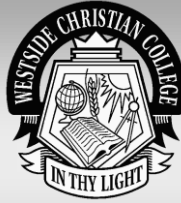


**Contact Details:**

PO Box 282  
GOODNA QLD 4300  
65 Stuart Street  
GOODNA QLD 4300

**Phone:** 07 3437 9000**Facsimile:** 07 3437 9010**Email:** [enrolments@wcc.qld.edu.au](mailto:enrolments@wcc.qld.edu.au)**Website:** [www.wcc.qld.edu.au](http://www.wcc.qld.edu.au)

# WESTSIDE CHRISTIAN COLLEGE

The Association for Parent Controlled Christian Schools at Brisbane

ABN: 71 256 484 996

## CONDITIONS OF ENROLMENT

**PART 2: Important – A copy of the latest “Conditions of Enrolment” is shown on the College website under Enrolments. When signing the “Students returning Next Year” form, sent to parents in September of each year, you are agreeing to the updated “Conditions of Enrolment”. If you do not have access to the internet, copies are available from the College. You should retain a copy of these conditions of entry for your reference. Your attention is drawn to all conditions concerning notices required to be given by either party.**

1. During the student’s enrolment at the College, the student will be bound by all rules, regulations and policies authorised from time to time by the College.
2. The College reserves the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.
3. It is accepted that where parents are unable to be contacted within a reasonable time in the circumstances, the Principal, or the Principal’s representative, has the parents’ authority to arrange such medical assistance as may be reasonably necessary and to consent to allow any medical practitioner to treat or to operate on the students, and to prescribe or administer any medication, anaesthetic or blood transfusion. The parents will be responsible for any costs so incurred.
4. Parents are requested to take note of or enquire about the full range of activities, sports, camps and excursions available to students at the College, and should inform the Principal of any circumstances which may or will restrict their child’s ability to be involved in any such activities, sports, camps and excursions. Students must participate fully in the programs of the College, including all classroom instruction and any religious activities of the College. Academic excursions and camps are a compulsory part of the educational program, and non-attendance will be approved by the Principal only on professional medical advice. The College endeavours to provide all necessary supervision during such activities however it shall not be held responsible for any loss or damage to property, loss of life, injury or illness suffered or occasioned as a result of a student’s attendance at the College or the student’s involvement in College activities, sports, camps and excursions.
5. Parents are responsible to inform the College of any medical or psychological condition which may arise during the course of the student’s enrolment at Westside Christian College and are required to sign and return the student’s Annual Medical Record update. Parents and/or students are required to provide the Principal, or the Principal’s delegate, upon request all information relating to any treatment, advice or counselling given to the student while attending Westside Christian College. If any such treatment, advice or counselling is given by any of the College’s first aid providers or counsellors to a student, the parents by signing these Conditions of Entry authorise such first aid providers or counsellors to provide any information reasonably requested by the Principal or the Principal’s delegate.
6. The College reserves the right for the Principal to discipline any student at any time and without notice if the Principal in the Principal’s absolute discretion deems such action advisable and such action is dealt with in accordance with the Behaviour Management Policies of the College from time to time. This may involve detentions at various times, including out of College hours, suspensions and exclusions.
7. Parents are required to inform the College promptly in writing of any alteration of address or any other particulars set out in this application, should such occur during the student’s enrolment at the College. Correspondence from the College will be forwarded to the parents with whom the student resides. An additional charge may apply if duplicate copies of correspondence, reports etc. are required to be provided.
8. Parents are required to inform the College promptly in writing of any existing or potential special needs of the student, including any physical disability, learning support requirements or dietary or health considerations. It being acknowledged that the College cannot always meet these requirements, the College reserves the right to refuse any enrolment or to cancel any enrolment where the College believes, in its absolute discretion, that the applicant has not disclosed fully the needs of the student/s, or that the College is unable to provide the requisite level of facilities for the education and care of the student.

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## **CONDITIONS OF ENROLMENT (*continued*)**

9. Parents acknowledge that whilst all care is taken by the College, it gives no warranty or representation in relation to the level of education or educational outcomes achieved, obtained or received by the student.
10. Parents agree that the College may use any image of the student held by the College in respect of any advertisement or promotional material, including in any prospectus, advertisement or electronic mediums and shall indemnify the College in respect of any claim by the parent or student arising out of the publication of any such image.
11. Parent/s and/or guardian/s agree that their child/ren will have access to the internet while at the College. They agree to support the College in enforcing the rules regarding internet use, including the possible loss of internet privileges for disciplinary reasons. Furthermore, while every effort will be made by the College to restrict access no absolute guarantee is given that students will not encounter offensive material. Parent/s and/or guardian/s agree that the use of electronic mail is a privilege and that students do not have a right to absolute privacy in relation to messages sent or received via the College email.
12. The scale of charges in respect of tuition fees and other charges is fixed by the College from time to time, and such fees are payable in advance at the commencement of each term and in accordance with paragraph 13 below. The College reserves the right to alter any fees and charges at any time and to impose new or substitute fees and charges.
13. The College reserves the right to increase fees and charges to re-imburse the College for the cost of any Goods and Services Tax which may be imposed on the College during the currency of the student's enrolment at the College in respect of services and goods supplied to the student by the College.
14. The College may incur expenditure on items as may reasonably be required for the student during each term and are to be reimbursed by the parents or guardians upon the issuing of a Statement. Fees for extra subjects and other miscellaneous charges are payable forthwith upon the issuing of a Statement.
15. The parents, or where applicable guardians, of the student must pay all fees and charges at the time and in the amount specified by the College's Credit and Charges Policy. Without prejudice to the College's right of recovery of any overdue amounts, an account service charge will be made for all overdue accounts as set out in the College's Credit and Charges Policy.
16. The College Board has determined that the College will not educate students where fees are unpaid, except when special arrangements for payment have been made in writing and approved by the Business Manager.
17. Each parent/guardian, as the case may be, is jointly and severally liable for the payment of fees and shall also be liable to the College for payment of any default charge or charges, including but not limited to commercial agent's fees, any legal fees and charges assessed on a solicitor and own client basis and incurred or payable by the College, and any other fees howsoever incurred by the College as a result of the non-payment of fees and charges when due and payable by the parent/s or guardian/s.
18. Unless otherwise agreed to by the College, the amount of any concession, discount or other reduction in fees given (including scholarships and remissions) may be forfeited and become immediately due for payment where fees are not paid in full by the due date for payment.
19. A student may be withdrawn from the College upon the parents of the student giving one term's notice by completing a "Notice of Withdrawal" form and returning this to the College. The College must plan ahead and make financial commitments to ensure students may be educated at the College. If one term's notice is not supplied before the last day of the previous term, then the parents agree to pay one term's fees and charges for the term following the withdrawal date of the student.
20. Parents understand that if they withdraw their child/ren, they have no claim on the State Government Grant Payment for textbooks and resource allowance which is committed by the College at the beginning of the year for textbooks and resources for your child/ren.
21. Unless otherwise agreed to by the College, no remission of fees, either in whole or in part, will be made should the student be absent for any reason whatsoever.
22. Parents temporarily withdrawing their child/ren from the College during term time need to be aware that no reduction of fees will be made if a place is required to be kept for the child's return at the end of the absence.
23. On confirmation of enrolment, the appropriate fee must be lodged in accordance with the conditions relating to the payment of Enrolment Fees as set out below.
24. A Non-Refundable Registration Fee for Students is required for the application to be processed.

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## CONDITIONS OF ENROLMENT (*continued*)

25. A Non-Refundable Reservation Fee is payable on acceptance of a place offered at the College, or at the time of commencement if a place is not offered in advance.
  26. The College reserves the unfettered right to make any enquiries it deems necessary as to the student's enrolment at any previous school/s, including but not limited to scholastic records, behavioural history and/or any other matters the College considers relevant. The parent/s and/or guardian/s hereby authorise, request and direct any such previous school or schools to provide all requested information to the College upon demand in writing, and the receipt of the College shall be a good and sufficient discharge to such previous school or schools.
  27. The College reserves the right to vary or alter these conditions as circumstances may warrant from time to time and upon notice of such change to the parents such conditions as amended or varied shall take the place of these conditions.
  28. In these Conditions of Enrolment a reference to "College" shall, as far as the context permits, be read as a reference to Westside Christian College, Goodna, the Board of Westside Christian College and also to the Principal of the College and to any person exercising the delegated authority of the Principal.
  29. In these Conditions of Enrolment the words "parent" and "parents" shall include:-
    - (a) the parent or parents with whom the student normally resides;
    - (b) a person or persons who has or have been appointed as a legal guardian of the student pursuant to a will or pursuant to an order of a Court; and
    - (c) a person or persons vested with the responsibility for the students day-to-day care by virtue of a Parenting Order under the Family Law Act 1975.
  30. Students who show symptoms of communicable disease will be excluded from classes until such time as deemed appropriate by the College.
  31. Parents will be responsible for any wilful or accidental damage caused to property (either belonging to the College or that belonging to another person at the College) caused by their child.
  32. Parents must ensure that their child is always sent to College neatly and modestly dressed in the required College uniform, with adequate protection against the elements, including sun protection.
  33. Students must conduct themselves in a God-honouring way at all times, and in particular must not use or consume alcohol, tobacco products or other illegal or illicit substances while a student of the College or while travelling to or from the College.
  34. The College may suspend or terminate an enrolment at its discretion for failure to comply with any of these conditions or for other serious breaches of the College's rules, regulations and policies.
  35. The College reserves the right to have a student withdrawn from enrolment at the College when a parent or guardian or carer of that student is guilty of serious or persistent misconduct in the relation to a student, a member of staff, another parent or to the reputation of the College.
  36. Where either party of the parents become bankrupt, then the parent must advise the College immediately and the College has the right to make the contract between both parents and the College null and void. On this occurrence the parents agree to the College terminating the enrolment of the children who are students at the College.
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I/We have read and accept the Conditions of Enrolment set out in the previous pages, and hereby make application for my/our child to be enrolled at Westside Christian College, Goodna.

<b>NAME OF CHILD</b> <i>(please print clearly)</i>		<b>YEAR LEVEL &amp; YEAR OF ENTRY:</b>
<b>Parent 1/Guardian 1 Name</b> <i>(please print clearly)</i>		
<b>Parent 1/Guardian 1 Signature</b>		<b>DATE:</b>
<b>Parent 2/Guardian 2 Name</b> <i>(please print clearly)</i>		
<b>Parent 2/Guardian 2 Signature</b>		<b>DATE:</b>

Witness to the Parent's Signature

Name:
Address:
Signature:
Date:

College Authorised Officer

Name:
Signature:
Witness:
Date:

Please return this signed and completed CONDITIONS OF ENROLMENT form to:

The Admissions Office

**Westside Christian College**

PO Box 282

GOODNA QLD 4300

65 Stuart Street, GOODNA 4300

Tel: (07) 3437 9000

***Please ensure you retain one copy for your records.***