



DARAMALAN COLLEGE

A Catholic co-educational Secondary School
owned by the Missionaries of the Sacred Heart and conducted by Daramalan College

Cowper Street, Dickson ACT | Phone (02) 6245 6300 | Fax: (02) 6245 6333

PO Box 84 Dickson ACT 2602 | Email: info@daramalan.act.edu.au | www.daramalan.act.edu.au | ABN 33 008 428 331

Dear Parent/Guardian,

Thank you for your interest concerning your son/daughter's possible enrolment at Daramalan College in 2020.

The following pages will give you an outline of the information parents normally need concerning Daramalan College's education programs including fees, charges and activities available. Any further information you require may easily be obtained by contacting the Enrolments Registrar at the College.

If you decide to pursue an application for a place for your son/daughter, please complete the following Application for Enrolment and return it to the Registrar. This begins your application and at the same time supplies the information needed for school records should your application be successful. Please note, for Catholic applicants, the Enrolment Form is to be accompanied by a photocopy of your child's Sacramental Certificates. A fee of \$50.00 to cover administrative expenses is payable with your application and is non-refundable.

Before the Application for Enrolment Form is signed, the information contained in the following pages as well as the applicable pages on the Daramalan website should be read carefully, particularly with regard to the policies on:

- * co-curricular participation
- * student behaviour
- * uniform
- * fees
- * privacy of information

The return of the completed Application for Enrolment Form does not guarantee enrolment. As soon as practicable after the closing date (**Friday 24 May 2019**), Year 7 2020 enrolments will be considered and you will be informed of the outcome no later than **26 June 2019**. Year 8-10 2020 enrolments will be considered during the year as they are determined by the number of vacancies that arise during 2019.

Thank you for your enquiry.

Yours sincerely,

Rita Daniels
Principal



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Application for Enrolment in Year 20

Enrolment Acceptance

This Form is an application for Enrolment only and does not constitute an offer of a place. Applications will be processed according to the Daramalan College Enrolment Policy available from the web site www.daramalan.act.edu.au/enrolments/

PLEASE PRINT CLEARLY IN BLOCK LETTERS

Where questions require a Yes or No answer, please tick the appropriate box.

The information sought on this Form is required by the school, both for its own purposes, and to answer questions from various Government and Education bodies.

Daramalan College may not be able to enrol a student without this information. Only information that is required to carry out our functions will be collected and kept. Occasionally, information such as academic and sporting achievements is published within or outside Daramalan including in publications or websites.

All personal and sensitive information is held by Daramalan College in accordance with Daramalan's Privacy Policy which is available on request and on the Daramalan website www.daramalan.act.edu.au/college-policies/ or by contacting Daramalan College on the details above. The Privacy Policy includes information on how you may request access to and the correction of personal information and sensitive information and how to complain about a breach of the *Australian Privacy Principles* or *Privacy Act 1988 (Cth)*. [CLICK HERE FOR COLLECTION AND PRIVACY INFORMATION]

Student Details

Surname	
First Name	
Middle Name	
Gender	
Home Phone	

Religion	
Catholic Parish in which student resides	
Date of Birth	
Country of Birth	
Student Mobile number (if applicable)	

Student's main home address

Number			
Street			
Suburb			
State		Postcode	

Postal address

Number			
Street			
Suburb			
State		Postcode	

Student's other address (if applicable)

Number			
Street			
Suburb			
State		Postcode	

Postal address (if applicable)

Number			
Street			
Suburb			
State		Postcode	

Applications with other schools

If you have applied for a place at other schools, please list them on order of preference (including Daramalan).

1.	2.
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Please outline your reasons for wishing to enrol your child at Daramalan. (Please attach further information if necessary).

Educational profile

What date did the student commence school in Australia?		ACT ID number (if applicable)	
Student's USI (Unique Student Identifier)			
What school does the student currently attend?			
Has the child attended any other school?	Yes	No	If "Yes", please indicate below
Name of school(s) and years of attendance (e.g. Yr 1 & 2)			
Has the student been excluded from any previous school?	Yes	No	If "Yes", please indicate below
Name of school(s), year, length of exclusion and reason for exclusion			
Is there anything in the history of the student seeking enrolment which might pose a risk of any type to the student, other students, staff or visitors? If "yes" please provide details			
Number of children in Family		Position of student in family (e.g. B B G G)	
Other children currently at Daramalan College?	Yes	No	If "Yes", name/s and current Year level
Other children previously at Daramalan?	Yes	No	If "Yes", name/s and Years enrolled (e.g. 1995 - 1999)
Is Father a past student of Daramalan College?	Yes	No	If "Yes", Years enrolled (e.g. 1982 - 1986)
Is Mother a past student of Daramalan?	Yes	No	If "Yes", surname whilst at Daramalan and years enrolled
Are there any other family connections with MSC schools	No	Yes	If "Yes", which school?
Daramalan College ACT	Chevalier College NSW	Downlands College Qld	Monivae College Vic
Relationship	Full Name	School	Years enrolled

Medical Alert

Is there any illness or disability of which we should be aware?		Yes		No														
If "Yes", please give specific details - particularly of allergies and of treatment																		
Doctor's name				Telephone														
Last Tetanus Booster (year)																		
How would you describe your child's current academic progress? Please refer to any specific talents or difficulties																		
Student's interests, activities, sports and any other particular achievements																		
Has the student had any specific abilities/disabilities for which the school would need to make special provision?					Yes		No											
If "Yes", please give details:																		
Has the student had any specific medical or psychological testing for these abilities/disabilities prior to this application?																		
Medical		Yes		No		Psychological		Yes		No		Other		Yes		No		
Please give details:																		
Are the results of such testing readily available?																		
Yes				No			(If available, please enclose a copy with this application)											
Has your child been given an IP? (Individual Plan)																		
Yes													No			(If yes, please supply a copy of the most recent plan with this application)		
Has your child participated in a SCAN (Student Centred Appraisal of Needs) for funding purposes?																		
Yes													No			(If yes, please supply a copy of the latest scan document)		
Has the student been involved in any specific education program to accommodate their abilities/disabilities or had extra help in any of the following areas? Please tick the appropriate boxes.																		
<input type="checkbox"/> Reading		<input type="checkbox"/> Hearing		<input type="checkbox"/> Gross/Fine Motor Skills														
<input type="checkbox"/> Writing		<input type="checkbox"/> Speech		<input type="checkbox"/> Behavioural/Emotional Problems														
<input type="checkbox"/> Mathematics		<input type="checkbox"/> Poor Health History		<input type="checkbox"/> Neurological Disorders														
<input type="checkbox"/> Language (ESL)		<input type="checkbox"/> Physical Problems or Disability (Co-ordination, laterality problems, midpoint)																
<input type="checkbox"/> Sight (Physical Dysfunction or Discrimination)																		
<input type="checkbox"/> Pervasive Developmental Disorders (e.g. Autism, Asperger's Syndrome, PDD-NOS)																		
Please provide further comment on any of the above if necessary																		

Family Profile

Details of Student's Parent 1/Guardian

Title		Surname		Given name/s	
Address				State	
				Postcode	
Religion			Country of Birth		
Occupation			Employer		
Home Phone			Work Phone		Mobile Phone
Email address					

N.B.: Please state specific occupation (i.e. not simply "Public Servant")

Details of Student's Parent 2/Guardian

Title		Surname		Given name/s	
Address				State	
				Postcode	
Religion			Country of Birth		
Occupation			Employer		
Home Phone			Work Phone		Mobile Phone
Email address					

N.B.: Please state specific occupation (i.e. not simply "Public Servant")

Details of Step-Parent/Legal Guardian (if applicable)

Relationship					
Title		Surname		Given name/s	
Address				State	
				Postcode	
Home Phone			Work Phone		Mobile Phone

Correspondence to both parents. If "No" please mark your preference below	Yes		No	
Parent 1/Guardian 1 only	Yes		No	
Parent 2/Guardian 2 only	Yes		No	

Parents/Guardians contactable for student absence via SMS?	Yes		No	
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Is there any Court Order in place restricting access of either parent to the student?	Yes		No	
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Is there any Restraining Order in place with regard to the student, parent or guardian?	Yes		No	
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(If the answer to either of the above questions was "Yes", please provide a copy of the Order/s)

Local emergency contact #1 (other than parents/guardian)

Title		Surname		Given name/s	
Relationship to student (e.g. uncle, neighbour, etc.)					
Home Phone			Work Phone		Mobile Phone

Local emergency contact #2 (other than parents/guardian)

Title		Surname		Given name/s	
Relationship to student (e.g. uncle, neighbour, etc.)					
Home Phone			Work Phone		Mobile Phone

Family Background (required for Commonwealth Government reporting purposes) [CLICK HERE FOR EXPLANATORY NOTES]

Is the student of Aboriginal or Torres Strait Islander origin?	Aboriginal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
(If both, mark both boxes)	Torres Strait Islander	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>

Does the student or their parent 1/guardian 1 or parent 2/guardian 2 speak a language other than English at home? (If more than one language indicate the one that is spoken most often)							
	Student	Parent 1/Guardian 1	Parent 2/Guardian 2	Other Parent/Guardian 3 (if applicable)			
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (inc Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Tagalog (Filipino)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Croatian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest year of primary or secondary school the Parents/Guardian have completed? (For persons who have never attended school, mark "Year 9 or equivalent or below")							
	Parent 1/Guardian 1	Parent 2/Guardian 2	Other Parent/ Guardian 3 (if applicable)				
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the level of the highest qualification the Parents/Guardians have completed? (Mark one box only in each column)							
	Parent 1/Guardian 1	Parent 2/Guardian 2	Other Parent/ Guardian 3 (if applicable)				
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of the Parents/Guardians? (Please select the appropriate Occupation Group from the list on the Insert and record the group number in the boxes below)			
	Parent 1/Guardian 1	Parent 2/Guardian 2	Other Parent/ Guardian 3 (if applicable)
Note: If the person is not currently in paid work but has had a job in the past 12 months, please use the person's last occupation. If the person has not been in paid work in the past 12 month, enter "8" in the box	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enrolment Agreement - Student and Parents

Parents/Guardians and students accepting these Conditions of Enrolment at Daramalan College are reminded that in doing so they are entering into a contractual agreement with the College and that the enrolment of the student named on the front page is subject at all times to this Enrolment Agreement.

Daramalan College is an independent Catholic co-educational school, founded by the Missionaries of the Sacred Heart (MSC). In the spirit of the Founder of the MSC, Fr Jules Chevalier, Daramalan College exists to proclaim and witness to the love of God. It aims to make the Gospel values real in the lives of young people, their families and staff. The College motto, "Fortes in Fide" translates to "Strong in Faith" and Daramalan strives to build a community of Faith. In the caring spirit of the MSC, we are committed to acknowledging the love of God for every individual. Students and staff are to be nurtured to realise their unique potential as joyful, intelligent, compassionate and socially aware individuals. We aim for excellence in Catholic education.

In the light of the above, I/we the undersigned, accept the following Terms of Enrolment:

1. Being part of the Daramalan College family implies specific relationships between students, staff and Parent/Guardians, that are founded on our core Gospel beliefs. Acceptance, respect and dignity must therefore be accorded to every member of the College community. Bullying, intimidation or threat to other persons, is counter to every value we hold dear and will not be tolerated. All issues related to discrimination, harassment, sexual harassment and bullying in any form, will be dealt with according to established College policies in a manner deemed suitable by the College.
2. Parents/Guardians and Daramalan College staff must work together if the best possible outcomes for the students are to be achieved. The importance of this partnership cannot be underestimated. Parents/Guardians are therefore encouraged to take an active part, where possible, in the activities of the College, for example, Parent Teacher meetings, The Parents & Friends Association and committees such as those which are responsible for the various sports offered by the school.
3. Students, with the support of Parents/Guardians are expected to maintain the ideals of the Christian person and to fully cooperate in all that promotes their complete education.
4. Students will participate in all Daramalan College special events. These events include liturgical events such as the Opening Mass, the Easter Liturgy, Sacred Heart Day, Chevalier Day and Christmas Masses; in Retreat and Camp programs; athletics and swimming carnivals as well as the Charity Walk.
5. Each student agrees to be involved in at least one co-curricular activity each year. These activities are integral to the life of Daramalan College and are important ways in which the gifts of every student can be nurtured and shared. There are many activities available for those not interested in sport.
6. It is a condition of enrolment that if a student plays a sport offered by Daramalan College then they play for the school team. Exemptions are granted under certain conditions, but an application is required prior to the start of each season for each sport. Being already enrolled or registered with another club is not sufficient grounds for exemption.
7. Students are to wear the uniform of the College correctly so as to develop the pride in personal appearance as well as developing a sense of belonging and responsibility. Parents/Guardians will always be advised in writing if there is to be any change to the uniform code.
8. Students are to care for the buildings, furniture and equipment of Daramalan College and are financially responsible for damage caused through a wilful act, carelessness or neglect. The College will arrange repairs and Parents/Guardians will indemnify the College on a full indemnity basis for such damage and expense.
9. Students found in possession of illegal substances or who are implicated in dealing in illegal substances will be suspended pending an investigation. If the allegations are found to be correct, Daramalan College may take such action as it deems appropriate including, but not limited to, termination of enrolment.
10. When appropriate and necessary for the values of Daramalan College to be protected, and to ensure the physical and moral safety of all students, the College reserves the right to confiscate forbidden or dangerous property and to take whatever necessary action (such as directing searches of lockers, desks, bags, etc.) to deal with those suspected of threatening – by commission or omission – the good of the College community. Suspension and /or termination of enrolment from the College may be the consequence of behaviour, actions and attitudes which threaten:
 - the health, welfare and safety of other students or staff;
 - the effective delivery of successful educational outcomes for other students; or
 - the fair and effective discipline and administration of the student body.
11. Daramalan College is not insured for students' items of personal property and accepts no responsibility for loss, damage or theft of such items. While not banned from the College, Daramalan recommends that mobile phones and other electronic equipment be left at home. The misuse of such electronic equipment in class will lead to the items being confiscated and deposited at the Front Office for later collection, usually by Parents/Guardians.
12. Daramalan College provides insurance cover for accidents suffered by students. Cover is provided by Catholic Church Insurances Ltd (CCI School care). Parents/Guardians are advised to ensure that the level of cover provided by this policy is sufficient for the needs of their family and the student. Details of the CCI policy are available on request.
13. In the event of injury/illness, the Principal or their delegate is empowered to take whatever action is considered necessary. Every effort will be made, however, to contact Parents/Guardians in advance. Costs incurred for medical treatment, including ambulance transport, are to be met by Parents/Guardians.

14. Parents/Guardians acknowledge they have read and will accept all the Daramalan College policies as presented on the Daramalan web site at www.daramalan.act.edu.au/board-policies/ and agree that they will be bound by the Terms of these policies and that the student will uphold these policies.
15. I/We acknowledge that the Student's enrolment will commence from the time Daramalan accepts the Student for enrolment and will terminate on the earlier of:
 - Daramalan providing the Student, if eligible, with a graduation certificate at the end of Year 12;
 - the Student's enrolment being terminated in accordance with the provisions of this Enrolment Agreement, or;
 - at any time during the Student's enrolment, provided that I/we pay the balance of the school fees and provide the notice required, in accordance with this Enrolment Agreement.
16. I/We acknowledge that both persons who have legal responsibility for the Student must sign this Enrolment Agreement unless:
 - one of those persons can demonstrate in writing, to the satisfaction of Daramalan College, that he/she has sole legal responsibility for the education and enrolment of the Student and for payment of the tuition fees and charges levied by Daramalan. Daramalan College will be provided with any such court order or other relevant documentary evidence as acceptable to Daramalan; and
 - unless there is a court order or other relevant documentary evidence acceptable to Daramalan College stating otherwise, Daramalan may provide information relating to the Student's education and enrolment, for example, report cards and newsletters and information regarding Daramalan activities, to both persons who have legal parental responsibility for the Student, whether or not they have signed this Enrolment Agreement.
17. I/We acknowledge that My/Our obligations under this Enrolment Agreement will be joint and several and the compromise of any claim with, or the release of, any one of those individuals will not constitute a compromise with, or release of, the other individual. For the avoidance of doubt, this includes with respect to all school fees and charges for the Student which may be recovered from either or both Parent/Guardian.
18. I/We acknowledge that during the course of the Student's studies, the Student may create works in which intellectual property rights subsist. For example, copyright will subsist in the Student's original written work or art work. Daramalan College acknowledges that the Student owns those rights. I/We also authorise the College to use such works for current and future media activities to assist with the College's curriculum, and for the College's promotional and advertising purposes.
19. I/We, being the Parent/Guardian of the Student, acknowledge and accept that:
 - Daramalan College may, in its absolute discretion, determine when conduct of the Student warrants consequences and may apply such consequences as Daramalan considers appropriate in accordance with Daramalan's Policies and Procedures;
 - non-compliance with Daramalan College's policies and procedures by either the Student or Myself/Us may affect the Student's enrolment under this Enrolment Agreement; and
 - in the event disciplinary action is taken by Daramalan against the Student that involves the suspension or termination of the Student's enrolment, Daramalan College is entitled to charge or retain (as the case may be) the fees for the relevant Term.
20. I/We acknowledge receipt from Daramalan of the Daramalan College Information Collection Notice and the Fee Policy at the same time as receiving this Application and agree that I/we have read and understood the Information Collection Notice and Fee Policy prior to completing and returning this Application.
21. I/we understand and accept the conditions for enrolment as listed above.

Student Name:		Year		Signature		Date	
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I/We hereby apply to enrol	at Daramalan College
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I/We consent to Daramalan College obtaining any relevant information from our child's current school.	No		Yes	
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/ /20	/ /20
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Signature: Parent 1/Guardian 1

Signature: Parent 2/Guardian 2

Fees and charges

Once an application is accepted, please note that the following charges apply:

- **Enrolment Fee:** A fee is required to confirm the acceptance of an enrolment offer from the College. This fee is refunded in part if notification of cancellation is received prior to the end of September for enrolments for the following year.
- **Tuition Fees and Levies:** Fees are payable in advance each Term. Invoices are issued early each Term. If families wish to use other methods of payment, these must be arranged with the Finance Officer prior to the student(s) starting at Daramalan. Direct Debit payments are strongly encouraged. If a family anticipates difficulty with the payment of fees, this must be discussed with the College at the time of lodging this Application.
- **Building Fund:** All families are strongly encouraged to contribute a tax-deductible donation to the Daramalan College Building Fund. This contribution goes directly to the development and upkeep of Daramalan facilities.
- **Year 11-12 Fees:** It is possible for a student in Years 11 and 12 to complete the requirements for an ACT Senior Secondary Certificate in less than two years. If the student completes the requirements for the attainment of this Certificate in two years or less, fees for the full two years are payable and charged.
- **Enrolments during the year:** New enrolments starting at the College at times other than the start of the academic year, will be expected to make arrangements for immediate payment of fees for the current term.

School Fee Account - Billing Details [CLICK HERE FOR EXPLANTORY NOTES]

This section is to be completed by the person(s) responsible for the payment of all school fees and levies. **The person(s) nominated below must sign this form.** School Fee accounts will be sent to the person(s) listed in this section. Should you require alternative fee paying arrangements please contact the Finance Office directly.

Title		Surname 1			
Given Name 1					
Mailing Address 1					
Suburb		State		Postcode	
Relationship to Student					

Title		Surname 2			
Given Name 2					
Mailing Address 2					
Suburb		State		Postcode	
Relationship to Student					

Daramalan fees are sent via email. If fees are to be split between two separate parent accounts, they will be sent to each parent. Please indicate your preferred email address.

Email 1 address for fees	
Email 2 address for fees	

In signing this document, I/we acknowledge that it is a condition of my/our child's or children's enrolment, and that I/we agree and warrant, that I/ we must pay any tuition fees and levies imposed by Daramalan College from time to time as and at the date the fees and levies are due and payable. I/we further acknowledge and agree, as a condition of my/our child's or children's enrolment, to indemnify Daramalan College from and against all Daramalan College's costs and disbursements, including without limitation legal fees (on a solicitor-client or indemnity basis, whichever is higher), and in addition all of Daramalan College's own nominee's costs of collecting any outstanding fees and levies that I/we may owe. I/we understand and accept the conditions for enrolment set out in this document.

Parent/Guardian Name:			
Parent/Guardian Signature:		Date	
Parent/Guardian Name:			
Parent/Guardian Signature:		Date	

What to include with this Application

Please use this checklist to ensure all required documentation is included.

The Application cannot be processed until all documents are received

Please tick:

	Attached	Not Applicable
Copy of child's latest School Benchmarking Results (Years 5,7 or 9) e.g. NAPLAN		
Copy of two most recent full School Reports		
Copy of child's Birth Certificate		
Copy of Baptism Certificate (if Catholic, or from another Christian Church)		
Copy of special testing reports referred to in educational profile		
Copy of any current Visa OR Naturalization document		
Copy of any Court Orders (if applicable)		
Application Fee (per Application) [CLICK HERE FOR PAYMENT OPTIONS]		

	Attached	Not Applicable
Copy of child's latest School Benchmarking Results (Years 5,7 or 9) e.g. NAPLAN		
Copy of two most recent full School Reports		
Copy of child's Birth Certificate		
Copy of Baptism Certificate (if Catholic, or from another Christian Church)		
Copy of special testing reports referred to in educational profile		
Copy of any current Visa OR Naturalization document		
Copy of any Court Orders (if applicable)		
Application Fee (per Application) [CLICK HERE FOR PAYMENT OPTIONS]		

OFFICE USE ONLY

Application for Enrolment Fee received: YES

Student Registration Number: Date: _____ Initial _____ Amount _____

Date of Enrolment _____ into Year _____ Graduating Class of _____

Date of Departure _____ from Year _____ Reason _____

Date of re-enrolment _____ into Year _____ Reason _____



DARAMALAN COLLEGE

INFORMATION COLLECTION NOTICE 2019

ABN 33 008 428 33

The *Privacy Act 1988*, as amended on 12 March 2014, regulates the way private sector organisations collect, use, store, secure and disclose personal information. The following *Information Collection Notice* covers the purposes for the collection of personal and sensitive information about students and parents/guardians and access to such information.

1. Daramalan College (**Daramalan**) collects personal information, including sensitive information, about students and parents or guardians, before and during the course of a student's enrolment at Daramalan. This may be in writing or in the course of conversations with a parent/guardian, a student or third parties, such as a student's current or former school. The primary purpose of collecting this information is to enable Daramalan to provide schooling to the student and to enable them to take part in all the activities of Daramalan.
2. Some of the information collected is to satisfy Daramalan's legal obligations, particularly to enable Daramalan to discharge its duty of care to all students and to enrol the student at Daramalan. Daramalan may not be able to accept or process a student's enrolment or ongoing enrolment if the personal information or sensitive information is not collected or made available.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the *Education Act 2004 (ACT)*, *Public Health Act 1997 (ACT)*, the *Children and Young People Act 2008 (ACT)* and relevant child protection legislation, as amended from time to time. Daramalan is also required to collect information for national reporting on student outcomes. Daramalan may collect or disclose information as required or authorised by Australian law.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act*. Daramalan may ask parents/guardians to provide medical information about a student from time to time and this will be collected, used, stored and disclosed in accordance with Daramalan's Privacy Policy.
5. Only information that is required to carry out our functions will be collected and kept. Unsolicited information that is provided to Daramalan that is not necessary for carrying out educational functions and Daramalan's duty of care will be destroyed.
6. Personal information collected from students is regularly disclosed to their parents or guardians. Personal information and sensitive information may also be disclosed to Commonwealth or State Government authorities, third parties for administrative and educational purposes, including to facilitate the transfer of a student to another school, and to third parties who provide Daramalan or the students and their parents/guardians with services relevant or associated with the student's enrolment at Daramalan. Personal information and sensitive information may also be disclosed to third parties for administrative and educational purposes, including to other schools, government departments, the Catholic Education Office, education authorities, medical practitioners and any other person providing services to the school, for example visiting teachers, counsellors, coaches and volunteers.
7. Occasionally, information such as academic and sporting achievements, pupil activities and other news, or photographs of students either individually or in groups is published within or outside Daramalan including in publications or websites. If you do not wish photographs of or news about your student to be published you are requested to inform Daramalan of this, in writing, at enrolment or at any time during the student's enrolment.
8. As part of teachers seeking to reflect on their teaching practice, occasionally Video cameras are used for the purpose of evaluation, reflection and growth in a professional capacity. In these instances, the footage will be located in a secure cloud and only shared with Daramalan College staff, for said purpose. If you do not wish for your child to be in a classroom which is being filmed, you are requested to inform the Assistant Principal Teaching and Learning, in writing, at the time of enrolment.

9. Parents may seek access to personal information collected about them and their student by contacting the Principal of Daramalan. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include situations in which access would have an unreasonable impact on the privacy of others, where access may result in a breach of Daramalan's duty of care to the student, or where students have provided information in confidence.
10. From time to time Daramalan engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in Daramalan's fundraising activities solely for that purpose. Daramalan will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. Daramalan may include your contact details in a class list for use by staff of Daramalan. If you do not agree to this, you must advise us in a timely manner.
12. If you provide Daramalan with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing the information to Daramalan and why, so that they can access this information if they wish. Daramalan would not usually disclose such information to third parties.
13. Daramalan may utilise service providers to provide certain services including data storage. Daramalan may provide personal information and sensitive information to such service providers in connection with the provision of these services.
14. All personal and sensitive information is held by Daramalan in accordance with Daramalan's Privacy Policy which is available on request and on the Daramalan website or by contacting the Daramalan Principal on the contact details set out below. The Privacy Policy includes information on how you may request access to and the correction of personal information and sensitive information and how to complain about a breach of the Australian Privacy Principles or *Privacy Act 1988* (Cth).

Daramalan contact details:

Daramalan College
(ABN 33 008 428 331)
Cowper Street, Dickson ACT 2602
PO Box 84 Dickson ACT 2602
Email: info@daramalan.act.edu.au
Website: www.daramalan.act.edu.au
Phone: 02 6245 6300



DARAMALAN COLLEGE

FEES POLICY 2019

ABN 33 008 428 33

Daramalan College school fees and levies are set by the Daramalan College Board. They are an annual charge divided for convenience into four school term payments. Annual fee increases can be expected and usually apply from Term 1.

Payment of Fees

Fees and levies are payable termly in advance or by instalment during each school term. Fees may be paid by direct debit each week, fortnight or month. If any family would prefer to pay by other means, authority in writing must be sought from the Daramalan Business Manager and, if authority is granted, the Business Manager will confirm the agreement in writing. For the avoidance of doubt, fees and levies become payable 14 days from the beginning of each school term or as otherwise determined by Daramalan from time to time (the Due Date) as indicated on the invoice.

Once a direct debit is setup, payments will continue until the fees and levies have been paid or until Daramalan is requested by the Parent/Guardian to stop the deduction by providing at least three business days' prior written notice. Families in the past have appreciated this for budgeting purposes. Attached to this policy is information indicating how much the Parent/Guardian will be required to pay each fortnight beginning Friday 8 February 2019 for each student. Payment of this amount will achieve the Parent/Guardian's full year's payment by Friday 13 December 2019.

If a payment is not approved by the Parent/Guardian's bank and is, therefore, not received by Daramalan, payment by another means MUST be made or Daramalan will continue attempts to debit the Parent/Guardian's account until the payment is approved. This may result in the Parent/Guardian incurring bank fees or charges. If a Parent/Guardian applies to pay fees by another method and fails to keep their payment as agreed, the Parent/Guardian will be required to change their method of payment to a direct debit so that fees are kept up to date, and do not accumulate.

Default and Consequences of Default

Fees and levies unpaid as at the Due Date are subject to an administration fee of \$15 (including GST). This fee will be debited to all family accounts outstanding from the Due Date. A further administrative fee of \$15 will be made each fortnight from the Due Date until the account is paid in full. Parents/Guardians will be required to indemnify Daramalan from and against all of Daramalan's costs and disbursements, including without limitation legal fees (on a solicitor-client or indemnity basis whichever is the higher), and in addition all of Daramalan's own nominee's costs of collecting any outstanding fees and levies in accordance with the Enrolment Agreement.

Privacy Act 1988

The Parent/Guardian agrees for Daramalan to obtain from a credit-reporting agency a credit report containing personal credit information about the Parent/Guardian in relation to credit provided by Daramalan (Consumer Credit Report). The Parent/Guardian agrees that Daramalan may exchange information about the Parent/Guardian with those credit providers named in the Application for Credit account or named in a Consumer Credit Report issued by a reporting agency for the following purposes:

- To assess an application by the Parent/Guardian
- To notify other credit providers of a default by the Parent/Guardian;
- To exchange information with other credit providers as to the status of this credit account, where the Parent/Guardian is in default with other credit providers;
- To assess the credit worthiness of the Parent/Guardian.
- The Parent/Guardian consents to Daramalan being able to give a Consumer Credit Report to collect overdue payment on commercial credit (Section 20F Privacy Act 1988).
- The Parent/Guardian agrees that information about the Parent/Guardian or Student provided to Daramalan (the Personal Information) may be used and retained by Daramalan for the following purposes:

- Provision of goods and/or services;
- Marketing of goods and/or services by Daramalan, its agents or distributors in relation to the goods and/or services;
- Analyzing, verifying and/or checking the Parent/Guardian's credit, payment and/or status in relation to the provision of goods and/or services;
- Processing of any payment instructions, direct debit facilities and/or the collection of amounts outstanding in the Parent/Guardian's account in relation to the goods and/or services.
- The Parent/Guardian further agrees that the Personal Information may be used and retained by Daramalan for any other purpose as agreed between the Parent/Guardian and Daramalan, or as required by law from time to time.

Daramalan may give the Personal Information about the Parent/Guardian to a credit report agency for the following purposes:

- To obtain a Consumer Credit Report about the Parent/Guardian; and/or;
- To allow the credit reporting agency to create or maintain a credit information file containing information about the Parent/Guardian.

Family Discounts

A reduction in Fees and Levies is granted when more than one child of a family is attending the school.

For two children: 20% reduction on fees and 20% reduction on levies is granted on the older child.

For three children: 20% reduction on fees and 20% reduction on levies is granted on the second child, 50% reduction on fees and 30% reduction on levies is granted on the eldest child.

For four children: 20% reduction on fees and 20% reduction on levies is granted on the second child, 50% reduction on fees and 30% reduction on levies is granted on the third child, no fees and 50% reduction on levies for the eldest child.

Years 7-10 Fees and Levies

Fees and levies are charged on an annual basis or in instalments as specified at the start of this Policy, and are payable on the Due Date each term.

Year 11-12 Fees and Levies

Fees and levies are charged on an annual basis or in instalments as specified at the start of this Policy, and are payable on the Due Date each term. *If a student qualifies for an ACT Senior Secondary Certificate Year 12 fees for the four terms are payable, even if the student leaves school early at any time prior to the end of the school year.*

Bookhire

Textbooks are provided to students with the cost being included in the Levy. The books, however, remain the property of the school and if lost or damaged must be replaced. The replacement cost of lost or damaged books will be invoiced. *An additional charge per week will be applied for overdue books until the book is returned or paid for.*

Student Withdrawals

In addition to the requirements pertaining to students in Years 10 and 12, Parents/Guardians of students who leave are required to give one month's prior notice *in writing addressed to the Principal* if they are intending to withdraw their students from the school. Daramalan is entitled to charge a full school term's fees and levies if the requisite notice is not provided or if notice is provided more than one month in to that school term. Daramalan may, in its absolute discretion, consent to charging fees pro-rata for the school term, but is under no obligation to do so.

2019 School Fees and Levies per School Term (NOTE: There are four school terms per year)

	<u>Fee</u>	<u>Levy</u>
Year 7	\$1160	\$675
Year 8	\$1225	\$760
Years 9 and 10	\$1305	\$820 (The Year 9 Camp will be an additional \$400)
Years 11 and 12	\$1405	\$930

The full schedule of Fees and Levies is available now on the College website.

The Levy covers costs including, but not limited to subject fees, textbook hire, school magazine, printing and minor excursions. The Levy does not include excursions costing more than \$15, sports registration fees or private music lessons for which an external tutor teaches a particular instrument. All such payments will be collected separately and paid directly to the Daramalan Reception.

Parents and Friends

A \$25 Parents and Friends (P&F) levy is charged per family per term. No other fundraising activities to support the College are conducted by the P&F.

Charity Walk

Each year Daramalan holds a Charity Walk to raise money for Caritas Australia and St Vincent de Paul. Families are required to contribute \$20 per student to this fundraising activity.

Building Fund

An optional tax deductible donation to the Building Fund appears on the fee invoice. This is a necessary part of the overall revenue required for the development of Daramalan. The Building Fund donation is \$190 per family per term.

Hugh Boulter

(Business Manager)

PO Box 84, Dickson ACT 2602

www.daramalan.act.edu.au

Ph: 02 6245 6300

Email: fees@daramalan.act.edu.au



DARAMALAN COLLEGE

LIST OF PARENTAL OCCUPATIONS

ABN 33 008 428 33

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

- **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** (Commissioned Officer)

Qualified 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** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
- **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)
- **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)
- **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)
- **ICT** (computer systems manager, designer, software and applications programmers)
- **Science** (all scientists)
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers/professionals and associate professionals

Other business managers/professionals

- **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)
- **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
- **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
- **Sportsperson** (coach, trainer, sports official, sportsperson)

Associate professionals generally have diploma/technical qualifications and support managers and professional

- **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**
- **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
- **Defence Forces** (senior non-Commissioned Officers [NCO])

- **Other** (library assistant, museum/gallery technician, research assistant, proof reader)

Group 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

Tradespeople generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

Advanced/intermediate clerical, office, sales, carer and service staff

- **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)

Group 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers. Machine operators.

- **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
- **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)
- **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)

Sales office, hospitality staff and other assistants

- **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
- **Office** (typist, word processing/data entry/business/keyboard/machine operator, receptionist, office assistant, general clerk)
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
- **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

Defence Forces ranks below senior NCO

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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

NATIONAL REPORTING ON STUDENT OUTCOMES

The purpose of this information sheet is to advise parents (or caregivers) of data collection requirements arising from the decisions of State, Territory and Australian Government Education Ministers to improve the quality and national consistency of public reporting on student achievement. Ministers expect all government and non-government school systems and schools to comply with the new data collection and reporting arrangements.

What is the purpose of national reporting?

- The primary purpose of national reporting is to improve the educational outcomes of our young people by informing the Australian public, and especially the education community and parents, about progress towards achieving the *National Goals for Schooling in the Twenty-First Century*.
- For more information on the *National Goals*, go to <http://www.scseec.edu.au>

What is the situation now with the collection and reporting of information on students' performance?

- All school authorities must collect certain information from parents and/or students to fulfil their functions and obligations under State, Territory and Australian Government legislation, including accountability for spending public money.

- Governments must provide the community with information about school performance and the steps they are taking to improve student outcomes.
- Information on students' performance is reported in the annual *National Report on Schooling in Australia*, and on the *MySchool* website published by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

What are the requirements for the collection of information on student background characteristics?

- State, Territory and Australian Government Education Ministers have agreed to common approaches across all States and Territories, in both government and non-government schools, to the collection and reporting of information on the sex, Indigenous status, geographic location, socioeconomic background and language background of school students.

What are the benefits for schools and students?

- Linking student background characteristics with students' results in national assessments in priority areas of schooling will allow schools to identify individual students' strengths and weaknesses; evaluate the influence of particular factors on student performance; judge the effectiveness of policies aimed at reducing the impact of such factors, and, as necessary, take appropriate steps to improve students' performance.
- The new arrangements will also provide parents with accurate and timely information on their child's progress compared with other Australian students of the same age and a measure of the child's achievement against national benchmarks or standards.

What information is required from parents?

- Parents will be asked for information on the following:
 - o the sex of the student
 - o the Indigenous status of the student
 - o the parents' occupations (in very broad terms)
 - o the parents' educational qualifications (also in very broad terms)
 - o the student's country of birth, and
 - o the main language spoken at home by the student and each of the student's parents or guardians.
- Most of this information is already collected by schools but it will now be collected in a uniform way across the country.

Why are schools required to collect information on the educational and occupational background of parents?

- Information is being collected on the educational and occupational background of parents so that school education authorities can evaluate the influence of socioeconomic background on students' educational outcomes across and within jurisdictions, and over time.
- This will allow critical evaluation of the effectiveness of policies aimed at reducing the impact of social or economic disadvantage on student performance, and assist school systems and schools in taking steps aimed at promoting an education system which is fair for all Australian students.
- Ministers have been concerned to ensure that the questions asked of parents are not overly intrusive. Parents will therefore not be asked to provide specific details of their education or income but, rather, will be asked to select an appropriate response from a limited number of broad educational categories.



DARAMALAN COLLEGE

PAYMENT OPTIONS 2019

ABN 33 008 428 33

Please note that payment must accompany your child's application form. The Application will be processed once payment is verified.

Payment may be made by cash, cheque (made out to Daramalan College), or by credit card (complete details below).

EFTPOS facilities are also available at reception if you wish to lodge and pay in person.

Thank you.

Type of Card Visa Mastercard

Card Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expiry Date _ _ / _ _

Name on card _____

Amount authorised \$50.00 _____

Signature _____

Date _____

Name of student _____

Application for Year _____/201_____