



Emmanuel College is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS). This agreement aligns with Emmanuel College Enrolment Policy and MACS Enrolment Framework.

Please read the terms and conditions outlined below before signing the agreement. Confirmation of enrolment offer requires the acceptance and signing of the Enrolment Agreement.

## Terms and Conditions of Enrolment

### 1. Education services

- 1.1. Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. MACS colleges offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2. Catholic education services includes:
  - 1.2.1. targeted support to students assessed by the school as requiring additional assistance with literacy and numeracy. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
  - 1.2.2. targeted support to students assessed by the school as requiring assistance with social and emotional development. The degree of support provided will be determined with consideration of the number of students who would benefit from assistance and the resources available to the school.
- 1.3. Parents, guardians and carers, as the first educators of their children, enter into a partnership with the college to promote and support their child's education. Parents/guardians/carers must assume responsibility for maintaining this partnership by supporting the college in the provision of education to their children within the scope of college's registration and furthering the spiritual and academic life of their children.

### 2. Enrolment

- 2.1 Parents/guardians/carers are required to provide information about their child during the enrolment procedure, both at the application stage and if the college offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the college.

If the information requested is not provided, the college may not be able to enrol your child.
- 2.2 To meet MACS and government requirements, parents/guardians/carers will need to provide the college with a completed enrolment form including, among other things, the information listed below:
  - evidence of your child's date of birth (e.g. birth certificate, passport)
  - religious denomination
  - previous college reports (if applicable)

- names and addresses of the child and parents/guardians/carers; telephone numbers (home, work, mobile) of parents/guardians/carers
- names of emergency contacts and their details
- specific residence arrangements
- information about the language/s your child speaks and/or hears at home
- nationality and/or citizenship including the visa sub-class granted upon entry to Australia (prior to citizenship being granted), where applicable
- doctor's name and telephone number
- diagnoses, medical conditions, health needs and immunisation history
- information on known additional learning needs (e.g. whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- parenting agreements or court orders, including any guardianship orders.

After lodgement of the enrolment form, college staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that have been noted on the enrolment form. In addition, it is often useful for parents/guardians/carers to attend a meeting with college staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

- 2.3 Subject to any special exercise of discretion by MACS, the order of priority for enrolment in MACS colleges is detailed in the college's Enrolment Policy.

### 3. Fees

- 3.1 The setting of the levels of fees, levies and other compulsory ad hoc charges in MACS colleges is the responsibility of the school within the prescribed requirements of MACS, considering the allocation of government funds. School fees generally cover most curriculum-related activities. In some cases, additional costs may be required for some excursions, camps, activities, and programs. Where additional levies and charges are required, the school informs parents/guardians/carers of cost details in advance.
- 3.2 The school offers a number of methods for paying fees, levies and ad hoc charges to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required payment of fees, levies and ad hoc charges, you are welcome to discuss this with the Business Manager or Principal of the school.
- 3.3 Parents/guardians/carers are responsible for the payment of all fees, levies and charges associated with the student's enrolment and attendance at the school, as contained in the school's Fees, Levies and Charges Schedule, including payment options, are provided to parents/guardians/carers in December of each year. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion over whether to allow a student to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 3.4 The college reserves the right to further consider the enrolment of siblings where a current student's fees and charges remain outstanding.

## 4. Enrolment with reference to maximum age exemption

- 4.1 The college's enrolment policies and procedures are intended to ensure that, when enrolling students, MACS schools are compliant with relevant Victorian and Australian government legislation. Generally, a person who is aged over 18 years must not be enrolled at, or allowed to attend a MACS school, or participate in any program or course conducted unless they:
- have been granted an exemption by the MACS Executive Director or delegate
  - fall within an exception to the maximum age requirements.
- 4.2 Approval for maximum age exemptions will only be granted in exceptional circumstances.
- 4.3 Application for maximum age exemption should be made on the *Maximum Age Exemption Application Form* and submitted to the MACS Regional General Manager for approval by the Executive Director (or delegate).

## 5. Child safe environment

- 5.1 Catholic college communities have a moral, legal and mission-driven responsibility to create nurturing college environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 5.2 Every person involved in Catholic education, including all parents/guardians/carers at our college, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 5.3 The college's child safe policies, codes of conduct and practices set out the commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with students to safeguard them against abuse.
- 5.4 The college has established human resources practices where newly recruited staff, existing staff and volunteers in the college understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of the college's relevant policies and procedures. The college also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with students as part of our human resources practices.
- 5.5 The college has robust, structured risk management processes as prescribed by MACS that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities with which students within our college engage.
- 5.6 The college, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 5.7 The college's child safety policies and procedures are readily available and accessible. Further details on MACS' and the Catholic education community's commitment to child safety across Victoria can be accessed at:
- the Catholic Education Commission of Victoria Ltd child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - the Catholic Education Commission of Victoria Ltd Statement of Commitment to Child Safety <https://www.cecv.catholic.edu.au/getmedia/b5d43278-51b9-4704-b45a-f14e50546a70/Commitment-Statement-A4.aspx> (available in English, Arabic, Simplified Chinese, Tagalog, and Vietnamese)
  - the MACS child safety page [www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx](http://www.macs.vic.edu.au/Our-Schools/Child-Safety.aspx).

## 6. Period of Enrolment

- 6.1 The enrolment of the student, once approved by the principal of the college, commences in the entry year, and continues until the completion of the last year at the college or until the student's enrolment is otherwise withdrawn or terminated.

## 7. Policies and procedures

- 7.1 All the college's enrolment policies and procedures are available on the college website. For the purposes of this agreement, a reference to college's Policies and Procedures also includes processes, guidelines, and any other applicable governance documentation.
- 7.2 The parents/guardians/carers must comply with and take all reasonable steps to uphold the college's policies and procedures, as introduced or amended from time to time, including those concerning or dealing with:
- (a) the care, safety and welfare of students
  - (b) standards of dress, grooming and appearance
  - (c) grievance and complaints
  - (d) social media and the use of information, communication, and technology systems
  - (e) student behaviour and conduct and discipline of students
  - (f) parent behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as may be published from time to time
  - (g) privacy.
- 7.3 The college has absolute discretion in all its operational and educational matters and offerings as determined by its governing body, MACS, and subject to relevant delegations to the principal of the college.

## 8. Terms of enrolment regarding acceptable behaviour or conduct

- 8.1 The college is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The college community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 8.2 Every person at the college has a right to feel safe, to be happy and to learn, therefore we aim to:
- promote the values of honesty, fairness and respect for others
  - acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - maintain good order and harmony
  - affirm cooperation as well as responsible independence in learning
  - foster self-discipline and develop responsibility for one's own behaviour.
- 8.3 MACS and the college administration, in consultation with the college community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body, taking into consideration the student's aboriginal, cultural, religious or diverse backgrounds or circumstances.
- 8.4 As a term of your child's enrolment, parents/guardians/carers agree that the student is required to comply with the college's behaviour aims and code of conduct, and to support the college in upholding prescribed standards of dress, appearance and behaviour and ensure compliance with the Code of Conduct for Students.

- 8.5 The parents/guardians/carers agree to be responsible for ensuring that the student is aware of all policies and procedures that apply to the student, including those relating to the student conduct and behaviour and any code of conduct for students, and to actively support the college in the implementation of such policies, procedures and codes of conduct.
- 8.6 The parents/guardians/carers agree to comply with any code of conduct for parents/guardians/ carers or other policy implemented by the college from time to time which sets out the college's expectations of parents/guardians/carers who have a student enrolled at the college.
- 8.7 The parents/guardians/carers agree that any unacceptable behaviour by a child, or significant and/or repeated behaviour by a parent/guardian/carer that, in the college's view, is unacceptable and damaging to the partnership between parent/guardian/carer and college, or otherwise in breach of the student code of conduct or the parent/guardian/carer code of conduct may result in suspension or termination of the student's enrolment.

## 9. Terms of enrolment regarding conformity with principles of the Catholic faith

- 9.1 As a provider of Catholic education, the principal will take into account the need for the college community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of college administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at the college. However, MACS reserves the right to exercise administrative discretion in appropriate circumstances to suspend or terminate enrolment, where it is necessary to do so to avoid injury to the religious sensitivities of the Catholic college community.

## 10. Terms of enrolment regarding provision of accurate information

- 10.1 It is vitally important that the principal is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the college is required to provide additional support to the student.
- 10.2 Parents/guardians/carers must provide accurate and up-to-date information when completing the enrolment form and must supply the college, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused or terminated where a parent/guardian/carer has unreasonably refused to provide requested information or knowingly withheld relevant information from the college.
- 10.3 Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety and wellbeing needs, it is a term of the student's continuing enrolment that such information is provided to the college promptly. Non-provision of such information will be treated as breach of these terms and conditions of enrolment.
- 10.4 The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 10.5 Any breach of the terms and conditions of enrolment regarding provision of accurate information that is not rectified upon request by the college may result in a suspension or termination of enrolment.

## 11. Enrolment for children with additional needs

11.1 The college welcomes parents/guardians/carers who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the college and parents/guardians/carers prior to enrolment regarding:

- the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs, for example, giftedness or an experience of trauma
- the nature of any additional assistance that is recommended or appropriate to be provided to the child, for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant
- the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians/carers and the college will work in partnership to achieve these goals
- any limitations on the college's ability to provide the additional assistance requested.

11.2 The procedure for enrolling students with additional needs is otherwise the same as for enrolling any student.

11.3 As every child's educational needs can change over time, it will often be necessary for the college to review any additional assistance that is being provided to the student, in consultation with parents/guardians/carers and the child's treating medical/allied health professionals, to assess whether:

- the additional assistance remains necessary and/or appropriate to the student's needs
- the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals.

It remains within the college's ability to continue to provide the additional assistance, given any limitations that may exist.

11.4 To support a child's learning and wellbeing needs, students with additional needs can access school-based and MACS learning diversity assessment consultancy services if determined as required to clarify their learning profile and build teacher capacity to support student needs. Please refer to the MACS website for further information: <https://www.macs.vic.edu.au/Our-Schools/Students-with-Diverse-Learning-Needs.aspx>

## 12. Assessment and updates

12.1 Various opportunities are provided to keep parents/guardians/carers up to date with their child's progress. Two comprehensive written reports will be provided each year and arrangements will be made for at least one interview where parents/guardians/carers can discuss their child's development with their teacher. In addition, a meeting can be arranged if there are any concerns or you wish to receive an update on progress.

## 13. Discipline

13.1 The college has absolute discretion to determine when student conduct warrants disciplinary action to be taken. The college may apply disciplinary measures that it deems appropriate in accordance with the college's policies and procedures, which may include:

- withdrawal of privileges
- detention at such times as the principal may deem appropriate

- requiring the student to undertake additional college work during or after normal college hours
- suspension
- expulsion
- such other consequences as the college considers reasonable and appropriate.

13.2 Any serious failure by the student to comply with the college's policies and procedures may affect the student's enrolment at the college. The student may be suspended from attending the college, their enrolment may be terminated and/or the college may charge or retain all or part of the fees, levies, or charges for that term.

## 14. Termination of student's enrolment by the college

14.1 The college reserves the right to require the parents/guardians/carers to withdraw the student from the college or to cancel the student's enrolment at any time if the college reasonably considers that:

- the student's behaviour, attitude or conduct to schoolwork, other college activities or while attending college is unsatisfactory
- the student has demonstrated unsatisfactory conduct or performance, or misconduct
- the student fails to obey the college's policies and procedures or any student code of conduct of the college
- a mutually beneficial relationship of trust and cooperation between the parents/guardians/ carers and the college or any of its staff has broken down to the extent that it adversely impacts on the college, any of its staff or the ability of the college to provide satisfactory educational services to the student
- the student's progress and performance are such that the student is not benefiting from the academic courses provided by the college
- the behaviour or conduct of the parents/guardians/carers towards the college or to any of its staff breaches any Parent/Guardian/Carer Code of Conduct
- if any accounts or fees payable by the parents/guardians/carers are not paid within the college's terms of payment or within the terms of any written agreement between the college and the parents/guardians/carers permitting a later or deferred payment
- circumstances exist whereby the ongoing enrolment of the student at the college is considered to be untenable or is not in the best interests of the student or the college.

## 15. Appeal process on enrolment decisions

15.1 Emmanuel College is required to maintain a fair, effective, and efficient complaints-handling process so that complaints about enrolment and other matters at the college can be addressed.

15.2 If a parent/ guardian of the student would like to make an appeal about the enrolment process and/or enrolment decision, consider raising the concerns to the principal or relevant person either in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to the Emmanuel College Complaints Handling policy or guidelines for further information.

15.3 If the matter cannot be resolved at the college level, complainants are advised to contact the relevant MACS Regional Office. Alternatively, parents/guardians/carers may lodge a complaint online and read the MACS Complaint Handling policy at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## 16. General

- 16.1 This enrolment agreement constitutes the sole and entire agreement between the parents/guardians/carers and MACS in relation to the enrolment of the student at the college.
- 16.2 The parents/guardian/carers acknowledge that MACS may from time to time vary the terms and conditions of this enrolment agreement. The related policies and Codes of Conduct are published on the school website. The school will notify parents when they have been updated.
- 16.3 Parents/guardians/carers acknowledge that a student's enrolment at the college and this agreement with MACS may be terminated in the event of a material breach of this agreement or where the application of one of the college's policies and procedures necessitates or permits such termination.
- 16.4 Any warranty, representation, guarantee or other term or condition whatsoever that is not contained in this agreement is excluded and is of no force or effect.
- 16.5 The agreement is governed by the laws of the State of Victoria, Australia.

## Acceptance of enrolment

- By signing this Enrolment Agreement, I acknowledge that I enter into an agreement with Melbourne Archdiocese Catholic Colleges Ltd (MACS), as the owner and governing authority for the college, and I understand and accept the terms and conditions of enrolment as set out in this Enrolment Agreement. I agree that there are certain expectations, obligations and guarantees required of parents/guardians/carers of the college's students, so that a harmonious relationship may be established.
- I accept the offer of enrolment of my child at the college in the entry year and entry level noted on the enrolment application form.
- I will support and abide by all MACS and college policies and procedures (including processes, guidelines and other governance documentation), as amended from time to time, in relation to programs of studies, sports, pastoral care, college uniform, acceptable behaviour, child safety, discipline and general operations of the college.
- I will ensure that the information I have provided is kept up-to-date throughout the period of enrolment and I will notify the college promptly of any changes to that information (e.g. change of residential address, changes to parenting orders).
- I have read and understand the fees and levies & charges schedule included in my enrolment offer and agree to be jointly and severally liable for all fees and charges that maybe levied by the college from time to time in respect of the student's education and enrolment. School fees and charges are set out in the college Fees, Levies & Charges schedule published every year, and payment terms will be specified in that schedule or via college invoices.
- I will pay the current college fees and levies for my child and also pay any variation or increase of fees and levies as required by the college, or I will otherwise notify the college immediately if I am experiencing financial difficulties.
- I will support my child's participation in the religious life of the college (e.g. college liturgies, retreat programs).
- I will attend parent/teacher and information evenings which relate to my child.
- In the event I have any concerns, I will raise them initially with the relevant teacher or the college principal.
- I will treat all members of the college community with respect as befits a Catholic college.
- If in time of emergencies, accidents, or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by

ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred.

- As a parent/guardian/carer, I will support the vision of MACS, the college and parish. In accepting the enrolment, I agree to abide by all MACS and college policies and procedures which are reviewed regularly and may be subject to change at the college's discretion. I will work with the college to support the academic/social/behavioural needs of my child. I understand that the consequence of not complying with MACS' and the college's policies and procedures may result in the termination of the enrolment.
  - I have read and understand the Parent/Guardian/Carer Code of Conduct and the criteria for termination of enrolment as provided for in the Emmanuel College policies and/or procedures, and agree to comply with expected parent/guardian/carer behaviour and conduct, including any Parent/Guardian/Carer Code of Conduct as published from time to time on the school's website and notified to parents.
- I accept that my child will read and understand the Student Code of Conduct and agree to comply with expected student behaviour and conduct, including any Student Code of Conduct as may be published from time to time on the school's website and notified to parents.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

**Parent 1/guardian 1/carer 1  
signature**

Date:

**Parent 2/guardian 2/carer 2  
signature**

Date:

***Disclaimer:*** Personal information will be held, used and disclosed in accordance with the MACS Privacy Collection Notice and Privacy Policy enclosed in the enrolment pack and available on the college website [www.ecmelb.catholic.edu.au](http://www.ecmelb.catholic.edu.au)