



Genazzano FCJ College

Enrolment Agreement

I/We, the Parent/Guardian/s agree to all of the following terms and conditions in relation to the enrolment of my/our daughter and her attendance at Genazzano FCJ College:

Responsibilities of the Parents:

1. That Genazzano FCJ College has a Catholic ethos which is expressed in a variety of ways. These include formal Religious Education class program, retreats, participation in prayer and Eucharistic celebrations and involvement in other religious activities. I/We agree to support these activities. I/We also acknowledge that the course, curricular and co-curricular offerings of the College will be determined by the College and may be varied or withdrawn at any time at the discretion of the College.
2. That as partners in the educational journey of my/our daughter, I/we will openly communicate with the Principal and Staff of the College. I/we agree to behave in such a manner that the image of the College is not negatively affected or brought into disrepute and to treat and deal with College staff with respect and consideration. I/we will adhere to the School Relationships Code of Conduct that articulates the College's key expectations of parents/guardians with regard to respectful relationships and behaviours.

Standards of behaviour

3. That a high standard of behaviour is expected from students at Genazzano FCJ College both within the College environment and also outside the College when the reputation of the College may be involved. I/We agree to comply with (where applicable) or require my/our daughter to comply with and uphold the College's policies, rules and procedures (as introduced or amended from time to time) including those relating to:
 - a. the care, safety and welfare of students;
 - b. standards of dress, uniform, grooming and appearance;
 - c. occupational health and safety;
 - d. equal opportunity and anti-discrimination;
 - e. grievances or complaints;
 - f. social media;
 - g. bullying;
 - h. use of information, communication and technology systems; and discipline of students.
4. That the College has the right to determine the discipline methods for students which may include withdrawal of privileges, detention at lunchtime or after normal school hours, suspension and expulsion including expulsion of students for serious or continued breaches of the College rules, regulations and/or policies or for conduct which brings or may bring into disrepute the good name and reputation of the College.
5. That College rules are educational and that they ask students to strive to be resilient, honest, considerate, tidy, courteous and well-spoken.

Attendance and involvement in College events

6. To allow my/our daughter to participate to the best of her ability in those events that are considered by the College as part of the curriculum but which are often outside the classroom including events such as sporting and house competitions, debates, concerts, camps, excursions and other co-curricular activities.



7. Students are expected to be in attendance at the College for the full duration of each school term. Only in special circumstances will permission be given for a student to return late or leave early for term vacations, or to be absent during term.

Loss of property and Insurance

8. That the College will not be liable for, and no claim will be made in respect of, any damage to or loss of any personal property or possessions of students and that insurance for my/our daughter's personal property and possessions is my/our responsibility.

Fees

9. To be liable for the payment of all accounts rendered by the College in respect of my/our daughter's tuition and other expenses and to comply with the College Fees/Levies Terms and Conditions (as amended from time to time) and acknowledge that the tuition fees and other charges may be increased from time to time at the discretion of the College.
10. To contact and notify the College if circumstances make it difficult to pay any fees or charges in accordance with the College's terms of payment;
11. That my/our daughter's enrolment may be cancelled if I/we fail to pay any accounts rendered by the College for tuition fees or other charges within the College's terms of payment or within the terms of any written agreement permitting a later or deferred payment.

Withdrawal of student

12. To give the Principal one full term's prior notice in writing before the withdrawal of my/our daughter from the College including where she is withdrawn prior to commencing at the College. In the event that such notice is not or cannot be given, I/we agree that a fee of up to one full term's fees may be charged and payable by me/us;

Communication

13. To commit to any communication strategy implemented by the College from time to time including:
 - a. Communicating via GenConnect, the online community platform that provides communication, learning opportunities and collaboration
 - b. Liaison via the Student Planner;
 - c. Reading each edition of the College E-newsletter;
 - d. Attending Parent/Teacher interviews and Learning Conversations as scheduled;
 - e. Advising of any student absences (in advance, where possible).
14. Promoting our College to the wider community occurs regularly via video and static images of the students in publications, advertising and online. As parents, we accept that my/our daughter may be photographed or filmed and authorise the use of our daughter's image for these purposes. We will advise the Development Office of the College if we disagree with this requirement.
15. To contact and notify the College of any change of address, email address, telephone numbers, other contact details, emergency contact details or changes to family circumstances including any change to the residential address of my/our daughter.

Medical

16. To keep the College informed in writing of my/our daughter's medical needs from time to time including any significant illness or disability suffered or developed by her and to immediately notify the School of any infectious or contagious disease contracted while attending at the College. Current anaphylaxis or asthma management plans will also be provided to the College if applicable.



17. That the College obtain or provide such emergency medical treatment for my/our daughter should such action be deemed necessary by the College or a staff member.

Special Needs

18. To advise the College as soon as practicable, including when making application for enrolment, or after the date of this Agreement, of any disability including specific learning or behavioural needs that my/our daughter may have and of which the College should be aware and which may require adjustments to be made by the College to meet her special needs in relation to her education.

Court Orders

19. To advise the College of all Court orders, including Family Court orders that may impact on or relate to my/daughter and of which the College should be made aware.

General

20. That this Agreement binds each parent/guardian, if more than one, jointly and severally so that each of the obligations under this Agreement are joint and several including for the payment of all College tuition fees and other charges. Where each parent/guardian signs a separate Enrolment Agreement in respect of the same student, each Agreement will be read together as if they were one document and each parent/guardian will be jointly and severally liable for the payment of all College tuition fees and other charges.
21. That a breach of this Agreement may give the College reason to cancel my daughter's enrolment at the College.

Student Name:

Genazzano ID:

Year level and year of entry:

Parent / Guardian (1) Name: _____

Signature: _____ **Date:** _____

Parent / Guardian (2) Name: _____

Signature: _____ **Date:** _____

Signature of Principal or Nominee: _____ **Date:** _____

Full name (print) _____