on the web site.

## 9. THE PRIVACY ACT PROVISIONS AND THEIR APPLICATION TO THE COLLEGE

Cornish College abides by the requirements of the Commonwealth Privacy Act 1988 and amendments, and of the Victorian Health Records Act 2001. A copy of the Cornish College Privacy Policy is available for viewing on the College web site.

Cornish College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose for collecting this information is to enable the College to provide the most appropriate schooling for its students.

Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. An example of such information is the requirement for parents of children up to and including Year 6 to complete and sign the registration form for out of hours' care, even if not intending to use it regularly. This authorises the College to have children cared for by qualified staff in its out of hours' care program in case of emergencies.

Laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Parents are asked to provide medical reports about their children from time to time. It is a requirement of the College that the completed *Medical Profile and Information* form (and vaccination certificate for children in the Junior School) is completed prior to commencement.

The College at times discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers. In the enrolment process, Cornish College may request information from a child's current or previous school or educational setting to facilitate the student's transfer to Cornish College and the provision of the most appropriate educational program. If the College does not obtain the information referred to above, it may not be able to enrol or continue the enrolment of a student or prospective student.

Parents are required to notify the College of any changes in contact details (address, telephone, email), and any information which may affect the College's care for its students, for example medical updates, or details of any court orders which affect the child.

There are times when Cornish College students are involved in activities that are of interest to the media and that portray the students and the College in a positive manner. Photographs of students may be used in the media, in College documents (newsletters, magazines or website), or in advertising. Photographs are taken with the knowledge of the College, arranged by the Administration staff, or by staff responsible for a particular activity. Parents who do not wish their child's photograph to be used in such a manner are required to notify Administration in writing prior to their child's commencement. There are also times when student work may be displayed, published or photographed for educational or promotional purposes.

Students may also seek access to their personal information. Personal information collected from students is regularly disclosed to their parents or guardians. Parents may seek access to personal information collected about them and their child by contacting the College. 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 the College's duty of care to the student, or where students have provided information in confidence.

From time to time the College engages in fundraising activities. Information received from parents may be used by the College to make an appeal to them. Contact details for each student's family will be included in a College year level list unless parents advise the College in writing that they do not wish to be included. At the start of each school year, year level lists (including each student's name, address, mobile phone number and parent email only) will also be provided to the appropriate Parent Association representative for the purposes of communication regarding social and other class activities. Parents can advise the College in writing if they do not wish for their contact details to be passed to the Parents Association.

Personal information will not be disclosed to third parties for their own marketing purposes without parental consent.

If the College is provided with the personal information of others, such as medical or emergency contacts, parents are encouraged to inform them that they are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.