



# Dale Christian College Application for Enrolment



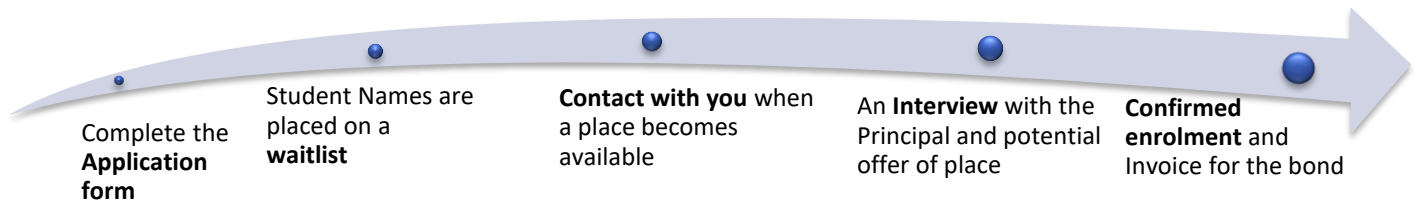
# ENROLMENT APPLICATION

Containing Enrolment Application Forms, Fee Schedule, and Contract of Enrolment

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# ENROLMENT PROCEDURE



## The Journey towards education at Dale:

The information below aims to clearly explain how we approach enrolments here at Dale. **We encourage families to complete an Application Form early to increase the likelihood of securing a place at the College.**

### Step 1: Application

If you wish to enrol a student at Dale, please complete the Application Form which is included in the Enrolment Pack or can be found online, [www.dalecc.wa.edu.au](http://www.dalecc.wa.edu.au). When the Application Form is submitted with the documents and \$55 application administration fee, student names are entered on a waitlist. **Returning ALL the required documents is an essential first step.**

**Major Intakes are year 7 and Kindergarten. Applications for entry in other years are welcome,** however enrolment is dependant on available vacancies.

### Step 2: Waitlist

The enrolment process operates from a waitlist. When a place becomes available, families are invited to progress toward enrolment according to the date we received the Application Form.

Waitlisted families will be rolled-over for enrolment in the following year/s until a place becomes available or they ask to be removed.

### Step 3: Interview

When there is an expected or possible vacancy, the Enrolments Officer will contact waitlisted families to arrange a formal interview with the Principal.

Parents/guardians with no church affiliation will be required to attend the Christianity Information session before confirmation of enrolment can be provided.

Following this successful interview, a place is offered to the student.

### Step 4: Enrolment

Following the successful interview, a place is secured by the fee of \$500 bond paid to the College. (see page 18 for details)

Dear Prospective Parent

Thank you for your enquiry regarding enrolment at Dale Christian College.

Please find enclosed our Information Pack which includes:

- Enrolment Application
- Family Information and Department of Education Information form
- Other relevant literature regarding Christian Education and College information.

To assist us in processing your application, we ask that you complete all the enclosed forms and return them to Dale Christian College by email, post, or hand, along with the following:

- Application Administration Fee of \$55 (non-refundable)
- Original or Copy:
  - Birth Certificate
  - Immunisation History Statement (No more than 2 months old)
  - Medicare Card
  - Latest School Reports
  - Previous NAPLAN results (only years 3, 5, 7 & 9) – excluding 2020
- Letter of Reference for parents from your Minister/Pastor if you attend a Church
- School Reference form completed and returned from current school. (Not Kindy)
- If you are a Temporary or Permanent Resident, we require the following original documentation or certified copy to confirm your residency status:
  - Visa (Parents & Students)
  - Or Citizenship Documents.

Affiliation with a Church is not a prerequisite for enrolment; however students and parents must be supportive of the Christian beliefs and values taught in the College. Parents and Guardians with no church affiliation will be required to attend an “Introduction to Christianity” session prior to their children commencing at Dale Christian College.

Once all forms and documents have been received, you will be contacted to arrange a date for an enrolment interview when places are available. After the interview you will be notified as to the outcome of your application.

A separate Student Enrolment Form must be completed for each child you wish to enrol, along with all relevant documentation. Please contact the Office if you require additional forms. You may submit applications for all children regardless of when you intend each child to commence.

Upon receiving a positive outcome to your application and to secure your position, you will be required to pay a bond of \$500 per family within 4 weeks of the date of your letter of offer or prior to your child commencing at Dale Christian College; whichever comes first.

We look forward to hearing from you in the future.

Yours sincerely,

Enrolment Officer

## STATEMENT OF FAITH

*The statement of Faith of Dale Christian Academy Ltd T/A Dale Christian College WA is the same as the statement of Faith of the Armadale Congregational Church Inc. and is as follows*

### We Believe in

- ◆ The full inspiration of the Holy Scriptures; their authority and sufficiency, being in themselves the Word of God, (bearing witness to the Incarnate Word Jesus Christ; the reliability of the New Testament concerning the character and authorship of the Old Testament); their freedom from error as given in the original writings; and the need of the teaching ministry of the Holy Spirit for a true and spiritual understanding of the whole of Scripture.
- ◆ The unity of the Godhead and the divine and coequality of the Father, Son and Holy Spirit; the sovereignty of God in creation, providence and redemption.
- ◆ The true and proper deity of our Lord Jesus Christ; His virgin birth; His real and perfect manhood; the authority of His teaching, and the infallibility of all His utterances; His work of atonement for sinners of mankind by His substitutionary sufferings and death, His bodily resurrection and His ascension into heaven; and His present and priestly intercession for His people at the right hand of the Father.
- ◆ The total depravity of human nature in consequence of the Fall, and the necessity for regeneration.
- ◆ The justification of the sinner solely by faith in our Lord and Saviour Jesus Christ.
- ◆ The necessity of the work of the Holy Spirit in conversion and regeneration, at which point the believer is baptised with the Spirit; also in sanctification, worship and ministry, for which He gives spiritual gifts.
- ◆ The universal Church, the body of which Christ is the Head, embracing all the redeemed, called by God through the Gospel, born of the Spirit and justified by faith; the local church comprising such believers as the expression of the universal Church, and fellowship between such churches manifesting the unity of the body of Christ.
- ◆ The ordinances of Baptism and the Lord's Supper as being instituted by our Lord Jesus Christ; but NOT in baptism as conveying regenerating grace; NOR in the Lord's Supper as being a sacrifice for sin, nor involving any change in the substance of the bread and wine.
- ◆ The imminent personal return of the Lord Jesus Christ for His Church and His subsequent return to the earth in glory.
- ◆ The resurrection of the body, the judgement of the world by our Lord Jesus Christ, with the eternal blessedness of the righteous and the eternal punishment of the wicked.

#### **Vision**

Our Vision at Dale is to offer affordable, quality education within the framework of a Christ-Centred Biblical World View as we strive to equip our students with skills and strong values that encourages them to pursue excellence in all areas.

#### **Mission**

Every student at Dale Christian College will clearly hear the claims of Christ on their life through management, curriculum and teaching practices and see the love of God at work in the college community.

#### **Core Values**



Honouring God  
& His Word



Respect: Others  
& Ourselves



Stewardship &  
Responsibility



Justice & Mercy



Pursuing  
Excellence

## ENROLMENT CHECKLIST FOR PARENTS

Please ensure you have completed all forms in full, including all signatures and checkboxes, as this will help us to process your application promptly.

Family name

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### 1. PARENT/GUARDIAN APPLICATION

**Parent/Guardian Application** form correctly completed (including Parent/Guardian Declaration and all signatures)

**Reference Letter from your Pastor**

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### 2. AUSTRALIAN CITIZENS

Copy of Citizenship Certificate or Australian passport for both parents (applies only to parents not born in Australia)

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### 3. NON-AUSTRALIAN CITIZENS

Copy of Passport and Visa (please copy page with Date of Arrival stamp and photo, for both parents)

Copy of Visa Number and validity date

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### 4. STUDENT ENROLMENT FORM

**Student Enrolment Form** correctly completed (including Parent/Guardian Declaration and a signature for each)

Copy of Birth Certificate (required)

Copies of last two school reports

Copy of the last NAPLAN test (Years 3, 5 7 and 9) – Except 2020

Copy of **current** Immunisation History Statement Form (no more than 2 months old) or a letter stating that you choose not to immunise your child

Copy of Medicare Card

Copies of any Court Orders (where applicable)

Copy of student disabilities reports (where applicable)

College Reference form provided to current school for completion, to be returned to the Enrolments Officer

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### 5. FEE SCHEDULE AND CONTRACT OF ENROLMENT

**Contract of Enrolment** signed by the parents/guardians who are listed on the application.

**Application Administration Fee** of \$55 is payable at the time of handing in the application form and all requested documentation. (Non-refundable)

# APPLICATION FOR ENROLMENT

## Parent/Guardian Application Form

Please complete all sections, or mark N/A if not applicable

### 1. FATHER/GUARDIAN 1

Surname

First/Given names

Title

Marital status

If not father, please indicate relationship (eg. Guardian, Grandfather, Step-Father, Uncle)

Country of Birth

Nationality

Residential address (including postcode)

Postal address (including postcode)

(Please leave blank if same as your residential address)

Home phone number

Is this number silent? (✓)

Mobile phone number

Email address

Are you an Australian Citizen? (✓)

Yes

No



If "Yes" please provide a copy of Citizenship Certificate or Australian passport (applies only to parents not born in Australia)

If "No" please provide a copy of your Visa documentation.

Occupation

Name of employer

Work phone number

What is the language you speak the most at home?

What other languages do you speak?

Religion

Name of Church you currently attend

Church Address

Name of current Pastor or Minister

How many years have you attended?

If this is less than 1 year, please state the name of your previous church

Location of previous church

Name of previous Pastor or Minister

Previous Pastor or Minister's phone

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a

## 2. MOTHER/GUARDIAN 2

Surname

First/Given names

Title

Marital status

If not mother, please indicate relationship (eg. Guardian, Grandmother, Step-Mother, Aunt)

Country of Birth

Nationality

Residential address (including postcode)

Postal address (including postcode)

(Please leave blank if same as your residential address)

Home phone number

Is this number silent? (✓)

Mobile phone number

Email address

Are you an Australian Citizen? (✓)

Yes

No



If "Yes" please provide a copy of Citizenship Certificate or Australian passport (applies only to parents not born in Australia)

If "No" please provide a copy of your Visa documentation.

Occupation

Name of employer

Work phone number

What is the language you speak the most at home?

What other languages do you speak?

Religion

Name of Church you currently attend

Church Address

Name of current Pastor or Minister

How many years have you attended?

If this is less than 1 year, please state the name of your previous church

Location of previous church

Name of previous Pastor or Minister

Previous Pastor or Minister's phone number

**PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a**



## Parent / Guardian Information

What is the highest year of primary or secondary school you have completed?	What is the level of the highest qualification you have completed?
Parent / Guardian 1                      2 (Father)              (Mother)	Parent / Guardian 1                      2 (Father)              (Mother)
Year 12 or equivalent	Bachelor degree or above
Year 11 or equivalent	Advanced diploma/Diploma
Year 10 or equivalent	Certificate I to IV (including trade certificate)
Year 9 or equivalent or below <i>if you did not attend school, mark "year 9 or equivalent or below"</i>	No non-school qualification

### What is your occupation group?

Circle the number that is relevant to you (See below for details)

Parent 1  
(Father)

1 2 3 4 8

Parent 2  
(Mother)

1 2 3 4 8

***If you have not been in paid work in the last 12 months, circle '8'***

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation, government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
<p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation</p> <p><b>Public service manager</b> (section head or above), regional director, health/education/police/ fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> 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</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p><b>Air/sea transport</b> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional</p> <p><b>Business/administration</b> [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [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]</p> <p><b>Skilled Office, Sales and Service Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator] <b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher] <b>Service</b> [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]</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators. Hospitality staff</b> [hotel service supervisor, receptionist, wait/bar attendant, kitchen hand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word, processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [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]</p> <p><b>Assistant/aide</b> [trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>
<p><b>These categories have been determined nationally and are designed as broad occupational groupings. Australian states and territories use the same categories</b></p>			

**PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a**

# APPLICATION FOR ENROLMENT

## Student Enrolment Form

One form must be completed for each student that is to be enrolled.

### 1. STUDENT DETAILS

Academic year level of entry

Calendar year of entry

Term

Student surname

Family surname (if different to student surname)

First/Given names

Preferred name

Date of birth

Gender (✓)

Male

Female

Alternative address (if student is not living full-time at the address provided on the **Parent/Guardian Application**)

Please provide details about which days or times these alternate arrangements occur

Student's country of birth

Nationality

Language spoken at home

Other Languages spoken

Is the student an Australian Citizen? (✓)

Yes

No

If "Yes" please provide a copy of the student's Birth Certificate or Australian passport  
If "No" please complete the "Student Not Born in Australia" section 2

Name of Guardian (if applicable)

Is the student of Aboriginal or Torres Strait Islander descent? (✓)

No

Yes (Aboriginal descent)

Yes (Torres Strait descent)

Both (Aboriginal and Torres Straits descent)

Are there any Court Parenting Orders in place for this student? (✓)

Yes

No

If "Yes" please provide brief details and attach a copy of any Parenting Plan or other Court documents

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a

## 2. STUDENTS NOT BORN IN AUSTRALIA

Students who are not Australian Citizens must complete this section

Visa type/sub class/number

Expiry date

Passport number

Students born outside Australia and who have become Citizens are required to provide a copy of either their Citizenship document or Australian passport showing the visa sub class and expiry date. Please refer to the **Enrolment Checklist** to ensure the appropriate documents are attached to this application.

## 3. STUDENT EDUCATIONAL HISTORY

All schools previously attended by student:

Year 11 and 12:

Student Curriculum Council Number

Unique Student Identifier Number

Please attach a copy of the last two available reports from the previous school, together with their latest NAPLAN result (if applicable)

Name and address of last school attended

Grade on leaving

Other previous schools (please attach an separate page if additional space is required)

Year level	Name and address of school	Date commenced (Month/Year)	Date left (Month/Year)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your child ever been expelled from, or refused permission to re-enrol at, any previous school, or have you been asked to withdraw your child from any previous school? If "Yes" please indicate the most appropriate reason (✓)

Expelled

Refused re-enrolment

Asked to withdraw

Please state which previous school and describe the circumstances (please attach a separate sheet if additional space is needed)

Do you give the Principal/enrolments officer permission to contact this school, should this be considered necessary? (✓)

Yes

No

Has your child skipped or repeated a year level at any time? If so, please provide details

\_\_\_\_\_

\_\_\_\_\_

PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a

#### 4. STUDENTS WITH DISABILITIES OR ADDITIONAL NEEDS

Does your child have a known disability, learning difficulty, medical condition or diagnosis that may impact upon their safety, participation or learning? *Includes physical, cognitive/intellectual, learning, sensory (hearing, vision), speech & language, Autism Spectrum Disorder, social/emotional/behavioural, illness/disorder, medical (anaphylaxis, diabetes, asthma, etc), mental health or other.*

Yes  No  Unsure  Currently pursuing diagnosis

Nature/Name of disability/condition/diagnosis

If “**Yes**” “**unsure**” or “**Currently pursuing diagnosis**” please refer to **appendix 1**. This may include social, emotional, behavioural, physical, learning, or developmental delays or disabilities.

In determining acceptance of enrolment of your child, the College will undertake an analysis of your child’s needs and the College’s available resources to cater for his or her care and education. You may be required to discuss with the Principal the extent or nature of your child’s disability to ensure that the College has, or is able to obtain, the necessary resources to provide a sufficient level of care for your child. The College reserves its position not to accept enrolment if it is of the opinion that it is unable to adequately provide for your child’s education, care and safety.

It is your responsibility to truthfully disclose any form of delay, concern, or disability that your child might have at the time of enrolment. Should a delay or disability arise over the course of your child’s enrolment at the College, the College reserves its position to re-consider a child’s enrolment should there be a failure to disclose, or it is of the opinion that it is unable to adequately provide for your child’s education, care and safety.

**Please be aware that failure to disclose information, or the provision of incorrect information, may be deemed a contravention of the law according to the School Education Act as revised from time to time.**

#### 5. STUDENT MEDICAL HISTORY

Please provide details of any ongoing medical conditions (including allergies, anaphylaxis, asthma, etc., or any significant past illnesses or accidents) which may be relevant to the care of your child at the College. Please include the procedure which is to be followed if the condition needs to be attended to at the College or a care plan from your practitioner (please attach a separate sheet if additional space is needed).

Are you a member of an ambulance fund? (✓)

Yes  No

Name of Fund:

Name of medical centre (if applicable)

Address of medical centre (if applicable)

Phone number

Immunisation status (✓)

Fully immunised

Incomplete

Not immunised

Personal objection (and exemption letter from yourself stating as such)

Medicare Number

Expiry date

Student’s position on Card

I hereby give permission for a College representative to :

(✓)

- administer basic first aid if needed
- administer general oral medication: Panadol  
Nurofen  
Antihistamine

In the event of an accident, injury or serious illness, the College will contact parents/guardians or emergency contacts and an ambulance if deemed necessary.

**PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a**

**6. EMERGENCY CONTACTS – (NOT PARENTS OF STUDENT)**

Please provide the name and phone numbers of someone we can contact should Parents/Guardians be unavailable in an emergency

Name	Relationship to student
<input type="text"/>	<input type="text"/>
Home phone	Mobile phone
<input type="text"/>	<input type="text"/>

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Name	Relationship to student
<input type="text"/>	<input type="text"/>
Home phone	Mobile phone
<input type="text"/>	<input type="text"/>

Please refer to the Enrolment Checklist to ensure the appropriate documents are attached to this application.

**7. STUDENT PRIVACY AND VISUAL IMAGES**

Visual images of your child (including photographic and videographic images) may be collected and reproduced by the College for use in student records and for promotional purposes, in both printed and electronic form. The collection and use of such personal information is carried out according to the current **Privacy Act 1988** to ensure the protection of an individual's privacy. It is the College's policy to request consent from parents/guardians for the use of a student's visual image(s) at the time of enrolment.

I give consent for the College to use visual images of the child named in this application in the following cases:

	Yes	No		Yes	No
May have students name Printed			No Name Printed		
College Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	College Website / Social Media Page	<input type="checkbox"/>	<input type="checkbox"/>
College Class Group Photos / Individual (e.g., Class Publications and activities, excursions)	<input type="checkbox"/>	<input type="checkbox"/>	College Promotional / Marketing Materials (e.g., Prospectus, Banners, flyers, newspaper ads)	<input type="checkbox"/>	<input type="checkbox"/>
College Yearbook	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Video Surveillance is used in public areas throughout the College 24 hours a day year around. This is necessary to keep staff and students safe and to protect external assets.

For more information, please refer to the College's **Privacy Policy** and **Visual Surveillance Policy**, both of which are available upon request.

**PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a**

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## 8. EXCURSIONS

One of the aims of Dale Christian College is to provide your child/ren with experiences outside of the classroom to reinforce or compliment what is being taught in the classroom. With this in mind, the College has organised several excursions throughout the year and the purpose of this letter is to provide you with some details and to seek your permission for your child/ren to participate in **ALL** the activities. Notifications of excursions will be provided in newsletters, notes taken home and where necessary, permission slips for specific events. These may include, but are not limited to; swimming carnivals, class excursions, athletics, cross country and intercollege competitions.

I give my:

1. permission for my child/ren named above, to attend **ALL** the excursions and College outings, which I understand has been approved by the College Principal,
2. consent for my child/ren to travel on or in any form of public or private transport where such transport is deemed by the College to be necessary or desirable for the safe conduct of the excursion,
3. consent for my child/ren to participate in all activities, outings, trips and functions arranged as part of this excursion,
4. consent for the College, by its servants or agents:
  - to seek such medical or dental advice on behalf of my child/ren as seen fit in the event of an accident or illness, and
  - if, in the opinion of an attending medical or dental practitioner or medical officer ('health practitioner') my child/ren requires medical or dental attention or treatment (including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation), to that health practitioner giving such attention or treatment provided that reasonable efforts are made to inform me of any serious injury or illness,
5. certification that the consent which I have given in point 4 is valid at all times while my child/ren is in the custody of the College while attending or participating in the excursion,
6. certification that I understand that the College will take reasonable care (a supervisor with first aid qualifications will be in attendance) in the event of my child/ren suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to my child/ren in such event nor will it be directly responsible for any act or omission of any health practitioner attending or treating my child/ren,
7. certification that if my child/ren should bring or consume drugs, alcohol, or cigarettes or otherwise exhibit behaviour that seriously endangers themselves or others, I will bear the full cost of return transport home for my child/ren and any adult supervisor that may be required to ensure the safety of my child/ren during that transport, and
8. notification in writing to the class teacher, should there be an occasion where I do not want my child/ren to participate in, before the excursion or outing.

**PLEASE DO NOT LEAVE ANY BLANKS – if not applicable use n/a**

# CONTRACT OF ENROLMENT

## Terms and Conditions

### 1. Definitions

1.1 **Applicant** means the person(s) named in the **Parent/Guardian Application** and **Student Enrolment Forms**.

1.2 **Bond** means a fee of \$500 per family.

1.3 **College** means Dale Christian College.

1.4 **Fees** means tuition and additional charges set out by the College and outlined in the **Fee Schedule**, which are updated annually. Fee increases are approved by the Board in Term 4 of each year.

### 2. Application and acceptance

2.1 All Applications for Enrolment are subject to acceptance by the Board.

2.2 In order for an application to be considered and accepted the College requires:

- a. a complete **Parent/Guardian Application Form**, signed by parents or guardians.
- b. a complete **Student Enrolment Form** signed by parents or guardians; and
- c. Application Administration Fee of \$55 (non-refundable).
- d. Payment of the **Bond**.
- e. The bond is required within 30 days of acceptance of your application or before the children commences school, whichever comes first
- f. In the case of single-parent families, a single parent with substantial rights of custody over a child may sign the enrolment forms. Evidence of Court Orders or custody arrangements is required.

2.3 Satisfaction of the requirements in clause 2.2 does not guarantee a student's placement at the College.

2.4 Our enrolment policy states that parents/guardians who are not committed Christians, who are not regular, active members of a Christian Church, must attend a Christianity Information session that is run by the board of the College. The parents/guardians must agree with the aims and objectives of the College and be willing to support Christian Education in a positive manner.

### 3. Fees

3.1 The Applicants shall be legally liable for payment of fees. Variations of payment arrangement may be requested. However, this must be agreed upon by all applicants and approved by the College.

3.2 Fees are levied upon the four eldest children attending the College.

3.3 Fees will be billed per term in advance at the rates outlined in the annual Fee Schedule.

3.4 The College reserves the right to require payment of fees in advance. It is not obliged to provide any reason for such a requirement. Where payment terms are extended, payment of fees may be made annually, termly, monthly, fortnightly, or weekly in advance, and the term bill must be settled by the due date of the invoice.

3.5 Payment of fees may be made by direct debit, cash, cheque, credit card, Centrepay, or by Electronic Funds Transfer (EFT).

3.6 A Credit of \$50.00 per term will be applied to all families' accounts only when a Canteen roster time is attended.

3.7 Some personal accident insurance is provided for students of Dale Christian College 24/7 anywhere in the world and claim forms for this are available from the College Office. However it is strongly recommended that parents check their health and general insurance policies as the College cannot accept responsibility for:

- a. Medical expenses arising from an accident or illness
- b. Damage to personal effects; or
- c. Property damage incurred by students

### 4. Special circumstances

The absence of a student from the College for a term or part thereof, whether due to illness, suspension, extended vacation, withdrawal or termination of enrolment, or any other reason, will not entitle the Applicant to a reduction in fees for that term.

### 5. Overdue accounts

5.1 Where overdue accounts arise, the College reserves the right to levy:

- a. late fees accruing from the date for payment until payment is made in full; and
- b. recovery action being taken against the Applicant for unpaid fees and the costs of recovery.

### 6. Additional charges

There may be additional specific charges for College camps, graduation expenses, excursions, diaries, booklists and personal items. Depending on subject choices, there may be charges for VET/online courses, online resources and material costs, compulsory seminars and workshops. Where additional charges apply, these will be charged to your fee account.

### 7. Withdrawal of Students

7.1 If an Applicant wishes to withdraw a student from the College, the Applicant must give to the College a minimum of 8 weeks' notice (not including holidays) in writing or pay the College the equivalent of one term's fees, if the notice is not given. Also, if adequate notice is not given, or if the fees are not up to date, the bond will not be returned in full. The notice is to be delivered or posted to the College Office addressed to the Board of Management.

7.2 Once the notification is received, we are allowing for a "Cooling off" period of 7 days for families to review the withdrawal. This notice also needs to be in writing. Once the "Cooling off" period is over the position will be offered to a family on the waitlist. Should you want to withdraw your notice of withdrawal **after** the "cooling off" period, please understand that when reapplication is made, the student will go back onto the waitlist and a place may only be offered when a space becomes available again.

### 8. Cancellation of Enrolment

Dale Christian College may assert its right to cancel the enrolment of a student under the following conditions:

- a. Failure to pay College fees or to settle outstanding financial accounts;
- b. Repeated failure to respond appropriately to the authority of the College including in respect to College course progress, compliance with College requirements relating to uniform, equipment, and/or behaviour. This could include continued absences.
- c. Any behaviour that; puts the safety of other students significantly at risk; that significantly undermines the reputation and good standing of the College or that is identified as being unlawful.
- d. Parent or student/s cease to uphold the terms of the Statement of Faith or exhibit behaviour or conduct which is inconsistent with the Statement of Faith,

- 9. The Applicants will agree to:**
- 9.1 You have read the completed Enrolment Application submitted to us, and it is accurate and completed fully and truthfully in all respects.
  - 9.2 You have read this Enrolment Contract carefully and fully and understand your obligations in it.
  - 9.3 You will allow the child to share fully in the life and program of the College including the devotional activities and lessons.
  - 9.4 You support the aims and the objectives of the College and order your own lives and home so that the child will be given every opportunity to grow up in Christ.
  - 9.5 You support the College's ethos as expressed in the College Statement of Faith, and prospectus documents.
  - 9.6 You understand that all education and extra-curricular activities will be conducted by the College in a manner consistent with the College Statement of Faith, and Christian ethos and values.
  - 9.7 You have read and understood the College policies that are included on the College Website, and will comply with these policies as they exist from time to time, understanding that the policies are not a term of this Contract, and may change to reflect changes of law, technology or for other reasons.
  - 9.8 You will provide the child with all the necessary textbooks and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.
  - 9.9 You will provide the child with the correct uniform approved by the College and to ensure that the child is always sent to the College neatly and modestly dressed in their uniform.
  - 9.10 You accept the right of the College to employ such discipline as it deems wise and expedient for the child, and agree to uphold in every way possible, the College's authority and right to administer appropriate discipline in accordance with College policy.
  - 9.11 You will attend the Christianity Information session prior to the commencement at the College if you are not currently attending a Protestant Church.
  - 9.12 You will inform the College of any changes in information provided upon enrolment that may arise subsequent to enrolment. This includes any changes in contact details, health status of a student, or change in any material fact that might reasonably be taken to affect the ability of the College to provide for the educational needs of a student, or meet its duty of care obligations. A change in the marital status of parents is to be communicated without delay, owing to the potential impact of such a change upon custody, access, and financial arrangements. Likewise, the College is to be provided promptly with a copy of any court order that affects any enrolled or future students.
  - 9.13 You understand that a failure to comply with your obligations, including a failure to complete the Application for Enrolment accurately, fully and truthfully may result in the immediate termination of this Enrolment Contract by the College at the

sole election of the College. If we elect to terminate the enrolment, this will result in forfeiture of any enrolment fees paid in advance.

**10. Privacy Policy**

Information collected during the enrolment process is for the purpose of facilitating the enrolment of your children in the College. The privacy of your information is important to us, and we will not use it for any other purpose, other than Government requirements, eg, Census, Address Collection, Immunisation reporting and Funding. For a copy of our Privacy Policy please contact the office.

**11. General**

In the interest of harmony in the life of the College, only those doctrines and issues contained in the Statement of Faith which is part of this prospectus will be promoted in the College. Controversial or divisive doctrines or issues shall not be raised. Such issues include speaking in tongues as a sign of having been filled with the Holy Spirit and doctrines which are specific to a particular denomination.

The Board of the College has the authority to determine whether a particular doctrinal issue is controversial or divisive within the meaning of this clause.

**12. Legal and financial advice**

The Applicant warrants they have executed these Terms and Conditions, the Fee Schedule, the Parent/Guardian Application, and the Student Enrolment Form based on the Applicant's own understanding, judgment and/or advice of independent legal and financial representatives.

## Signature of Parties to this Contract of Enrolment

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> NAME OF PARENT/GUARDIAN 1	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE OF PARENT/GUARDIAN 1	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> RELATIONSHIP TO STUDENT(S)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> NAME OF PARENT/GUARDIAN 2	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE OF PARENT/GUARDIAN 2	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> RELATIONSHIP TO STUDENT(S)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE SIGNED BY PARENTS/GUARDIAN	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNED ON BEHALF OF DALE CHRISTIAN COLLEGE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE

**Please note:** By signing this document, you agree to abide by the policies and procedures, and the terms and conditions, as approved by the Board of Dale Christian College, which may be altered from time to time.



## FEES AND PAYMENT OPTIONS

### We draw your attention to the schedule of fees, applicable for 2024.

College fees are billed per term and must be settled in full by the due date on the Invoice. There are five options for paying fees: detailed below, but **ALL** families must advise the College of their preferred payment option and amount on the relevant form by the end of Week 4 of Term 1, each year. If there are any variances to this preferred payment option, these must be approved by the Business Manager.

Statements are sent out at the end of each calendar month to emails provided by families. Please review these to ensure your account is up to date.

We request that families pay by direct debit wherever possible, as collections can then be adjusted with your approval to settle your account by the end of each due date. If you are experiencing any difficulty in making payments, kindly make an appointment, for a confidential discussion, with the administration at the College.

<b>Direct Debit</b>	This option is preferred by the majority of families, with weekly, fortnightly, or monthly options available. If you would like us to directly debit your bank account, complete the Authorisation for Direct Debits form, and return to the Business Office. This method is mandatory if your account is in arrears.
<b>Credit Card</b>	Payment by credit card can be made either in person or over the phone at our Administration Office.
<b>Electronic Funds Transfer (EFT)</b>	Payments via internet banking. If using this method, please ensure that your <b>family surname and initial</b> appear as the reference for the transaction. <b>Note that the student's name is not required.</b> The College's banking details for EFT payments: Dale Christian Academy Westpac BSB: 036 032 Account: 742 468
<b>Centrelink</b>	This is a service offered by Centrelink to make regular payments directly from benefits. Contact Centrelink direct or online using our fee schedule for payment amount.
<b>Cash or cheque</b>	Payment can be made at our Administration Office.
<b>Secondary Assistance Scheme for Students in Year 7 - 12</b>	The Department of Education (WA) offers a Secondary Assistance Scheme. Holders of Centrelink Family Health Care Cards, Centrelink Pensioner Concession Card or Veteran's Affairs Pensioner Concession Cards <b>may be eligible</b> . The allowance is paid up to and including the year the student turns 18 years of age. Application forms are available from Administration during first term of each year. Please note there is a closing date on these applications set by the department.
<b>Fee Rebates</b>	A maximum rebate of 25% off on the total College tuition <u>fee</u> account is offered to Holders of Centrelink Family Health Care Cards, Centrelink Pensioner Concession Cards or Veteran's Affairs Pensioner Concession Cards. The Fee Rebate form can be requested from Reception and the rebate is granted annually and each year the family must re-apply. Applications for "Exceptional Circumstances" are also available from the College office for other families.

# FEE SCHEDULE 2024

## Tuition Fees

Security of Enrolment Fee	\$ Per Family
A \$500 Security of Enrolment Fee (Bond) applies per family enrolled and is payable within thirty (30) days of the date of your Letter of Confirmation. This amount is refunded ONLY if a letter confirming withdrawal has been received by the College and adequate notice has been provided or the last child graduates. (See Note 7 below: Withdrawal of Students) for more details. The College reserves the right to allocate a place to another student in the event that this fee is not paid by the due date.	\$500

	ANNUAL payable by Friday 1st Mar	PER TERM Due date for each term: Friday 1 Mar, 17 May, 16 Aug, 8 Nov	PER MONTH Due by: 1st of each month (Mar - Dec)	PER FORTNIGHT (20x payments) First payment due by 1st Mar	PER WEEK (40x payments) First payment due by 1st Mar
<b>1st Child</b>					
Kindergarten	\$1,178.00	\$294.50	\$117.80	\$58.90	\$29.45
Pre-Primary and Primary	\$2,480.00	\$620.00	\$248.00	\$124.00	\$62.00
Secondary (Yr 7-10)	\$3,264.00	\$816.00	\$326.40	\$163.20	\$81.60
Secondary (Yr 11-12)	\$3,488.00	\$872.00	\$348.80	\$174.40	\$87.20
<b>2nd Child</b>					
Kindergarten	\$1,178.00	\$294.50	\$117.80	\$58.90	\$29.45
Pre-Primary and Primary	\$1,822.80	\$455.70	\$182.28	\$91.14	\$45.57
Secondary (Yr 7-10)	\$2,448.00	\$612.00	\$244.80	\$122.40	\$61.20
Secondary (Yr 11-12)	\$2,616.00	\$654.00	\$261.60	\$130.80	\$65.40
<b>3rd Child</b>					
Kindergarten	\$1,178.00	\$294.50	\$117.80	\$58.90	\$29.45
Pre-Primary and Primary	\$1,326.80	\$331.70	\$132.68	\$66.34	\$33.17
Secondary (Yr 7-10)	\$1,958.40	\$489.60	\$195.84	\$97.92	\$48.96
Secondary (Yr 11-12)	\$2,092.80	\$523.20	\$209.28	\$104.64	\$52.32
<b>4th Child</b>					
Kindergarten	\$1,178.00	\$294.50	\$117.80	\$58.90	\$29.45
Pre-Primary and Primary	\$868.00	\$217.00	\$86.80	\$43.40	\$21.70
Secondary (Yr 7-10)	\$1,142.40	\$285.60	\$114.24	\$57.12	\$28.56
Secondary (Yr 11-12)	\$1,220.80	\$305.20	\$122.08	\$61.04	\$30.52

**Additional Fees and Charges** – There may be additional specific charges for College camps, graduation expenses, diaries, booklists and personal items. Depending on subject choices, there may be charges for VET and on-line courses, online resources and material costs, compulsory seminars and workshops. Where additional charges apply, these will be charged to your fee account.

2024 Estimation of extra costs which will be billed separately			
Yr 3, Yr 4, Yr 5 & Yr 6 - Literacy Pro Reading Program (Yearly)	\$16.00	Year 11 - Senior Ball (opt.)	\$100.00
Year 6 - Albany Camp	\$500.00	Year 11 - MDT Wood General (material)	\$100.00
Year 6 - Grad. T-shirt	\$50.00	Year 11 - Food Science (Material)	\$100.00
Year 6 - Grad. Dinner	\$50.00	Year 11 - Cert II Creative Industries: Vet Levy	\$80.00
Year 7 - Online Textbooks	\$120.00	Year 11 - Cert III Music: Vet Levy	\$80.00
Year 7 - Health Workbooks	\$10.00	Year 11 - Cert III Sports and Rec: Vet Levy	\$80.00
Year 8 - Online Textbooks	\$120.00	Years 11 & 12 - SIDE Online Levy (per subject)	\$1,610.00
Year 8 - Health Workbooks	\$10.00	Year 12 - Grad. Jacket	\$120.00
Year 9 - Online Textbooks	\$120.00	Year 12 - Senior Ball (opt.)	\$100.00
Year 9 - Health + "No Apologies" Workbooks	\$20.00	Year 12 - Food Science (Material)	\$100.00
Year 10 - Online Textbooks	\$120.00	Year 12 - MDT Woodwork (Material)	\$100.00
Year 10 - Health + "No Apologies" Workbooks	\$10.00	Year 12 - Cert II Creative Industries: Vet Levy	\$80.00
Year 10 - E O Y Celebration Dinner	\$70.00	Year 12 - Cert III Music: Vet Levy	\$80.00
		Year 12 - Cert III Sports and Rec: Vet Levy	\$80.00

# FEE SCHEDULE 2025

## Tuition Fees

Indicative School Fees for 2025 are as follows. Please be guided accordingly.

	2025 Annual
1st Child	
Kindergarten	\$1,248.00
Pre-Primary and Primary	\$2,624.00
Secondary (Yr 7-10)	\$3,460.00
Secondary (Yr 11-12)	\$3,696.00
2nd Child	
Kindergarten	\$1,248.00
Pre-Primary and Primary	\$1,968.00
Secondary (Yr 7-10)	\$2,595.00
Secondary (Yr 11-12)	\$2,772.00
3rd Child	
Kindergarten	\$1,248.00
Pre-Primary and Primary	\$1,443.20
Secondary (Yr 7-10)	\$2,076.00
Secondary (Yr 11-12)	\$2,217.60
4th Child	
Kindergarten	\$1,248.00
Pre-Primary and Primary	\$918.40
Secondary (Yr 7-10)	\$1,211.00
Secondary (Yr 11-12)	\$1,293.60

**The College provides financial hardship assistance through the School Fee Rebate. Please contact the Office for more information.**



# DALE CHRISTIAN COLLEGE



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