

APPLICATION FOR ENROLMENT

Year 7 - 12

Closing date for Year 7 2022:
Friday, June 25, 2021

Applicant's Full Name

Proposed Year Level

Proposed Commencement Date

College Use Only

Date application received

O'Keeffe Junior Campus | Mackinnons Bridge Road, Noorat Vic 3265

McAuley Senior Campus | Henderson Street, Camperdown Vic 3260

T. 03 5593 2011 | **E.** office@mercy.vic.edu.au | **W.** www.mercy.vic.edu.au

APPLICANT CHECKLIST

Lodgement of this application must be accompanied by the relevant documents listed below and a **\$100 non-refundable Application for Enrolment Fee**. Applications which are incomplete, missing appropriate documentation or do not have the Application for Enrolment Fee paid, will be returned.

- ☐ Application Form signed
- ☐ Enrolment Application Fee paid
- ☐ Copy of Birth Certificate provided
- ☐ Copy of most recent School Report provided
- ☐ Copy of NAPLAN Report provided
- ☐ Medical Management Plan provided (if applicable)
- ☐ Visa Details provided (if applicable)

OFFICE USE ONLY

Date received			
Enrolment date			
Start date			
Student/family code			
Entered on System	<input type="checkbox"/> Yes		
SAS No.			
Immunisation history statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Application Fee paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date paid	
Birth certificate attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
English as an Additional Language	<input type="checkbox"/> Yes <input type="checkbox"/> No		
House colour			
VSN			
Visa information attached (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Confirmation letter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	

STUDENT DETAILS

Student's full name must be listed as it appears on the student's Birth Certificate

Surname	
First name(s)	
Preferred first name	
Entry year (YYYY)	
Entry Level	
Place of birth	
Date of birth	



A copy of your child's Birth Certificate to be attached

Gender	<input type="checkbox"/> male	<input type="checkbox"/> female	<input type="checkbox"/> other
First year of school			
First school			
Current school			

STUDENT'S HOME ADDRESS

Street number and name			
Suburb		Postcode	
Home phone			

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

Emergency Contact 1		Emergency Contact 2	
Name		Name	
Relationship to child		Relationship to child	
Home phone		Home phone	
Mobile phone		Mobile phone	

SACRAMENTAL INFORMATION

Student's religion			
Baptism	<input type="checkbox"/> yes	<input type="checkbox"/> no	If yes, date and parish
Confirmation	<input type="checkbox"/> yes	<input type="checkbox"/> no	If yes, date and parish
Reconciliation	<input type="checkbox"/> yes	<input type="checkbox"/> no	If yes, date and parish
Communion	<input type="checkbox"/> yes	<input type="checkbox"/> no	If yes, date and parish
Current Parish	<input type="checkbox"/> Camperdown <input type="checkbox"/> Terang <input type="checkbox"/> Mortlake <input type="checkbox"/> Timboon <input type="checkbox"/> Other		

PREVIOUS SCHOOL/PRESCHOOL PERMISSION

Name and address of previous school/preschool		
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning	<input type="checkbox"/> yes	<input type="checkbox"/> no



If yes, please complete Form B - Sample Consent to Transfer Information on page 20.

NATIONALITY


These questions are a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

Student's nationality		Student's ethnicity	
In which country was the student born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other, please specify	
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)			
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
Does the student or their parent(s)/guardian(s) speak a language other than English at home? (Record all languages spoken.)			
<input type="checkbox"/> No, English only			
<input type="checkbox"/> Other language(s), please specify all languages			
<input type="checkbox"/> Student			
<input type="checkbox"/> Parent A/Guardian 1			
<input type="checkbox"/> Parent B/Guardian 2			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS

Please tick the relevant category below and record the Visa subclass number as per Government requirements:

PLEASE NOTE: Original documents to be sighted and copies to be retained by the school

<input type="checkbox"/> Australian citizen NOT born in Australia (PLEASE NOTE: Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)			
Australian passport number			
Naturalisation certificate number			
Visa subclass recorded on entry to Australia			
Date of arrival in Australia			
Is your child a refugee or were they at one at any time in the last 7 years?		<input type="checkbox"/> No <input type="checkbox"/> Yes, please provide details	
Is this child an Exchange Student?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, what date did they arrive in Australia? __/__/__	
<input type="checkbox"/> NOT currently an Australian citizen, please provide further detail below			
<input type="checkbox"/> Permanent resident - if YES, please provide the Visa subclass number			
<input type="checkbox"/> Temporary resident - if YES, please provide the Visa subclass number			
<input type="checkbox"/> Other / visitor / overseas student - if YES, please provide the Visa subclass number			
 Please attach visa / ImmiCard / letter of notification and passport photo page for student if their arrival in Australia is less than 7 years ago.			

MEDICAL INFORMATION

Doctor's name			
Street number and name			
Suburb		Postcode	
Phone			
Medicare number			
Medicare Ref. number			
Medicare card expiry date			
Private health insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fund and number	
Valid Concession Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, type and number	
Ambulance cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number	
In the event of an emergency, do you give permission for the following to be administered to your child?	Blood Transfusion <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Anaesthetic <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you DO NOT have Ambulance Victoria cover: In the event of an emergency and an Ambulance is called, all transport costs will be at the expense of the parent(s)/ guardian(s) concerned if you are not covered by an Ambulance Subscription or you are not holders of a Pensioner Concession Card, Health Care Card or Health Benefits Card.			
Medications List any medication(s) which your child is required to take regularly whilst they are at school <i>(PLEASE NOTE: No Paracetamol can be administered to students by office/teaching staff.)</i>			
Medical condition Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/ or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.			
Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.			
Has the student been diagnosed as being at risk of anaphylaxis?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does the student have an EpiPen or Anapen?			<input type="checkbox"/> Yes <input type="checkbox"/> No

IMMUNISATION




Please attach an immunisation history statement for your child.

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form.	Immunisation history statement attached <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please provide explanation
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?		<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL NEEDS


Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your child present with any condition listed below? (tick all that apply)		
<input type="checkbox"/> autism (ASD)	<input type="checkbox"/> behavioural concerns	<input type="checkbox"/> hearing impairment
<input type="checkbox"/> intellectual disability/developmental delay	<input type="checkbox"/> mental health issues	<input type="checkbox"/> oral language/communication difficulties
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> acquired brain injury	<input type="checkbox"/> vision impairment
<input type="checkbox"/> giftedness	<input type="checkbox"/> physical impairment	<input type="checkbox"/> another condition (<i>please specify</i>)
Does your child suffer from any condition listed below?		
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Migraine
<input type="checkbox"/> Asthma		
Has your child ever seen any of the following specialists?		
<input type="checkbox"/> paediatrician	<input type="checkbox"/> physiotherapist	<input type="checkbox"/> audiologist
<input type="checkbox"/> psychologist/counsellor	<input type="checkbox"/> occupational therapist	<input type="checkbox"/> speech pathologist
<input type="checkbox"/> psychiatrist	<input type="checkbox"/> continence nurse	<input type="checkbox"/> another specialist (<i>please specify</i>)

 Please attach all relevant notes/reports for your child.

STUDENT'S EMOTIONAL & LEARNING PROFILE

Has your child ever suffered from any of the following emotional conditions?		
<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Low Self Worth	<input type="checkbox"/> Clinical Anxiety
<input type="checkbox"/> Panic Attacks	<input type="checkbox"/> Difficulty making friends	<input type="checkbox"/> Depression
<input type="checkbox"/> Other		
<i>If you have ticked any of the above conditions of which the teachers who care for your child should be aware, please give more details below.</i>		
Please indicate your child's friends, fears, bereavement etc.		
Please state briefly why you chose Mercy Regional College for your child's education.		
Does your child have friends at Mercy Regional College?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give a couple of names

 Please attach all relevant notes/reports for your child.

PARENT DETAILS

These questions are a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

PARENT A / GUARDIAN 1		PARENT B / GUARDIAN 2	
Title		Title	
Surname		Surname	
First name		First name	
Preferred first name		Preferred first name	
Middle name		Middle name	
Date of birth		Date of birth	
Residential address		Residential address	
Mail address <i>(if different to residential)</i>		Mail address <i>(if different to residential)</i>	
Email address		Email address	
Mobile phone		Mobile phone	
Home phone		Home phone	
Work phone		Work phone	
Do you give the College permission to send you SMS messages for emergency and reminder purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you give the College permission to send you SMS messages for emergency and reminder purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of birth		Country of birth	
Nationality		Nationality	
Ethnicity <i>(if not born in Australia)</i>		Ethnicity <i>(if not born in Australia)</i>	
Religion <i>(include rite)</i>		Religion <i>(include rite)</i>	
Language spoken at home		Language spoken at home	
Did you attend Mercy Regional College ?		Did you attend Mercy Regional College ?	
If yes, which years attended?		If yes, which years attended?	
Highest year of primary or secondary school completed <i>(if never attended secondary school, please tick 'Year 9 or below')</i>	<input type="checkbox"/> Year 9 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent	Highest year of primary or secondary school completed <i>(if never attended secondary school, please tick 'Year 9 or below')</i>	<input type="checkbox"/> Year 9 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent
Highest level of qualification completed	<input type="checkbox"/> No post-school qualification <input type="checkbox"/> Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Bachelor degree or above	Highest level of qualification completed	<input type="checkbox"/> No post-school qualification <input type="checkbox"/> Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Bachelor degree or above
Please select the appropriate occupation group letter from the Primary Contact Occupation Information list on page 19.			
Occupation		Occupation	
Group letter <i>(See page 19)</i>		Group letter <i>(See page 19)</i>	

PARENT DETAILS

These questions are a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.

PARENT A / GUARDIAN 1		PARENT B / GUARDIAN 2	
Title		Title	
Surname		Surname	
First name		First name	
Preferred first name		Preferred first name	
Middle name		Middle name	
Date of birth		Date of birth	
Residential address		Residential address	
Mail address <i>(if different to residential)</i>		Mail address <i>(if different to residential)</i>	
Email address		Email address	
Mobile phone		Mobile phone	
Home phone		Home phone	
Work phone		Work phone	
Do you give the College permission to send you SMS messages for emergency and reminder purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you give the College permission to send you SMS messages for emergency and reminder purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of birth		Country of birth	
Nationality		Nationality	
Ethnicity <i>(if not born in Australia)</i>		Ethnicity <i>(if not born in Australia)</i>	
Religion <i>(include rite)</i>		Religion <i>(include rite)</i>	
Language spoken at home		Language spoken at home	
Did you attend Mercy Regional College ?		Did you attend Mercy Regional College ?	
If yes, which years attended?		If yes, which years attended?	
Highest year of primary or secondary school completed <i>(if never attended secondary school, please tick 'Year 9 or below')</i>	<input type="checkbox"/> Year 9 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent	Highest year of primary or secondary school completed <i>(if never attended secondary school, please tick 'Year 9 or below')</i>	<input type="checkbox"/> Year 9 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent
Highest level of qualification completed	<input type="checkbox"/> No post-school qualification <input type="checkbox"/> Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Bachelor degree or above	Highest level of qualification completed	<input type="checkbox"/> No post-school qualification <input type="checkbox"/> Certificate I to IV <i>(including trade certificate)</i> <input type="checkbox"/> Advanced diploma / Diploma <input type="checkbox"/> Bachelor degree or above
Please select the appropriate occupation group letter from the Primary Contact Occupation Information list on page 19.			
Occupation		Occupation	
Group letter <i>(See page 19)</i>		Group letter <i>(See page 19)</i>	

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

How many children do you have in your family?

(Write the number of children in the boxes)

☐ Male ☐ Female

How many children in your family are already attending school?

(Write the number of children in the boxes)

☐ Male ☐ Female

What position in the family does the student you are making application for have? (e. g. 1, 2, 3, 4, etc.)

List all children in your family attending school or preschool (oldest to youngest), include applicant

Name	School/preschool	Year/Grade	Date of birth

HOME CARE ARRANGEMENTS

Please indicate the Home Care arrangements for this student (*Tick the appropriate box / fill in applicable details*)

☐ Living with immediate family

☐ Living with carer/guardian

☐ Kinship care

☐ Shared parenting (*please complete below*)

Days with Parent A / Guardian 1 _____

Days with Parent B / Guardian 2 _____

☐ Living with Legal Guardian/s (please provide Court Order or documentation supporting this)

☐ Single parent Mother Father (*please circle*)

☐ Out of Home Care (*please complete below*)

Name of Provider _____

Name of Contact _____

Reason for out of Home Care _____

COURT ORDERS OR PARENTING ORDERS (*if applicable*)

Are there any current court orders or parenting orders relating to the student?

☐ Yes

☐ No



If yes, please provide copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders).

Is there any other information you wish the school to be aware of?

PARENT/CARER/GUARDIAN
SIGNATURE

Date

PARENT/CARER/GUARDIAN
SIGNATURE

Date

NOTE: The Victorian Government provides the following guidance regarding admission requirements.

Consent

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the Family Law Act 1975

NOTE: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.

- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer

NOTE: Secondary students may complete parts of the form and co-sign.

DISCLAIMER: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.mercy.vic.edu.au.

PHOTOGRAPHY / RECORDING PERMISSION FORM

DEAR PARENT/GUARDIAN

At certain times throughout the year, students may have the opportunity to be photographed or recorded/filmed by the school or its service providers for school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

Catholic Education Ballarat (CEB), relevant Parish, Diocese of Ballarat and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photographs/recordings for the above purposes. Please complete the permission form below and return it to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME			YEAR LEVEL	
<ul style="list-style-type: none"> I give permission for my child's <i>(please tick)</i> <ul style="list-style-type: none"> <input type="checkbox"/> name <input type="checkbox"/> photograph <input type="checkbox"/> recording to be published by the school on/in: <ul style="list-style-type: none"> - the school website - social media - promotional materials - newspapers and other media I authorise CEB/Parish/Diocese of Ballarat/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEB/ Parish/ Diocese of Ballarat/the CECV's promotional, marketing, media and educational purposes. I give permission for a photograph/recording of my child to be used by the school/CEB/the CECV in the agreed publications without acknowledgment, remuneration or compensation. I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school. <p>LICENSED UNDER NEALS: The photograph/recording may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.</p> <ul style="list-style-type: none"> <input type="checkbox"/> We/I have read the information above and DO GIVE PERMISSION for Mercy Regional College to publish photos of our our/my child during the period of their enrolment at Mercy Regional College. We/I am fully aware that this includes Facebook, Twitter, the College newsletter and local newspaper articles. <input type="checkbox"/> We/I have read the information above and DO NOT GIVE PERMISSION for Mercy Regional College to publish photos of our our/my child during the period of their enrolment at Mercy Regional College. We/I am fully aware that this includes Facebook, Twitter, the College newsletter and local newspaper articles. 				
NAME OF PARENT/ GUARDIAN <i>(please circle)</i>				
SIGNED: parent/guardian		DATE		
<i>If the student is aged 15 or over, they may also sign.</i> SIGNED: student		DATE		

NOTE: Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

DISCLAIMER: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.mercy.vic.edu.au.

EXPLANATORY STATEMENT

1. PREAMBLE

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

2. ENROLMENT

- 2.1. You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2. To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.
 - *evidence of your child's date of birth, e.g. birth certificate, passport and Immunisation History Statement*
 - *information about the language(s) your child speaks and/or hears at home*
 - *religious denomination*
 - *nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable*
 - *names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians*
 - *doctor's name and telephone number*
 - *names of emergency contacts and their details*
 - *information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)*
 - *specific residence arrangements*
 - *parenting agreements or court orders, including any guardianship orders*
- 2.3. After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by the governing authority the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for all Catholic schools. The order of priority is:
 - *Siblings of children already enrolled in the school will be given priority*
 - *Baptised children who are resident in the parish.*
 - *Baptised children who do not reside in the parish but are recognised as parishioners by the governing authority.*
 - *Baptised children of Catholic families from parishes that do not have a Catholic school.*
 - *Baptised children of Catholic families from other parishes (for pastoral reasons).*
 - *Children not baptised from families in the parish with one parent a baptised Catholic*
 - *Baptised children of Christian families who reside in the parish.*
 - *Baptised children of Christian families who reside outside the parish.*
 - *Children from a faith background other than Christian or other pastoral considerations.*

3. FEES

- 3.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in extracurricular activities, while fees remain due and payable.

4. ENROLMENT UNDER MINIMUM SCHOOL ENTRY AGE

4.1. Mercy Regional College's Enrolment Policy is intended to ensure that, when enrolling students, Catholic schools are compliant with relevant Victorian and Australian government legislation. The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and pre-Prep programs require approval from Catholic Education Ballarat via the 'Application for Early Age Entry to School'

4.2. In the rare situations where:

- *a parent/guardian seeks enrolment of a child under the minimum starting age*
- *the principal supports the enrolment of that child at the school*

the approval of the Director of Catholic Education Ballarat is required before enrolment under the minimum starting age can occur. Approval for early age enrolment will only be granted in exceptional circumstances.

5. CHILD SAFE ENVIRONMENT

5.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

5.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

5.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.

5.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

5.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.

5.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

5.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:

- *Catholic Education Commission of Victoria Ltd's child safety page www.cecv.catholic.edu.au/Our-Schools/Child-Safety*
- *Catholic Education Ballarat's child safety page www.ceob.edu.au/publications/child-protection/*

6. TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR

6.1. Our school is committed to fostering a positive culture and a safe and inclusive learning environment. The dignity of each person is to be respected at all times. This implies that each person cooperates with mutual trust and respect and understands their rights and acknowledges their obligation to behave responsibly.

6.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:

- *promote the values of honesty, fairness and respect for others*
- *acknowledge the worth of all members of the community and their right to work and learn in a positive environment*
- *maintain good order and harmony*
- *affirm cooperation as well as responsible independence in learning*
- *foster self-discipline and develop responsibility for one's own behaviour.*

6.3. The school administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.

6.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

7. TERMS OF ENROLMENT REGARDING CONFORMITY WITH PRINCIPLES OF THE CATHOLIC FAITH

- 7.1. As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school. However, the school reserves the right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic school community.

8. TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION

- 8.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 8.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 8.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 8.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

9. ENROLMENT FOR CHILDREN WITH ADDITIONAL NEEDS

- 9.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
- *the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)*
 - *the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)*
 - *the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals*
 - *any limitations on the school's ability to provide the additional assistance requested.*
- 9.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 9.3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
- *the additional assistance remains necessary and/or appropriate to the child's needs*
 - *the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals*
 - *it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.*

10. ASSESSMENT AND UPDATES

- 10.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

DISCLAIMER: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.mercy.vic.edu.au.

AGREEMENT

- I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:
- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- I will participate in a working bee once a year or make a financial contribution
- When attending the college for any reason during school hours, report to Reception and sign in.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school.
- Ensure that all correspondence with College staff is undertaken in a polite and respectful manner.
- Support the College's commitment to holistic education which includes students' attendance at, and participation in, major school events including swimming and athletics carnivals, school camps and retreats and year level reflection days.
- We / I hereby give permission for my child to participate in any local excursion, organised by subject teachers, within school hours. For any excursions where cost is involved a note will be sent home. Although students will be supervised, We / I understand that the school accepts no liability for any accident, injury or illness of any type whatsoever. It would be understood that all care would be taken on such excursions.
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.
- We / I accept all operation, blood transfusion and / or anaesthetic risks involved and the responsibility for payment of any such expenses thus incurred. This permission is given providing every effort will be made to contact me personally before any decision is taken to anaesthetise and operate.
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

PARENT A / GUARDIAN 1 SIGNATURE		Date	
PARENT B / GUARDIAN 2 SIGNATURE		Date	

DISCLAIMER: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website www.mercy.vic.edu.au.

STUDENT CHARTER

As a student applying for enrolment at Mercy Regional College, I agree to:

- Support the College by upholding the values articulated in the College Vision and Mission Statement.
- Respect the Catholic identity of the College and its Religious Education Program. This program includes Religious Education lessons, the celebration of Mass & Liturgies, involvement in community services and prayer.
- Support the College's commitment to holistic education which requires my attendance at, and participation in major school events including swimming and athletics carnivals, school camps and retreats and year level reflection days.
- Support and respect the College's wellbeing policies which include the Pastoral Care and Anti-bullying policies.
- Respect the right of each student in my class to learn in a supportive, constructive and compassionate educational environment.
- Support the College's Homework Policy and its premise that individual practice and reflection assists learning.
- Support the College's rules and guidelines with respect to the correct College uniform and personal presentation, avoiding extreme hairstyles, colours and fashion.
- Support the College's policy and guidelines on acceptable use of electronic devices at school and home.

STUDENT'S NAME			
STUDENT'S SIGNATURE		Date	

COLLEGE TUITION FEES

SECTION A

Responsibility for paying School Fees *(must be completed)*

Payment of the College Tuition Fees are the responsibility of the student's parent(s) and or guardian(s). One fee account will be generated for each family unless otherwise stated in **Section C**.

- In the event that debt collection procedures are required to be taken to recover non-payment of school fees, we/I indemnify the College for all costs related to the recovery of outstanding tuition fees/charges and related recovery costs.

PARENT'S NAME		PARENT'S NAME	
SIGNATURE		SIGNATURE	
RELATIONSHIP TO STUDENT		RELATIONSHIP TO STUDENT	

SECTION B

School Fee Payment Arrangements *(must be completed)*

Please select and tick a fee payment plan from the options below. Fill out your name(s) and sign the section. If you select to pay your fees by direct debit, a form will be forwarded to you.

PAYMENT OPTIONS:

- ☐ **Upfront payment** (pay by 31st March and a \$150.00 per child discount will be applied to the Tuition Fee)
- ☐ **Direct debit** *(select payment timeline)*
 - ☐ Weekly
 - ☐ Fortnightly
 - ☐ Monthly

If you select Direct Debit option, please complete the Direct Debit Request Form at the end of this enrolment form.

PARENT'S NAME		PARENT'S NAME	
SIGNATURE		SIGNATURE	

SECTION C

Separate Fee Accounts

If you require the College to send separate fee accounts, both parties are to agree to this by ticking the box and signing the section below.

- ☐ We require the school fee account be split 50% to each of us and that we receive separate accounts.

PARENT'S NAME		PARENT'S NAME	
SIGNATURE		SIGNATURE	
RELATIONSHIP TO STUDENT		RELATIONSHIP TO STUDENT	

SECTION D

Departure without notice

Fee Parents are reminded that early notification of a student withdrawing during the College year is required. If four week's notification of withdrawal is NOT GIVEN a departure without notice payment of four weeks of school fees will be charged.

SECTION E

Enrolment Application Fee *(must be paid)*

A \$100 application fee must be paid when submitting your child's enrolment form.

The application will not proceed without this fee being paid.

Once paid, the \$100 will be credited to the first school fee account of the payee.

- In the event that a place is not able to be offered to your child, this fee will be refunded.
- However, in the event that you later change your mind and decide not to proceed after receiving the 'Confirmation of Enrolment' letter, then this fee will be ***non-refundable***.

Payment Method

I hereby enclose the \$100 Enrolment Application Fee *(tick the appropriate box)*.

- ☐ *Cash*
- ☐ *Cheque*
- ☐ *Eftpos*
- ☐ *Credit Card (by authority – complete form below)*

Credit Card Payment by Authority

CARD HOLDER NAME _____

CREDIT CARD NUMBER ____ - ____ - ____ - ____

EXPIRY DATE ____ - ____

CARD TYPE ☐ *Mastercard* ☐ *Visa*

AMOUNT TO BE DEDUCTED \$ _____

SIGNATURE _____

PARENTAL OCCUPATION GROUP CODES

The codes outlined below are to be used when providing family occupation details for enrolled students. Please select the appropriate group from the following list.

GROUP A - Senior management in large business organisation, government administration, defence, and qualified professionals

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

Public Service Manager (Section head or above), regional director, health / education / police / fire services administrator

Other Administrator (School principal, faculty head / dean, library / museum / gallery director, research facility director)

Defence Forces - Commissioned Officer

Professionals - generally have a degree or higher qualifications, and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport (aircraft / ships captain / officer / pilot, flight officer, flying instructor, air traffic controller)

GROUP B - Other business managers, arts/media/sportspersons and associate professionals

Owner / Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist Manager (finance / engineering / production / personnel / industrial relations / sales / marketing)

Financial Services Manager (bank branch manager, finance / investment / insurance broker, credit / loans officer)

Retail sales / Services Manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)

Arts / Media / Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)

Associate Professionals - generally have diploma / technical qualifications and support managers and professionals:

- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / associate professional
- Business / administration (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)
- Defence Forces senior Non-Commissioned Officer

GROUP C Tradesperson, clerks and skilled office, sales and service staff

Tradesperson generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesperson are included in this group

Clerks (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

Skilled office, sales and service staff:

- Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
- Service (aged / disabled / refugee / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

GROUP D Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production / processing machinery and other machinery operators

Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)

Office assistants, sales assistants and other assistants:

- Office (typist, word processing / data entry / business machine operator, receptionist, office assistant)
- Sales (sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- Assistant / aide (trades assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)

Labourers and related workers

- Defence Forces - ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/ logging worker, miner, seafarer / fishing hand)
- Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

FORM B – Sample Consent to Transfer Information

STUDENT DETAILS:

First Name		Surname		DOB	
------------	--	---------	--	-----	--

SCHOOL TRANSFER DETAILS:

Current School					
E No.	E	School		Suburb	
New School / Catholic Education Commission of Victoria Ltd (CECV)					
E No.	E	School		Suburb	

The teacher/principal has discussed with me/us how and why certain information about my child is provided to the new school. I understand that in addition to formal reports etc. details regarding the educational program will be supplied.

I/We provide informed and express consent for all relevant health and/or educational information held by **school A**, **detailed below**, to be provided to **school B**. I understand that this information will be collected and used by to inform health and safety management strategies and educational programming for my child.

TYPE OF INFORMATION:

(e.g. personalised learning plans/student program, medical reports, specialist notes, information regarding adjustments, medical management plans, attendant care plans, behaviour support plans, safety plans)

Date	Author (e.g. psychologist's, medical practitioner's name)	Title (e.g. speech pathologist, psychologist, paediatrician)	Description (e.g. cognitive assessment, language assessment)

CONSENT:

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

Please refer to each school's information about their use and disclosure of information, and information regarding their privacy policy. Further clarification is available on request from the principals.

Direct Debit Request

Request and Authority to debit the account named below to pay Mercy Regional College	
Request and Authority to debit	<p>Surname _____</p> <p>Given names _____</p> <p>Family A/c No: _____ (refer to fee statement)</p> <p>request and authorise <i>Mercy Regional College</i>– to arrange, through its own financial institution, for any amount <i>Mercy Regional College</i> may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Insert the name and address of financial institution at which account is held	<p>Financial institution name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>_____</p>
Insert details of account to be debited	<p>Name of account (i.e. John Citizen)</p> <p>_____</p> <p>BSB number _ _ _ _ - _ _ _ _ </p> <p>Account number _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
Acknowledgment	<p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and <i>Mercy Regional College</i> as set out in this Request and in your Direct Debit Request Service Agreement.</p>
Payment Details	<p><input type="checkbox"/> Debits may be made on ____ / ____ / ____ and at weekly (Friday) / fortnightly (Friday) / monthly (18th) intervals. (please circle)</p> <p><input type="checkbox"/> Amount \$ _____</p>
Insert your signature and address	<p>Signature _____</p> <p>(If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p>Address</p> <p>_____</p> <p>_____</p> <p>Date ____ / ____ / ____ Contact Number _____</p>

Direct Debit Request – Service Agreement (Please retain for your reference)

The following is your Direct Debit Service Agreement with Mercy Regional College. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

- **account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.
- **agreement** means this Direct Debit Request Service Agreement between *you* and *us*.
- **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- **debit day** means the day that payment by *you* to *us* is due.
- **debit payment** means a particular transaction where a debit is made.
- **direct debit request** means the Direct Debit Request between *us* and *you*.
- **us** or **we** means Mercy Regional College *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) days' written notice.

3. Amendments by you

You may change, suspend or defer a debit payment by providing *us* with at least seven (7 days) notification by writing to: Mercy Regional College.

*Please note: For variations during school term breaks, please provide instructions in writing with at least fourteen (14 days) notice before the term break.

4. Your obligations

Is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;
- (b) *you* may also incur fees or charges imposed or incurred by *us*; and
- (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.

You should check *your account* statement to verify that the amounts debited from *your account* are correct

5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (03) 55932011 and confirm that notice in writing with *us* as soon as possible so that we can resolve your query more quickly. Alternatively *you* can take it up with your financial institution direct.

If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your query* by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. We will also notify *you* in writing of the amount by which *your account* has been adjusted.

If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your query* by providing *you* with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. We will make reasonable efforts to keep any such information that we have about *you* secure and to ensure that any of our employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about *you*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to the school.

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.