



ABN 22 010 555 389  
CRICOS 01085D

# MACKAY CHRISTIAN COLLEGE

We Love | We Care | We Learn

## PREP - YEAR 12 CONTRACT OF ENROLMENT

### The Parties are:

Mother/Caregiver's Name:

Father/Caregiver's Name:

and

**MACKAY CHRISTIAN COLLEGE**

By choosing to accept the offer of a place in the college for your student , as the parent/s, I/we commit, under this **Contract of Enrolment**, to work with the college in a supportive, positive relationship conducive to the best interests of the students and the college. Please read the contractual conditions carefully.

### I/We agree to the following conditions:

#### Matters of Faith

I/We accept that the college is a faith-based school. I/We understand that the college is founded on the basis of Biblical Christian Values with the Bible as the inerrant word of God. As a parent/caregiver of a student enrolled at Mackay Christian College, I/we support the **CLEAR** values of the college of Christlikeness, Learning, Excellence, Attitude & Respect. I/We agree to respect the College's Christian beliefs and support its stated policies and procedures.

I/We confirm that I am/we are seeking a Biblical Christian education for our child and will support the college in its faith endeavours and accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the college.

#### Academic Attainment

The college does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual talents of the student and the student's willingness to work for their own education. We will act in the best interests of the student and student body generally. This may mean we do not always act in accordance with the parents' requests.

It is the expectation of the college that parents will be responsive to the informed educational recommendations of the college in regard to the student's educational progress.

I/We will encourage our child to apply themselves to all aspects of college life to the best of their ability. I/We also agree to provide all necessary books and equipment as indicated by teaching staff.

#### Relationship

I/We agree to:

- work in partnership with the college in support of college policies and expectations that are available to us either in hard copy (eg Student Diaries, Enrolment Packs and other publications) as well as on the college website;
- support and comply with published college policies and expectations ourselves, in the best interests of our child and the other students enrolled at Mackay Christian College;
- encourage my child to uphold college policies and expectations;
- accept that any failure by us or our child in this commitment may lead to serious enrolment consequences;
- accept that we are liable to indemnify the college for any damage that may arise from such breach, including any arising from wilful defiant behaviour of the student or refusal to follow reasonable directions;
- accept that the policies and rules may need to change from time to time in line with the best interests of staff and students.

I/We accept that the college is obliged under law and ethos to act in the best interests of the individual student and the student body generally. Although the college values consultation with parents and caregivers, this may mean that the college may not always act in accordance with your preferences and requests.

Where I/we, as parent or caregiver, engage in conduct which the college considers is prejudicial to the interests and /or reputation of the college, the college may terminate the Enrolment Contract. The college will provide you with an adequate opportunity to respond before deciding whether to terminate the Enrolment Contract.

## Participation

Students are required to participate in all college activities unless reasonable excuse is provided. Parents/Caregivers agree to make every effort to ensure that the student will not be absent (including lateness) from the college and that the term dates, as advertised by the college will be strictly adhered to.

Students with extended absences from the college may forfeit any credit for assessments missed during their absence. The College Office should be advised of any absence by email, phone call or absentee note before 8.30am for students and a medical certificate sent to the college on the student's return to school after an extended absence.

## Communication

The college will provide information about the student to the parents/caregivers signing this contract of enrolment, residing at one address. You may request or approve other arrangements relating to the provision of information about the student by giving written notice to us, and paying any additional fees that may be required. We will provide such information to natural birth parents unless reasonable justification (Court Order) is provided for doing otherwise.

Where the college seeks to communicate with the entire college community or with identifiable sections of the college community, we may communicate by mail or by any electronic medium such as the college website, college app or parent email addresses.

## Uniform

I/We support the College Uniform Policy including the Personal Appearance Policy (Hair & Jewellery), and accept that the student must present appropriately and must wear the correct college uniform as a proud student of Mackay Christian College and to implement the college motto '*becoming all God wants me to be*' in all aspects of college life.

## Discipline

I/We accept that the Principal, or their delegate, have the authority to:

- apply whatever **reasonable** disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the college precincts;
- require the removal of the student for any cause judged by the Principal or their delegate to be sufficient;
- discipline any students should they at any time bring the college into disrepute, including through the misuse of social media and other technologies.

I/We agree to support the college if consequences are applied to our child for breaches of the **CLEAR** Code of Conduct.

Disciplines may range from classroom disciplines to withdrawal of enrolment and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where matters of child harm are involved).

Where discipline may involve suspension or expulsion of the student, the Principal or their delegate will not expel or suspend the student until the allegations of misconduct have been put to the student and the student has been allowed an adequate opportunity to respond.

The college may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may therefore confiscate forbidden or dangerous property.

The college reserves the right to exclude any person, irrespective of whether they are a parent or not, from entering or remaining on the college property or participating in college activities, where the college reasonably believes it is in the best interests of the student body or the college that the person be excluded.

## Disclosure of Information

I/We have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:

- Full and frank disclosure of the student's previous education or interrupted education, disabilities and learning difficulties
- Behaviour issues
- Medical condition and safety issues
- Court orders and parenting arrangements

I/We accept that failure to disclose all relevant information may result in cancellation of an enrolment.

I/We accept that we have an obligation to keep the college informed of any changes that may affect the student's life at the college including:

- changes to family circumstances (eg separation or divorce);
- changes to the address or addresses or contact details of the parents/caregivers;
- changes to emergency contacts;
- any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent or other person has with the student.

Changes in marital circumstances can cause confusion for the college when dealing with parents or caregivers. The college will presume that, at all times, parents (including step-parents) are entitled to participate in college activities (whether or not those activities involve the student). However, if there is a Court Order or other agreement which specifically alters or prevents a person/parent from spending time with, communicating with or otherwise having contact with the student, that must be provided to the college. The obligation of providing such a Court Order lies with parents.

Despite the college being provided with copies of any such orders, the college does not assume responsibility for the parents complying with those orders.

## **Sports & Excursions**

I/We give consent for my child to participate in sporting activities and excursions which occur away from the campus of Mackay Christian College, but within one hundred kilometres of the college.

I/We agree to delegate authority to the staff and instructors involved. Such teachers and instructors may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the students as a group or individually.

I/We also authorise the staff and instructors to obtain any medical assistance that they deem necessary should an accident occur, and agree to pay all medical expenses incurred.

I/We further authorise qualified practitioners to administer anaesthetic if such an eventuality arises. I will notify the college if I do not wish my child to participate in any such activity.

## **Fees/Levies Payment**

I/We understand that under this contract both parents/caregivers are jointly and individually liable for payment of college fees and levies. The college is dependent upon the timely and full payment of accounts to meet its educational services to students.

For students entering the college for the first time within the first half of the term, full School Fees will be charged for the term of commencement. Students entering the college during the second half of the term will be charged half term fees.

When student/s do not complete the full term (this is calculated on the date of written notification of withdrawal), fees are payable until the end of Week 5 for the first half of the term. Students who leave in the second half of the term are required to pay the full term's fees. Please note that parents will continue to be invoiced until the college has received notification in writing. Withdrawal Forms are available from [enrolments@mccmk.y.qld.edu.au](mailto:enrolments@mccmk.y.qld.edu.au) or the College Office upon request.

Unpaid fees are a debt due and owing to the college, and the college may take all lawful steps to recover this debt.

I/We will be liable for all costs associated with the debt recovery, including the cost of any debt recovery agent or legal costs and disbursements (on an indemnity basis).

Notwithstanding this, the college may (in its absolute discretion) agree to payment plans where parents who have demonstrated difficulty in paying fees. It is the responsibility of the parents to inform the College Accounts Department as soon as possible to discuss any possible options. Failing any such agreement with the college, the college may recover all outstanding fees using all lawful means.

The following terms apply:

- the college determines the fees for each year before the commencement of the year to which the fees relate;
- payment is due no later than 30 days from the date of invoice;
- non-payment of monies owing will also entitle the college to cancel this contract of enrolment and terminate your student's enrolment and unpaid fees remain due and owing irrespective of the termination;

## **Leaving the College**

If this contract of enrolment is terminated for any reason other than for a breach by the college, written notice must be provided to the college within 14 days. No refund of fees will normally be made.

In the event of expulsion, fees are payable for the whole term in which the student is expelled.

## **Termination**

The college may terminate this contract in accordance with the provisions of this Enrolment Contract, including when:

- the student is excluded/expelled;
- mutual trust and the condition that both we and you work in partnership and cooperation in the best interests of the college breaks down;
- there is a breach of contract by parents/caregivers (including non-payment of fees and failure to support the faith or ethos of the college);
- there is a failure of the student to attend school on a regular basis.

Parents/Caregivers may terminate when:

- written notice is provided to the college;
- they consider the college is not providing the educational experience or opportunities they contracted for;
- they fail to, or are unwilling to pay fees or to honour payment options entered into.

The college reserves the right to have a child withdrawn from the school when the parent or caregiver of that child is guilty of serious or persistent misconduct in relation to a student, a member of staff, another parent or to the reputation of the college.

## **Emergencies**

In the event of any medical or other emergency arising, in which the college considers it impossible or impractical to communicate with the parents/caregivers of the student or any other nominated emergency contacts, I/we authorise the staff responsible to act as they may think necessary or expedient.

I/We accept that the college will have no liability for its reasonable actions. The college will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student 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 including attention provided in the First Aid Room.

**Privacy**

In accordance with privacy laws Mackay Christian College has a Privacy Policy which governs what information we collect from you, how we store it, and how we use such information. The college collects personal and sensitive information about students at the college, their parents, and the people who care for them to satisfy legal obligations; to discharge its duty of care; and to provide appropriate schooling.

The Mackay Christian College Privacy Policy may be viewed on the college website. A hard copy of the Privacy Policy is available from the College Office upon request.

**General**

I/We agree to respect all college staff and treat them with courtesy, politeness, honesty and kindness.

I/We also agree to be held responsible for any damage caused to property by our child while at Mackay Christian College and agree to replace or repair damaged property.

This **Contract of Enrolment** is governed by the law of Queensland and represents the entire agreement between the Parents/Caregivers and the college relating to the student’s enrolment. Any warranty representation, guarantee or other term or condition not contained in this contract (or the Enrolment Application) is of no force or effect. This contract (as amended from time to time) will be binding and remain in force for the duration of the student’s enrolment at the college.

I/We understand any demonstrated unwillingness to comply with this Contract of Enrolment with Mackay Christian College may lead to the withdrawal of my child’s enrolment.

Mother/Caregiver’s Signature:  Date:

Father/Caregiver’s Signature:  Date:

**Statement of Support by Student**

Students are expected to abide by the college’s Code of Conduct while enrolled at Mackay Christian College whether at home, school or elsewhere.

‘I have read the college’s Code of Conduct and I agree to abide by it whether at home, school or elsewhere.’

Student’s Signature:  Date:

**Declaration of Understanding**

Mackay Christian College accepts students from a wide range of Christian denominations. The common and uniting factor in the college community is the Lordship of Jesus Christ. It is this factor which provides the basis for relationship between the college and the family in the task of educating children. Therefore, we believe it is important that parents understand the Christian focus of the college and its aim to challenge students and through them, their families, to a personal commitment to Jesus Christ as Lord.

The foundation upon which Mackay Christian College is based is the Bible, which is held to be in its entirety the infallible revelation of God. The college holds certain truths to be fundamental and self-evident teachings of the Bible. This theological basis will form the foundation of all the education our child will receive as a student at Mackay Christian College.

As a result of this theological basis certain attitudes and behavioural standards are expected, including:

- that students participate in, and parents support, the spiritual programs of the college;
- that the religious sensibilities of others will be respected, with particular reference to blasphemy and irreverence;
- that the beliefs of Christian ethics and morality are respected by students and parents.

The Vision Statement of Mackay Christian College is, ‘becoming all God wants me to be.’

I/We understand that Mackay Christian College exists to assist us as parents to foster and develop the God given potential of each child including their gifts, skills, talents and creativity; to permit them the possibility of fulfilling their personal Christian destiny so that students may:

- individually confess Jesus Christ as Lord and Saviour and determine to follow and obey Him all the days of their lives;
- be morally and socially responsible;
- be self-disciplined and knowledgeable;
- be prepared for further learning;
- be employable; and
- be capable of enjoying life.

I/We understand that the enrolment of our child at Mackay Christian College is conditional upon their full participation in the complete range of the college curriculum and activities, including those of a specifically religious nature.

Mother/Caregiver’s Name:  Signature:  Date:

Father/Caregiver’s Name:  Signature:  Date: