



Confirmation of Enrolment Form

Completion of this Confirmation of Enrolment form and its return to the School/College, acknowledges your acceptance of the Offer of Place, Enrolment Agreement and Financial Obligations. Confirmation of Enrolment takes effect only once all requirements noted in the Checklist on P7 of this document are received by the School/College.

Section 1 : Confirmation of Student Enrolment Details

School Name	School Suburb				
Student's ID (if known) C	Year Level	Enrolment State Date	DD/MM/YYYY		
Student's Legal Surname					
Student's Legal First Name					
Student's Preferred Surname <i>(to be used only with Principal's approval)</i>					
Student's Preferred First Name <i>(if different from Legal First Name)</i>					
Date of Birth	DD/MM/YYYY	Gender	Male	Female	Unspecified

Section 2a: Confirmation of Parent/Legal Guardian/Caregiver Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname
(if different from Legal Surname)

Preferred First Name
(if different from Legal Surname)

Title (e.g. Mr/Ms/Dr)

Gender Male Female

Date of Birth DD/MM/YYYY

Residential Address
(not a post office box)

Postal Address

Same as Residential Address

Mobile Telephone Number (Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address (Personal)

*This unique **Personal** email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Due to IT restrictions, workplace emails such as gov.au, org.au and cns.catholic.edu.au emails will not be accepted.*

What is the relationship of this person to the student?

Occupation (e.g. plumber, fire fighter, student, nurse)

Does this person perform any of the following roles in regard to the student?

Emergency Contact	Yes	No	(indicate priority e.g. 1st, 2nd, 3rd, 4th)
Legal Guardian	Yes	No	
Caregiver (Responsible for day-to-day care of student)	Yes	No	
Does this person reside with the student?	Yes	No	



Section 2a: Confirmation of Parent/Legal Guardian/Caregiver Details CONTINUED

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports	Yes	No	Parent Portal Access	Yes	No
Newsletters	Yes	No	SMS	Yes	No
Invitations/eLearning (if applicable)	Yes	No	Parent Slips (LG only)	Yes	No

Section 2b: Confirmation of Parent/Legal Guardian/Caregiver Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname
(if different from Legal Surname)

Preferred First Name
(if different from Legal Surname)

Title (e.g. Mr/Ms/Dr)

Gender Male Female

Date of Birth DD/MM/YYYY

Residential Address
(not a post office box)

Postal Address

Same as Residential Address

Mobile Telephone Number (Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address (Personal)

*This unique **Personal** email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Due to IT restrictions, workplace emails such as gov.au, org.au and cns.catholic.edu.au emails will not be accepted.*

What is the relationship of this person to the student?

Occupation (e.g. plumber, fire fighter, student, nurse)

Does this person perform any of the following roles in regard to the student?

Emergency Contact	Yes	No	(indicate priority e.g. 1st, 2nd, 3rd, 4th)
Legal Guardian	Yes	No	
Caregiver (Responsible for day-to-day care of student)	Yes	No	
Does this person reside with the student?	Yes	No	

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports	Yes	No	Parent Portal Access	Yes	No
Newsletters	Yes	No	SMS	Yes	No
Invitations/eLearning (if applicable)	Yes	No	Parent Slips (LG only)	Yes	No



Section 3: Additional Contact Person

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

Legal Surname

Legal First Name

Other Given Names

Preferred Surname

(if different from Legal Surname)

Preferred First Name

(if different from Legal Surname)

Title (e.g. Mr/Ms/Dr)

Gender

Male

Female

Date of Birth

DD/MM/YYYY

Residential Address

(not a post office box)

Postal Address

Same as Residential Address

Mobile Telephone Number

(Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address (Personal)

This unique Personal email address is used for all school communications including emails, parent portal, permission slips, and fee statements. Due to IT restrictions, workplace emails such as gov.au, org.au and cns.catholic.edu.au emails will not be accepted.

What is the relationship of this person to the student?

Occupation (e.g. plumber, fire fighter, student, nurse)

Does this person perform any of the following roles in regard to the student?

Emergency Contact

Yes

No

(indicate priority e.g. 1st, 2nd, 3rd, 4th)

Legal Guardian

Yes

No

Caregiver (Responsible for day-to-day care of student)

Yes

No

Does this person reside with the student?

Yes

No

Is this person to receive any of the following forms of Communication?

Report Cards/Progress Reports

Yes

No

Parent Portal Access

Yes

No

Newsletters

Yes

No

SMS

Yes

No

Invitations/eLearning (if applicable)

Yes

No

Parent Slips (LG only)

Yes

No



Section 4: Enrolment Agreement

1. The School is a Catholic School so my/our child will be educated in a faith environment and will participate in all aspects of the formal Religious Education programme, school liturgies and celebrations
2. It is a fundamental term in this enrolment agreement, that I/we support school policies, behaviour expectations, education requirements and professional advice in the best interest of my/our child and other students. Enrolment in a Catholic school is a family commitment and I/we will ensure my own behaviour and support for the school is consistent with the Code of Conduct for Parents and Volunteers, which can be found on the Catholic Education website at www.cns.catholic.edu.au.
3. I/we have fully and accurately disclosed any information required by the School in its enrolment process and understand that the commitment to keep the School informed about any changes that may affect my/our child's school life is ongoing.
4. My/our child will travel on a school bus or on any form of public or private transport where such transport is reasonably deemed by the School to be necessary or desirable.
5. I/we understand that my/our child will use computing resources connected to the internet and that they will accept conditions of use of this resource.
6. I/we acknowledge the EC - Catholic Education Information Collection Notice and will complete the necessary consent forms required by the School.
7. My/our child will attend school and participate in all activities organised or made available at school, including retreats, school camps, work experience programmes and all other outings, excursions and functions. I/we accept my responsibility to notify the School promptly if my child is unable to attend school or school activities.
8. I/we consent to the School, through the Principal or staff, seeking medical or dental advice on behalf of my/our child as it sees fit in the event of accident or illness. While every effort will be made to contact parents or care givers, if they are not reasonably contactable, and if in the opinion of an attending medical or dental practitioner or medical officer, my/our child requires medical or dental attention or treatment including but not limited to the administration of anaesthetic, blood transfusion or the performance of any surgical operation, I/we consent to such medical or dental practitioner or medical officer giving such attention or treatment.
9. The consent which I/we have given in paragraph 8 is valid at all times while my/our child is in the care of the School including but not limited to such times as my/our child is at school, is present at retreats, school camps or is attending or participating in a work experience programme, outing, excursion or function.
10. I/we understand that the School will take all reasonable care in the event of my/our child suffering accident or illness but that the School will not be responsible for the costs of any medical or dental attention or treatment administered to my/our child in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our child.
11. I/we accept that positive and supportive partnership between the School and I/we, the parent(s) of the child, is a fundamental term of this contract.
12. I/we accept that a material breach of a fundamental term in the general or financial sections

Signature of Parent/Legal Guardian/Caregiver

Signature of Parent/Legal Guardian/Caregiver



Full Legal Name

Full Legal Name

Relationship to Student

Relationship to Student

Date Signed

DD/MM/YYYY

Date Signed

DD/MM/YYYY

Section 5: Financial Obligation

School fees and charges are set and published by the School/College each year. A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Statements are sent to the nominated Account Holder(s).

5a: Financial Terms

1. This section records my/our financial obligations arising from my/our child's enrolment and attendance at the School. I/we agree to pay, as a debt due and owing to the School, school fees, levies and building fund contributions invoiced by the School to me/us at the prevailing rates set by the School from time to time. This is a fundamental term of this agreement and a condition of continuing enrolment at the school (subject to Clause 4).
2. A further fundamental term of this agreement is that I/we agree to pay school fees and accounts at previous diocesan schools in full, or negotiate satisfactory alternative arrangements. I/we accept that the Principal will seek a clearance from previous diocesan schools attended by my/our child.
3. Except where a direct debit facility acceptable to the School is in place, I/we will pay the school fees, levies and building fund contributions within 14 days from the date of the School's invoice.
4. I/we am aware the school may provide fee remissions for families in genuine financial hardship.
5. I/we acknowledge that inability to meet financial obligations will require a personal interview with the Principal or nominee.
6. Should my/our child exit the School part way through a term, the refund of fees and charges will be at the discretion of the School.
7. I/we acknowledge that, should financial obligations in the Enrolment Agreement not be met, School academic reports may be withheld and the enrolment status may be reviewed.
8. If any payment is not made by the due date, the School will be entitled, in its absolute discretion, to charge interest on the overdue balance at the rate of 10% per annum from the due date of the School's invoice to the date of payment. Interest will:
 - a. accrue from day-to-day;
 - b. be calculated from the due date for payment of the invoice until payment; and
 - c. be calculated using a simple interest method.
9. I/we acknowledge that my/our obligation to pay school fees, levies and building fund contributions is without deduction, set-off or counterclaim.
10. In the event that the School takes legal action (including court action) to recover school fees, levies or building fund contributions, I/we agree to pay on a full indemnity basis, costs or fees charged by any collection agency or legal practitioner to the School.
11. I/we acknowledge that the law of Queensland applies to this enrolment agreement, including the financial obligations set out under this section. I/we submit to the non-exclusive jurisdiction of courts at Cairns, Queensland and waive any right I/we may have to object to that jurisdiction or forum because it is inconvenient or otherwise.
12. By signing this agreement, I/we consent and agree to the School:
 - a. accessing and using information about my/our credit worthiness from a credit reporting agency in order to assess my/our application for enrolment;
 - b. accessing and using a consumer credit report from a credit reporting agency in order to collect overdue payments; and/or
 - c. in the event of non-payment of school fees, levies and building fund contributions, entering my/our name with and disclosing my personal information to a credit reporting agency to record the overdue payment, and I/we release and discharge the School from any liability or claim arising out of or in connection with any such dealings with a credit reporting agency.
13. I/we acknowledge that the School has informed me/us that my/our personal information may be disclosed to a credit reporting agency.

5b: Financial Agreement

By choosing and accepting one of the financial arrangement options below, the account holders:

- agree to be account holder(s) and accept financial responsibility for the school fees, levies and charges incurred for the enrolment of

STUDENT'S LEGAL NAME

- agree that this arrangement is to be in place from DD/MM/YYYY and will apply to the fees, levies and charges incurred from this date until the conclusion of his/her enrolment at the school/college or until a new financial arrangement is made in writing
- have read and accept the Financial Term (Section 5a)
- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each account holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an account holder, additional details are to be provided as an Additional Contact Person in Section 3 above or as a Related Person in the Revision of Information Supplied Form for the student (as a Parent/Legal Guardian/Caregiver).

Financial Arrangement Options (Please select *one* of the following *three* options)

Option 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITY

(Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible)
Where two parties, e.g. a mother and father, assume joint financial responsibility for 100% of the account.

Both account holders will receive an individual fee statement to nominated email address

**% of Fees,
Levies and
Charges**

Account Holder 1 Full Name:

Acceptance:

**SIGN
HERE**

Date Signed: DD/MM/YYYY

100%

Account Holder 2 Full Name:

Acceptance:

**SIGN
HERE**

Date Signed: DD/MM/YYYY

Option 2: SOLE FINANCIAL RESPONSIBILITY

(100% responsibility is allocated to one person who is nominated as the Account Holder). Where only one party, e.g. a mother or a father, assumes financial responsibility for 100% of the account

**% of Fees,
Levies and
Charges**

Account Holder Full Name:

Acceptance:

Account Holder 1 Signature

**SIGN
HERE**

100%

Date Signed: DD/MM/YYYY

Option 3: SPLIT FINANCIAL RESPONSIBILITY

(Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder).
Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50% and father - 40% and a grandmother - 10%.

**% of Fees,
Levies and
Charges**

Account Holder 1 Full Name:

Acceptance:

Account Holder 1 Signature

**SIGN
HERE**

%

Date Signed: DD/MM/YYYY

Account Holder 2 Full Name:

Acceptance:

Account Holder 2 Signature

**SIGN
HERE**

%

Date Signed: DD/MM/YYYY

Account Holder 3 Full Name:

Acceptance:

Account Holder 3 Signature

**SIGN
HERE**

%

Date Signed: DD/MM/YYYY

Account Holder 4 Full Name:

Acceptance:

Account Holder 4 Signature

**SIGN
HERE**

%

Date Signed: DD/MM/YYYY

Total (must equal 100%)

100 %



Confirmation of Enrolment Checklist

Please ensure the following documents are signed and attached before final submission to the school.
All documents need to be returned to finalise enrolment

Documents required:

Completed

Confirmation of Enrolment Form



1. Acceptance of Enrolment Agreement



2. Acceptance of Financial Obligation



CES Information Collection Notice

(if applicable)



Media Consent

(if applicable)



Student Device and Internet Resource Consent form

(if applicable)



Individual School Consent forms

(if applicable)



Individual School Policy documents

(if applicable)



Enrolment Deposit

(if applicable)