# Application for Student Enrolment

**Principal:** Mr Ian Maynard

Corner Regent and McCulloch Streets, Riverstone 2765 | PO Box 6335 Rouse Hill Town Centre 2155
Ph: 8889 4600 | Fax: 9627 4637 | E: norwest@nwcc.nsw.edu.au | www.norwest.nsw.edu.au
Last Updated March 2013

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<th>☐ Current Year Enrolment</th>
<th>☐ Future Year Enrolment</th>
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FATHER’S INFORMATION AND CONTACT DETAILS

Living with Child?   Yes ☐  No ☐

Name......................................................................................................................... Date of Birth
Title (Mr Mrs etc)  given names  surname

Address..................................................................................................................
number street suburb postcode

Phone....................................................................................................................
home mobile

Email.....................................................................................................................

Occupation............................................................................................................. Company........................................................................ Work Ph..........................................................

The following information is required by the Federal Government as background information; individual data will not be quoted – see Privacy Statement

Occupation Group (present or last occupation) (refer to attachment ‘List Occupational Group’)
☐ Group 1  ☐ Group 2  ☐ Group 3  ☐ Group 4  ☐ Not in Paid work in last 12 months

Highest Year of School Education
☐ Year 12  ☐ Year 11  ☐ Year 10  ☐ Year 9

Level of Highest Qualification
☐ Bachelor Degree or above  ☐ Certificate I-IV (incl Trade Cert)
☐ Advanced Diploma/Diploma  ☐ No non-school qualification

Do you speak a language other than English at home?  ☐ No  ☐ Yes ...........................................please list languages

MOTHER’S INFORMATION AND CONTACT DETAILS

Living with Child?   Yes ☐  No ☐

Name......................................................................................................................... Date of Birth
Title  given names surname

Address..................................................................................................................
number street suburb postcode

Phone....................................................................................................................
home mobile

Email.....................................................................................................................

Occupation............................................................................................................. Company........................................................................ Work Ph..........................................................

The following information is required by the Federal Government as background information; individual data will not be quoted – see Privacy Statement

Occupation Group (present or last occupation) (refer to attachment ‘List Occupational Group’)
☐ Group 1  ☐ Group 2  ☐ Group 3  ☐ Group 4  ☐ Not in Paid work in last 12 months

Highest Year of School Education
☐ Year 12  ☐ Year 11  ☐ Year 10  ☐ Year 9

Level of Highest Qualification
☐ Bachelor Degree or above  ☐ Certificate I-IV (incl Trade Cert)
☐ Advanced Diploma/Diploma  ☐ No non-school qualification

Do you speak a language other than English at home?  ☐ No  ☐ Yes ...........................................please list languages
FAMILY INFORMATION

Marital Status
☐ Married  ☐ Divorced *  ☐ Separated *  ☐ Widowed  ☐ Single Parent

* Are there family Court Orders or Parenting Plans issued in relation to the enrolling student?
☐ No  ☐ Yes (Supporting documentation must be provided)

Family Mailing Details

Addressee (eg Mr and Mrs Smith)...........................................................................................................

Postal Address.........................................................................................................................................

Church Details (if applicable)

Church Attending ........................................................................................................................................

How did you originally find out about Norwest Christian College?

☐ Internet  ☐ Social Media  ☐ Word of Mouth ...........................................................................................(name of referring person)

☐ Alumni  ☐ Norwest bus  ☐ Letterbox Drop  ☐ Local Paper ...........................................................................(name of paper)

☐ Other ....................................................................................................................................................(please specify)

PRIVACY STATEMENT

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for the student. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of Colleges require that certain information is collected. You may contact the College if you have any questions about this.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.

5. The College from time to time discloses personal and sensitive information to others. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about students.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of a student.

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions it is published in College newsletters and magazines.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. However, there will be occasions when access is denied; this would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College’s duty of care to the student.

9. As you may know the College from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities.

10. If you provide the College with personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the College and why so that they can access that information if they wish. You should also inform them the College does not usually disclose the information to third parties.
ENROLLING CHILD/REN'S INFORMATION

CHILD 1

Surname........................................................................................................ First Name........................................................................................................
Middle Name................................................................................................. Preferred Name...................................................................................................

☐ Male    ☐ Female

Is child’s immunisation current    ☐ No    ☐ Yes

Australian Citizen/Permanent Resident    ☐ No    ☐ Yes

Aboriginal    ☐ No    ☐ Yes

In which country was the child born?    ☐ Australia    ☐ Other........................................................................................................ (please specify)

Commencing in Year ......................... for Term ....................... in ☐ 2013 ☐ 2014 ☐ 2015 ☐ .........

eg K, 7

1,2,3,4

Does the child speak a language other than English at home?    ☐ No    ☐ Yes........................................................................................................ please specify

Previous School............................................................................................ Academic Year..............................................................................................

Special Needs

Please advise whether the child has any special needs. Please indicate Yes or No for each of the following. If yes please provide a copy of any specialist assessments/reports

Physical Needs    ☐ No    ☐ Yes If yes please specify........................................................................................................

Medical Needs    ☐ No    ☐ Yes If yes please specify........................................................................................................

Educational Needs    ☐ No    ☐ Yes If yes please specify........................................................................................................

Behavioural Needs    ☐ No    ☐ Yes If yes please specify........................................................................................................

Any Other Needs    ☐ No    ☐ Yes If yes please specify........................................................................................................
ENROLLING CHILD/REN’S INFORMATION

Surname ..........................................................................................................
Middle Name ..............................................................................................
Preferred Name ............................................................................................

☑ Male    ☐ Female

Date of Birth ............................................................................................... 

Is child’s immunisation current ☐ No  ☐ Yes
Please provide copy of Immunisation Certificate

Australian Citizen/Permanent Resident ☐ No  ☐ Yes  Please provide copy of Birth Certificate

Aboriginal ☐ No  ☐ Yes
Torres Strait Islander ☐ No  ☐ Yes

In which country was the child born? ☐ Australia  ☐ Other  (please specify)

Commencing in Year ☐ 2013  ☐ 2014  ☐ 2015  ☐ ..............
for Term ☐ 1, 2, 3, 4

Does the child speak a language other than English at home? ☐ No  ☐ Yes  please specify

Previous School ...........................................................................................
Academic Year .............................................................................................

Special Needs
Please advise whether the child has any special needs. Please indicate Yes or No for each of the following. If yes please provide a copy of any specialist assessments/reports

Physical Needs ☐ No  ☐ Yes  If yes please specify...

Medical Needs ☐ No  ☐ Yes  If yes please specify...

Educational Needs ☐ No  ☐ Yes  If yes please specify...

Behavioural Needs ☐ No  ☐ Yes  If yes please specify...

Any Other Needs ☐ No  ☐ Yes  If yes please specify.....
ENROLLING CHILD/REN'S INFORMATION

CHILD 3

Surname................................................................. First Name.................................................................

Middle Name.............................................................. Preferred Name...........................................................

☐ Male  ☐ Female  Date of Birth.................................................................

Is child's immunisation current  ☐ No  ☐ Yes  Please provide copy of Immunisation Certificate

Australian Citizen/Permanent Resident  ☐ No  ☐ Yes  Please provide copy of Birth Certificate

Aboriginal  ☐ No  ☐ Yes  Torres Strait Islander  ☐ No  ☐ Yes

In which country was the child born?  ☐ Australia  ☐ Other................................................................. (please specify)

Commencing in Year  ............... for Term ............... in  ☐ 2013  ☐ 2014  ☐ 2015  ☐ ..............

eg K, 7  1, 2, 3, 4

Does the child speak a language other than English at home?  ☐ No  ☐ Yes................................................................. please specify

Previous School................................................................. Academic Year.................................................................

Special Needs

Please advise whether the child has any special needs. Please indicate Yes or No for each of the following. If yes please provide a copy of any specialist assessments/reports

Physical Needs  ☐ No  ☐ Yes  If yes please specify.................................................................

.................................................................

Medical Needs  ☐ No  ☐ Yes  If yes please specify.................................................................

.................................................................

Educational Needs  ☐ No  ☐ Yes  If yes please specify.................................................................

.................................................................

Behavioural Needs  ☐ No  ☐ Yes  If yes please specify.................................................................

.................................................................

Any Other Needs  ☐ No  ☐ Yes  If yes please specify.................................................................

.................................................................
ENROLLING CHILD/REN'S INFORMATION

CHILD 4

Surname.......................................................................................... First Name..........................................................................................

Middle Name.................................................................................... Preferred Name..................................................................................

☐ Male ☐ Female

Is child’s immunisation current ☐ No ☐ Yes

Australian Citizen/Permanent Resident ☐ No ☐ Yes

Aboriginal ☐ No ☐ Yes

In which country was the child born? ☐ Australia ☐ Other………………………………………………………….(please specify)

Commencing in Year ......................... for Term ............... in ☐ 2013 ☐ 2014 ☐ 2015 ☐ ……..

Does the child speak a language other than English at home? ☐ No ☐ Yes……………………………………… please specify

Previous School................................................................................ Academic Year..............................................................................

Special Needs

Please advise whether the child has any special needs. Please indicate Yes or No for each of the following. If yes please provide a copy of any specialist assessments/reports

Physical Needs ☐ No ☐ Yes If yes please specify…………………………………………………………………………………………………………..

Medical Needs ☐ No ☐ Yes If yes please specify…………………………………………………………………………………………………………..

Educational Needs ☐ No ☐ Yes If yes please specify…………………………………………………………………………………………………………..

Behavioural Needs ☐ No ☐ Yes If yes please specify…………………………………………………………………………………………………………..

Any Other Needs ☐ No ☐ Yes If yes please specify…………………………………………………………………………………………………………..
Submission of Application

I/We understand that submission of this Application for Enrolment form does not guarantee enrolment of my child/ren.

I/We understand that an Enrolment Interview is conducted and that the College may need to use other procedures, such as further interviews, to make its final decision.

I/We hereby consent to the child/ren named above attending all supervised activities and excursions approved by the Principal and authorised by the College. In the event of any emergency, I/we consent the College securing an ambulance and/or medical attention. I/We acknowledge that the College accepts no responsibility for injury or damage to property incurred on authorised excursions or during College activities.

I/We acknowledge and grant permission for Norwest Christian College to obtain information regarding our child/ren from the other listed educational facilities and referees. All information obtained will be dealt with in accordance with relevant Privacy legislation.

I/We certify that copies of any relevant documents (eg court orders) pertaining to the child/ren in this application are attached and that should any court orders or similar become applicable in the future, that I/we will notify the College immediately and provide to the College copies of any court orders or similar.

Conditions of Enrolment

Enrolment at the College is subject to the following terms and conditions:

1. The parents have read the Statement of Faith (as attached); accept that it is the basis of Christian teaching in the College and undertake to support fully this aspect of the College’s policy.

2. The student will participate fully in the life and program of the College, such as the devotional activities, Biblical Studies, excursions/camps and attendance at Presentation Day and other similar events. The parents will support fully the students and the College in all activities.

3. The parents accept the right of the College to employ such discipline as it deems wise and expedient for the student and agree to uphold in every way possible the College’s authority to administer appropriate discipline, in accordance with the policies of the College.

4. The parents agree to abide by the College policy on all forms of drugs (including alcohol) and cigarette smoking and agree not to supply or support any forms of drugs, alcohol or cigarettes to any student under the age of 18 years or whilst they are enrolled at Norwest Christian College.

5. The parents undertake to provide the student with the correct uniform as approved by the College, and to ensure that the student is always sent to College neatly and modestly dressed in the required uniform.

6. The parents undertake to support the concept of a Christian community by participating in College life. The parents understand that they are expected to complete four hours voluntary work in the College per term. If they are unable to do so, a Parent Participation Payment is applicable.

7. The parents undertake to provide the student with all necessary books and other equipment of a personal nature that are required at College.

8. The parents accept that the Colleges’ Board of Directors set the fee schedule and all charges and conditions.

9. A $500 application fee is to be paid before the child commences attendance at the College to confirm acceptance of a place, which has been offered by the College to the parent. This non-refundable fee is payable when a family enrolls their first child in the College only and not required for subsequent children. Of this application fee, $250 will be credited to the fee account upon commencement in the Primary or Secondary years.

10. Fees are billed quarterly at the commencement of each term and should be paid in accordance with an approved payment plan. All fees paid are non-refundable. Any late payment can attract a late fee as published in the Fee Schedule.

11. The College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious or consistent breach of the College’s rules and regulations.

12. On termination of enrolment, any adjustment to fees already paid shall be made at the sole discretion of the College.

13. The parents have read the information provided by the College and agree to abide by and wholly support the contents therein.

14. The College may review a student’s enrolment from time to time and may cancel the enrolment if the College, in its absolute discretion, considers it can no longer appropriately meet the student’s educational or other needs.

15. Whilst the College will endeavour to ensure any court order or similar is upheld, it cannot accept any responsibility for failure to do so.
16. The curriculum of the College is constantly changing. Whilst the basic curriculum will remain, the College cannot guarantee that all courses and activities will continue in future years.

17. If a student is absent from College for whatever reason, it is the parent’s responsibility to inform the College as soon as possible by telephone, personal advice at the school’s reception or by written and signed note. Please note that email is not acceptable.

18. Students are responsible for their personal belongings and the College will not be liable for any loss of these belongings.

19. The Board may alter these Conditions of Enrolment at any time by notifying parents/guardians in writing. Alterations will apply from the date of the notice.

20. Where the College considers that it may not be able to appropriately meet a student’s educational or other needs where applicable, the parents of the child may wish to offer to make a further payment to enable those needs to be met.

21. The College will from time to time take photos and videos of children partaking in College activities. These images may be used by the College for promotional purposes.

22. The parents have read and accept the College’s policy regarding the Privacy Act.

23. Students Withdrawing:
   a. **Before Commencement**
      The non-refundable application fee of $500 will be retained by the College.
   b. **After Commencement**
      Parents must give at least one full school term’s notice, in writing, for withdrawal of the student. Failure to do so will require the payment of a full term’s fees in lieu of notice for each student in the family.

I/We accept the Conditions of Enrolment as set out above and have retained a copy of these Conditions of Enrolment.

I/We declare that all information provided is true and correct.

I/We confirm that we are able to meet our commitment regarding the payment of fees.

I/We give permission for a representative of Norwest Christian College to contact my child’s previous school for the purpose of obtaining additional information about him/her.

I/We have enclosed copies of the following documents (where appropriate):

- [ ] birth certificate
- [ ] immunisation certificate
- [ ] latest school report
- [ ] NAPLAN results

Father/Guardian

[ ] name  [ ] signature  [ ] date

Mother/Guardian

[ ] name  [ ] signature  [ ] date

Note: This Application for Enrolment should be signed by both parents/guardians
STATEMENT OF FAITH

God
There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons – Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled.

God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God's faithfulness and His fatherly concern, nothing can separate His children from His love and care.

The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was conceived by the Holy Spirit and born of a virgin, truly God and truly man. He lived a sinless life and died in our place. He was buried, rose from the dead in bodily form and ascended to heaven. Jesus is King of the universe and Head of the Church, His people whom He has redeemed. He will return to gather His people to Himself, to judge all people and bring in the consummation of God's Kingdom.

The Holy Spirit proceeds from the Father and the Son. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the course of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them to serve the Lord.

The Bible
The Bible, which is comprised of the books of the Old and New Testament, is the inspired, inerrant and infallible Word of God, and the only absolute guide for all faith and conduct. It is indispensable and determinative for our knowledge of God, of ourselves and of the rest of creation.

God's World
Adam and Eve, the parents of all humankind were created in the image of God to worship their Creator by loving and serving Him, and by exercising dominion under God's rule by inhabiting, possessing, ruling, caring for and enjoying God's creation. Consequently the purpose of human existence is to glorify God and enjoy Him forever.

Sin entered the world through Adam's disobedience, because of which all people are alienated from God and each other and, as a result, they and all creation are under God's judgment.

All people have sinned and, if outside of Christ, are in a fallen, sinful, lost condition, helpless to save themselves, under God's condemnation and blind to life's try meaning and purpose.

God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the sinless One, He took upon Himself the just punishment for our sins.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Out of gratitude for God's grace and in dependence on the Holy Spirit, God's people are called to live lives worthy of their calling in love and unity and in obedience to God in all spheres of life. They are responsible to ensure that the gospel is faithfully proclaimed. Christian parents are required to bring their children up in the discipline and instruction of the Lord and to diligently teach them the truth of God's Word.
OCCUPATION GROUP

Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

GROUP 1
Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/police/fire services administrator

Other administrator [College principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.


Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship’s captain/officer/pilot, flight officer, flying instructor, air traffic controller]

GROUP 2
Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.


Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

GROUP 3
Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

GROUP 4
Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitability staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades’ assistant, College/teacher’s aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]