



# MACKAY CHRISTIAN COLLEGE

We Love | We Care | We Learn

## INTERNATIONAL STUDENT ENROLMENT APPLICATION

### Student Information

Given Names:

Legal Surname:  Sex: M  F  Age:  Date of Birth:  /  /   
A copy of the birth certificate must be supplied

Name known as (if different) eg. shortened first name:

Year of Entry: 2022  2023  Year Level Entering: Yr 7  Yr 8  Yr 9  Yr 10  Yr 11  Yr 12

Home Country Address:  Post Code:

Immigration Approved Guardian Address:  Post Code:

Does your child play an instrument? Yes  No  If so, do you wish them to continue? Yes  Which instrument/s:

Has your child ever been expelled? Yes  No  Suspended? Yes  No  or refused admission to another school? Yes  No

If **yes**, what was the reason?

Are there any details which may have an influence on your child's education or which may be relevant to their enrolment at MCC?  
 If **yes**, please indicate the details briefly:

Does your child have any behavioural difficulties? Yes  No  If **yes**, please provide details:

A completed Reference Form with a character/behavioural reference from the student's current or most recent School Principal or their representative eg Year Level Coordinator is required if report cards do not record student behaviour or commitment to studies

### Nationality

In which country was the student born?  What is the Nationality of the student?

Is the student of Aboriginal or Torres Strait Islander (TSI) origin? Yes, Aboriginal  Yes, TSI  (if both, tick both boxes) No

### Visa and Passport details

Temporary Visa holder: Yes  No  Passport Number:  Visa Number:  Visa must be supplied

Visa type:  Current Visa Sub-Class no:  Visa expiry date:  /  /

On what date did the student **arrive / expected to arrive** in Australia?  /  /

### Language

Does the student speak a language other than 'Standard Australian English' at home? No  Yes

What language: (If more than one language, please indicate the language that is spoken most often)

### Education History

Please provide details of the school where the child was previously enrolled. A certified copy of their academic school report **translated into English** for the previous one year **must** be supplied with this Enrolment Application. Please fill out below as shown.

YEAR	EDUCATIONAL LEVEL	SCHOOL or COLLEGE	COUNTRY

#### OFFICE USE ONLY

Proof of Age: Yes / No    Student No.:    Date Started:    HF: Averill/Dennis/Evans/Young

**Father Information** Each biological parent has equal legal rights to information about the student unless the college is provided with a copy of Court Orders stating otherwise.

Full name of Father:

Residential Address:  Post Code:

Mailing Address:  Post Code:

Home Phone:  Work Phone:  Mobile:

Email:

Place of Employment:  Occupation:

Marital Status: Married  Engaged  Single  Separated  Divorced  De Facto  Deceased  Widowed

Living with child? Full Time  Shared Care  No  Are you a past student of the college? Yes  No

**Mother Information** Each biological parent has equal legal rights to information about the student unless the college is provided with a copy of Court Orders stating otherwise.

Full name of Mother:

Residential Address:  Post Code:

Mailing Address:  Post Code:

Home Phone:  Work Phone:  Mobile:

Email:

Place of Employment:  Occupation:

Marital Status: Married  Engaged  Single  Separated  Divorced  De Facto  Deceased  Widowed

Living with child? Full Time  Shared Care  No  Are you a past student of the college? Yes  No

**Immigration Approved Guardian 1 Information**

Full name of Guardian Father:

Residential Address:  Post Code:

Mailing Address:  Post Code:

Home Phone:  Work Phone:  Mobile:

Email:

Place of Employment:  Occupation:

Marital Status: Married  Engaged  Single  Separated  Divorced  De Facto  Deceased  Widowed

**Immigration Approved Guardian 2 Information**

Full name of Guardian Mother:

Residential Address:  Post Code:

Mailing Address:  Post Code:

Home Phone:  Work Phone:  Mobile:

Email:

Place of Employment:  Occupation:

Marital Status: Married  Engaged  Single  Separated  Divorced  De Facto  Deceased  Widowed

**Legal Guardian**

**Who is the Legal Guardian of the child?** Mother  Father  Both  Other:  Please state:

Are there any other circumstances about the student seeking to be enrolled that the college should know prior to enrolment?  
If Yes, please provide details:  
Shared care arrangements  Living apart from parental supervision  Subject to court orders  Child in foster care  Other

## Sibling Information

Please list other children in the family, their ages, the schools they currently attend (if applicable) and their present year level:

Name:	Date of Birth:	Present School:	Present Year Level:
	/ /		
	/ /		
	/ /		

## Student's Development Profile

Has your child ever received Learning Support? Yes  No  If yes, year levels:

Does your child have learning difficulties? Yes  No  If yes, please specify:

Has your child been diagnosed with any of the following?

Condition (please tick)					
Attention Deficit Disorder	Autistic Spectrum Disorder (incl. Asperger's Syndrome)	Dyslexia	Oppositional Defiant Disorder	Speech-Language Impairment	
Attention Deficit Hyperactivity Disorder	Central Auditory Processing Disorder	Hearing Impairment	Physical Impairment	Visual Impairment	
Auditory Processing Disorder	Dysgraphia	Intellectual Disability	Social/Emotional Disorder (Psychiatric Disorder)	Other:	

Is your child taking medication for this? Yes  No  Type and Dosage:

Please include Specialist's letter of diagnosis & most recent Individualised Education/Support/Behaviour Plan from previous school.  
If you would like your child to be considered for inclusion in the Learning Enrichment Centre, please request and sign an Information Release Letter for Mackay Christian College to access information from the previous school.

## Publicity

Periodically the college will take photographs and/or videos as a pictorial record of the educational programs and of students' participation in them. This includes but is not limited to the Basilikos (College Yearbook), media presentations, television advertisements, college website, social media and professional class photographs.

I hereby give permission for my child to be included in all college publicity. Yes  No  Date:

Signature - Mother/Caregiver:  Father/Caregiver:

## Payment of Enrolment Confirmation Fee

Credit Card: MasterCard  Visa  Bankcard  Amount \$350 AUD

Card Number:  Expiry date:

Name on card:  Signature:

**Bank details for electronic transfer:** Please make bank payments in Australian dollars, payable to Mackay Christian College. Contact the college for bank details. Mackay Christian College, PO Box 3215, North Mackay, Queensland, 4740, Australia.

## Billing Responsibility

Please provide details of the person responsible for billing. Please note that any changes to the persons responsible for paying college charges must be submitted in writing from both parties.

Name:  Signature:  Phone:

Billing Address:

Name:  Signature:  Phone:

Billing Address:

## Church Information

Is the family actively associated with a Christian Church? No  If no, please list religion or culture of family:

Yes  If yes, Church attended:

Is the student actively involved with: Church  Sunday School  Youth Group  Bible Study

**Please complete the following declaration as you are able:**

Mackay Christian College accepts children 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 students. Therefore, we believe it is important that parents understand the Christian focus of the school and its aim to challenge students and through them, their families, to a personal commitment to Jesus Christ as Lord.

I acknowledge Jesus Christ as my Lord and Saviour.

Mother/Guardian's Name:  Signature:  Date:

Father/Guardian's Name:  Signature:  Date:

I do not share the same experience of faith but I respect this position and it is my desire for my child to be enrolled in MCC.

Mother/Guardian's Name:  Signature:  Date:

Father/Guardian's Name:  Signature:  Date:

Full and frank disclosure is required otherwise initial or ongoing enrolment will be affected

**Emergency Contacts Other than Immigration Approved Guardians** (to be used when attempts to contact guardians are unsuccessful)

If we cannot contact you in the event of an emergency, please provide contact details of at least two other contacts. Ideally, the contact person should be someone who lives in Mackay and who is able to act on your behalf in an emergency. Please ensure that you have discussed with the people listed on this page their willingness to act as emergency contacts for your child.

1. Name:  Relationship to child:   
Home Phone:  Work Phone:  Mobile:

2. Name:  Relationship to child:   
Home Phone:  Work Phone:  Mobile:

3. Name:  Relationship to child:   
Home Phone:  Work Phone:  Mobile:

**Administration of Medical Care**

1. I hereby give permission for the provision of any necessary urgent medical treatment for my child and I agree to pay any costs incurred as a result of this treatment.

Signature - Mother /Guardian:  Date:  /  /

Signature - Father /Guardian:  Date:  /  /

2. The guidelines for the administration of medication to students are as follows:
- a) The college First Aid Officer may only administer medication when the medication is in correct pharmaceutical packaging, is labelled by the pharmacist with the student's full and correct name and the dosage. Immigration approved guardians must complete a **Request to Administer Medication Form** which is available from the College Office. We will under no circumstances administer medication without the above and written instruction from the legal guardian.
  - b) If a student is unwell and the Immigration approved guardian or emergency contact cannot be reached, the student will be admitted to First Aid or alternatively remain in the classroom.
  - c) Please note that the college is **unable to administer Panadol** to students. In the event of a student experiencing a headache or other form of pain and being in need of pain relief, the College Office will phone you (the Immigration approved guardian) or emergency contact with the option of collecting your child or bringing appropriate medication to the college to administer to the child yourself.
3. In the event of any medical or other emergency arising, in which the college considers it impossible or impractical to communicate with the parents/guardians 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.

I have read and understand this information.

Signature - Mother /Guardian:  Date:  /  /

Signature - Father /Guardian:  Date:  /  /

**Student Medical Information**

This information is required in the case of an emergency where your child needs to be transported to hospital by ambulance.

Doctor/Medical Centre/Hospital Name:

Doctor/Medical Centre/Hospital Phone:

Doctor/Medical Centre/Hospital Address:

Medicare No:  Private Health Cover: Yes  No

Private Fund Name:

In an emergency, which parent/guardian should be contacted first?

Parents/guardians must complete a Request to Administer Medication Form when providing medication for students.

## Student Medical Details

Does your child suffer from any of the following conditions? If yes, please provide specific details.

Condition (Please tick any that apply)	Details (Warning signs/Symptoms/Severity/Occurrence/Treatment/Medications/Restrictions etc)
Acquired Brain Injury	
Anxiety	
Anaphylaxis	
Asthma	
Blood Disorder	
Cardiac Condition	
Diabetes	
Eczema	
Epilepsy	
Hay Fever	
Headaches/Migraines	
Hearing/Sight Impairment	
Muscular/Joint Problems	
Other (Please specify)	

If your child experiences Asthma (Moderate to Severe), Anaphylaxis, Diabetes (Type 1) or Epilepsy, please complete a Complex Health Management Form (available from the First Aid Officer).

Has the student been admitted to hospital for Asthma? Yes  No

### Allergic Reaction Management Plan

Does your child have any allergies e.g. Latex (Band-aids), Nuts, Eggs, Animals, Dairy Products, Bee Stings etc. Yes  No

If yes, type of allergy:

Signs and symptoms of reaction:

What medication is taken (if any) for the prevention of allergic reaction?



What treatment is followed if an allergic reaction occurs:



Has the student at any time in the past suffered from:

A Localised reaction (any rash/itching/swelling at the point of contact with allergen) Yes  No

A Systematic reaction (any rash/itching/swelling away from the point of contact with allergen) Yes  No

Has the student been admitted to hospital for an Allergic Reaction? Yes  No

Does the student take adrenaline (Epi-Pen) when suffering from an allergic reaction? Yes  No

If 'Yes' was the answer to any of the questions above, please provide a copy of the student's Allergy Management Plan and Emergency Routine which your Medical Practitioner has documented.

# YEAR 7 - YEAR 12 AGREEMENT OF ENROLMENT

## The Parties are:

Father/Guardian's Name:

Mother/Guardian'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 **Agreement 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/guardian 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 guardians, this may mean that the college may not always act in accordance with your preferences and requests.

Where I/we, as parent or guardian, 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/Guardians agree to make every effort to ensure that the student will not be absent (including lateness) from the college & 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/guardians signing this agreement 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 and 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/guardians;
- 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 guardians. 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.

### 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/guardians 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.

### **Fees/Levies Payment**

I/We understand that under this agreement both parents/guardians are jointly and individually liable for payment of International Student Tuition and Non-tuition Fees and levies as per the Written Agreement. The college is dependent upon the timely and full payment of accounts to meet its educational services to students.

The International Student Refund Policy is detailed in the Written Agreement and is also included at the end of this enrolment application. 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 exclude the student from class, suspend studies or cancel the student's enrolment as per the Written Agreement. Unpaid fees remain due and owing irrespective of the termination.

### **Leaving the College**

If this agreement of enrolment is terminated for any reason, the Student-Initiated Changes in Enrolment procedure must be followed. This is detailed in the Deferment, Suspension and Cancellation Policy.

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

### **Termination**

The college may terminate this agreement in accordance with the provisions of the Written Agreement, 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 agreement by parents/guardians (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/Guardians 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 guardian 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.

### **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 **Agreement of Enrolment** is governed by the law of Queensland and represents the entire agreement between the Parents/Guardians and the college relating to the student's enrolment. Any warranty representation, guarantee or other term or condition not contained in this agreement (or the Enrolment Application) is of no force or effect. This agreement (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 agreement of enrolment with Mackay Christian College may lead to the withdrawal of my child's enrolment.



Father/Guardian's Signature:  
Mother/Guardian's Signature:

  

Date:  
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.

Father/Guardian's Name:

Signature:

Date:

 /  / 

Mother/Guardian's Name:

Signature:

Date:

 /  / 

### **Refund Policy**

A copy of this policy is provided to the student (or parent / legal guardian if the student is under 18) at a reasonable time prior to a Written Agreement being signed as well as comprising part of a student's Written Agreement.

1. This Policy outlines refunds applicable to course fees paid to the college.
2. Any service fees a student (or parent / legal guardian if the student is under 18) pays directly to a third party are not within the scope of this Refund Policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds:
  - a. Fees are payable according to the college invoices
  - b. An itemised list of school fees is provided in the College's Written Agreement
  - c. All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
  - d. Refunds will be paid to the person who enters into the Written Agreement unless the college receives written advice from the person who enters the Written Agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Enrolment Officer.
6. Student default because of visa refusal
  - a. If a student produces evidence of visa refusal (or provides permission for the college to verify visa refusal with the Department of Home Affairs (Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the college will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the college before the student's default day, minus the lesser of:
    - i. 5% of the amount of course fees received, OR

ii. AUD \$500

- b. If a student whose visa has been refused withdraws from the course after it has commenced, the college will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund any unused tuition fees\* received by the college with respect to the student within the period of 4 weeks after the day of student default.

\*Calculation of the refund due in this case is prescribed by a Legislative Instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

### **Student Default**

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent / legal guardian if the student is under 18).

a. Non-tuition fees:

Non-tuition fees will be refunded, on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.

b. Non-commencement with no notification of withdrawal:

If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, a maximum of 10 weeks tuition fees will be retained from tuition fees received by the college.

c. Non-Commencement with notification of withdrawal:

i. If the college receives written notification of withdrawal by the student (or parent / legal guardian if the student is under 18) 4 or more weeks prior to commencement, the college will refund the amount of tuition fees received less an administration fee of \$350.

ii. If the college receives written notification of withdrawal by the student (or parent / legal guardian if the student is under 18) less than 4 weeks prior to commencement of the course, the college will refund 90% of the tuition fee.

d. Refunds after commencement of a course:

i. If tuition fees for up to 1 term/semester have been received in advance: Where the student (or parent / legal guardian if the student is under 18) notifies the college in writing of withdrawal before completing the semester, no tuition fees will be refunded.

ii. If tuition fees for more than 1 term/semester have been received in advance: If fees for more than one semester have been received in advance, and the college receives written notification of withdrawal by the student (or parent / legal guardian if the student is under 18), the college will refund the amount of unused tuition fees less one term's fees, provided that at least 10 weeks' written notice of withdrawal has been received.

NB: Where less than 10 weeks' notice of withdrawal is received, the college will refund the amount of unused tuition fees less two term's fees.

e. Refunds in the event of a provider initiated cancellation of enrolment:

i. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

- Failure to maintain satisfactory course progress (visa condition 8202) as outlined in the International Student Course Progress and Attendance Policy available in the International Student Handbook and on the College Website
- Failure to maintain satisfactory attendance (visa condition 8202) as outlined in the International Student Course Progress and Attendance Policy available in the International Student Handbook and on the College Website
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) as outlined in the International Student Welfare Policy available in the International Student Handbook and on the College Website
- Failure to pay course fees
- Any behaviour identified as resulting in enrolment cancellation in Mackay Christian College's Behaviour Education Policy/Code of Conduct as outlined in the International Student Handbook and on the College Website.

ii. Any refund in the case of cancellation of a student's enrolment for failure to maintain Mackay Christian College's agreed conditions of enrolment as outlined in the student's Written Agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, will be at the discretion of the college.

f. Cancellation Fee:

Any cancellation of student enrolment, whether this be Student-initiated or Provider-initiated is considered a Student Default and subject to all terms and conditions including cancellation fees.

### **Provider Default**

(Any default by the college must be compliant with the current provisions of the ESOS Act 2000 & ESOS regulations 2001 as amended)

a. If for any reason the college is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the college, a full refund of any unused tuition fees\* received by MCC with respect to the student will be made within 14 days of the agreed course starting day.

b. If for any reason the college is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the college, a full refund of any unused tuition fees\* received by the college with respect to the student will be made within 14 days of the course college's default day.

c. In the event that the college is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

\* Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>

The Written Agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under Australian Consumer Law if the Australian Consumer Law applies.

### Definitions

- Non-tuition fees** - fees not directly related to provision of the student's course, including: Overseas Student Health Cover (OSHC), Year Level Camps, Excursion fees, Building Fund levy, Queensland Curriculum and Assessment Authority (QCAA) fees (Yr 11 & 12 only), Cost of college uniforms, English Language Support fee (if required), Student Visa Extension fee (if required).
- Tuition fees** - fees directly related to the provision of the student's course, including: College Tuition fees, Subject levies, Information Technology levy, Public and Product Student Insurance levy.
- Course fees** - the sum of tuition fees and non-tuition fees received by the college in respect of the student in order for the student to undertake the course.
- Term** - 9-11 weeks
- Semester** - 18-21 weeks

If the student changes visa status (eg. becomes a temporary or permanent resident) they will continue to pay full overseas student's fees for the duration of that year.

### Accommodation

Is the student living with a parent or legal guardian in Australia? Yes  No

In the case of NO, evidence needs to be provided of blood relative or guardian that the child expects to be living with while attending our college. This will need to be approved by Mackay Christian College prior to arrival:

Name:  Contact phone:

Relation to student:  (Evidence must be provided)

### Enrolment Process

- Parents/guardians complete an enrolment application for each child in the family that they wish to enrol, ensuring all policies have been read and signed.
- Parents/guardians return application to Mackay Christian College with all supporting documents. This includes Birth Certificate, Visa details, current Student Report from previous school, completed Direct Debit Form, copies of any Remedial Reports or Assessments, Network User Agreement, Court Orders and if applicable a Subject Choice Form and Creative Academy Application Form. **Please note that enrolment applications cannot be processed until all documents are received.**
- Once the complete application has been received, it will be submitted to the Enrolment Committee.
- The Enrolment Officer will notify you by phone of the Enrolment Committee's decision.
- An Enrolment Interview will be organised with the Principal or his delegate for successful applications.
- The student will be able to commence at Mackay Christian College in full and correct uniform.

Mackay Christian College	Applicant/Parent	Process
<b>STEP 1: ENROLMENT APPLICATION AND LETTER OF OFFER</b>		
<p><b>College should check the following have been provided prior to enrolment or during the enrolment process to meet requirements of the 2018 National Code</b></p> <ol style="list-style-type: none"> <li>Any relevant information provided to students under Standard 2 (including services provided under Standard 6)</li> <li>Any relevant information provided to students under Standard 3</li> <li>Requirement for students to maintain updated contact details and adequate welfare and accommodation requirements.</li> <li>Transfer Policy (Standard 7 - transfer between registered providers during first six months of registered school course)</li> <li>Complaints and appeals policy (Standard 10 - Complaints and Appeals)</li> <li>College's Course Duration, Progress</li> </ol>	<p>Applicant requests / downloads an Enrolment Pack including:</p> <ol style="list-style-type: none"> <li>Enrolment Application Form</li> <li>College Information and Policies for Overseas Students</li> <li>Admission Procedures</li> <li>Fees Schedule (Tuition Fees and Non-Tuition Fees)</li> <li>Information about the Senior Certificate and University entry requirements</li> <li>Copy of College Overseas Student Handbook (must meet marketing and Student Information Requirements of National Code)</li> <li>Information about OSHC, including OSHC is required for duration of visa.</li> </ol> <p>College should take steps to ensure</p>	<p>Enrolment Application completed and submitted.</p> <p>Application includes a section for Agreement/Acceptance/Understanding of Conditions and Policies, Indemnity etc, and be signed by the parent/ person who has custody of the student ie. the person to whom the college would pay a refund if necessary.</p> <p>Applications are emailed to the college in the first instance, with original documents to follow by registered post.</p> <p>College answers queries, works through any issues. This is done on a case by case basis to assist parents and students.</p> <p>College checks documentation is complete, including signatures. Requests further information, signatures, as necessary to complete application.</p> <p>Enrolment Committee assesses application.</p> <p>College advises outcome of application asap.</p>

<p>and Attendance Policies (Standard 8)</p> <p>g. Grounds for deferment, suspension and cancellation including the college's Behaviour Education policy/Code of Conduct (Standard 9-Deferring, suspending or cancelling the student's enrolment).</p>	<p>the content is understood. Clarity of communications, efficiency and response times are very important at this stage.</p> <p>It helps to have a temporary file started for each enquiry.</p>	<p>If enrolment application is successful, sends Letter of Offer, Written Agreement (including Provider CRICOS number, Course name, Course CRICOS number, Course start and end dates, Itemised fees and payment details, Total course fees, Name of student, DOB of student, Dates for approval of care arrangements, and Conditions of the enrolment offer.</p> <p>Signed Written Agreement is requested.</p>
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**STEP 2: CONFIRMATION OF ENROLMENT**

<p>a. The Written Agreement must be signed BEFORE or at the same time as payment of fees</p> <p>b. The Confirmation of Enrolment (CoE) must NOT be issued with a course cost or duration that is higher than what is registered on PRISMS.</p> <p>The applicant advises the college the visa is granted and should advise details of payment method, and include identification of sender.</p> <p>Accounts immediately confirms with the Enrolment Officer receipt of fees from Applicant.</p> <p>When Written Agreement is received and fees are paid, Enrolment Officer creates electronic Confirmation of Enrolment (CoE) on PRISMS for Visa Application, and sends copy of Confirmation of Enrolment to applicant.</p> <p>The college should receive ample notice of the student's arrival details to make necessary arrangements for start of the course, and should ensure safe arrival is confirmed with parents.</p>
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**STEP 3: STUDENT ARRIVES**

<p>College begins Student Orientation on arrival with information about:</p> <ol style="list-style-type: none"> <li>Age and culturally appropriate information on who to contact in emergency situations and how to seek assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse</li> <li>Support services available to assist with transition to life and study in new environment</li> <li>Legal services</li> <li>Emergency and health services</li> <li>Facilities and resources</li> <li>Requirements for course progress and attendance</li> <li>English language and study assistance programs</li> <li>Services students can access for information on works rights and conditions; how to contact the Fair Work Ombudsman</li> <li>Safety and personal security</li> <li>How to seek assistance for and report an incident that significantly impacts on their wellbeing, including critical incidents.</li> </ol> <p>Access to student and learning support services to achieve expected learning outcomes.</p> <p>OSHC information.</p> <p>Introduction to designed student officer who will be official point of contact for the student and who will have access to updated details of all of the college's support services.</p> <p>Copy of Complaints and Appeals processes.</p> <p>Safe environment.</p>
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