



RTO NO. 30526

Trustees of Edmund Rice Education Australia
Trading as

ST JAMES COLLEGE

*A Catholic School in the
Edmund Rice Tradition*



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

Address: 201 Boundary Street
Spring Hill QLD 4000
Australia

Phone: +61 7 3230 8600

Fax: +61 7 3839 3058

Email: international@stjamescollege.qld.edu.au

INTERNATIONAL APPLICATION FORM

DOCUMENTS REQUIRED WHEN SUBMITTING THIS APPLICATION

- Payment Receipt of \$250 AUD Application Fee (application fee is non-refundable). Please see the Payment Slip/Details on page 4 of this application form.
- Reports from home country
- Reports from Australian Language and/or High Schools (if applicable)
- Copy of student's Passport
- Copy of student Visa
- Copy of student's OSHC Card (if applicable)

STUDENT DETAILS

SURNAME (USE CAPITAL LETTERS)							
FIRST NAME							
PREFERRED NAME				GENDER		<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
DATE OF BIRTH		COUNTRY OF BIRTH		NATIONALITY			

COURSE SELECTION

SECONDARY EDUCATION YEARS 7 – 10 COURSE CODE: 082489B		<input type="checkbox"/> TERM 1	<input type="checkbox"/> TERM 2	<input type="checkbox"/> TERM 3	<input type="checkbox"/> TERM 4
SECONDARY EDUCATION YEARS 11 – 12 COURSE CODE: 007705K		<input type="checkbox"/> TERM 1	<input type="checkbox"/> TERM 2	<input type="checkbox"/> TERM 3	<input type="checkbox"/> TERM 4
SHORT TERM STUDY PROPOSED DATES		FROM ___/___/____ UNTIL ___/___/____			
WELFARE DATES		FROM ___/___/____ UNTIL ___/___/____			
YEAR LEVEL		HOMEROOM			
REGISTRATION NUMBER		STUDENT NUMBER			
COMMENCEMENT DATE		LEAVE DATE			

PLEASE NOTE

- Failure to disclose all relevant and correct information could result in cancellation of enrolment.
- Application Fee is not refundable in the event of non-acceptance or voluntary cancellation of enrolment.
- For under 18 students, travel to Australia must be arranged to comply with Nominated Welfare Dates (these will be outlined on the Written Agreement – Letter of Offer).
- Students are obliged to keep St James College informed of any changes to contact details.
- A Contact Details Form will be distributed every semester by the college. This must be completed and submitted to the International Department within 2 weeks of receiving the form.

Please note: Completed Application Form is required to be sent with documents listed on this page to international@stjamescollege.qld.edu.au or via post to 201 Boundary Street, Spring Hill QLD 4000, Australia.

STUDENT CONTACT DETAILS IN AUSTRALIA

CHANGE OF ADDRESS AND CURRENT CONTACT DETAILS

- a. The student is obliged to notify the school of any change of address while enrolled at the School. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.
- b. Where St James College has approved the student's welfare and accommodation arrangements, the student requires both the school and the parent's approval for any changes to welfare and accommodation arrangements.
- c. The school is required by law to request confirmation of current address and contact details in writing for each student (and parent or legal guardian if a student is under 18 years of age) at least every six months.

STUDENT FULL NAME			
DATE OF BIRTH			
COUNTRY OF BIRTH			
NATIONALITY			
LANGUAGE SPOKEN AT HOME			
GENDER		<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
ADDRESS IN AUSTRALIA			
MOBILE NUMBER			
EMAIL ADDRESS			
RELIGION			
PASSPORT NO.		PASSPORT EXPIRY	
VISA NO.		VISA EXPIRY	
OSHC FUND NAME & CARD NO.		OSHC EXPIRY	
DATE OF ARRIVAL IN AUSTRALIA			
DURATION SPENT IN ENGLISH LANGUAGE CENTRES IN AUSTRALIA			

PARENT/S CONTACT DETAILS OVERSEAS

FATHER'S FIRST NAME		FATHER'S SURNAME	
MOTHER'S FIRST NAME		MOTHER'S SURNAME	

FATHER

ADDRESS	
PHONE NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS	

MOTHER

ADDRESS	
PHONE NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS	

EMERGENCY CONTACT DETAILS IN AUSTRALIA

(Another person(s) St James College can contact in an emergency who can speak English if parents cannot be contacted or do not speak English)

EMERGENCY CONTACT'S FULL NAME	
RELATIONSHIP TO STUDENT	
ADDRESS IN AUSTRALIA	
PHONE NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS	

HOMESTAY CONTACT DETAILS

HOMESTAY FATHER'S FULL NAME	
HOMESTAY MOTHER'S FULL NAME	
ADDRESS IN AUSTRALIA	
HOME PHONE	
HOMESTAY FATHER'S MOBILE	
HOMESTAY MOTHER'S MOBILE	
EMAIL ADDRESS	

AGENT CONTACT DETAILS

AGENCY TRADING NAME	
AGENCY ABN/ACN	
CONTACT PERSON	
ADDRESS	
POSTAL ADDRESS (if different to address above)	
PHONE NUMBER	
MOBILE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
WEBSITE	

****THESE CONTACT DETAILS ARE COMPULSORY BEFORE APPLICATION CAN PROCEED****

MEDICAL HISTORY – SPECIAL ASSESSMENTS

CONDITION / HISTORY	YES / NO	DETAILS / MEDICATION / TREATMENT
BIRTH CONCERNS		
VISION CONCERNS		
HEARING CONCERNS		
HEAD INJURY		
CONVULSIONS		
DIABETES		
ALLERGIES		
TETANUS IMMUNISATION		(Year)
RUBELLA IMMUNISATION		(Year)
MEASLES / MUMPS VACCINATION		(Year)
OTHER (PLEASE SPECIFY)		
SURGERIES/DISORDERS OR RECURRING ILLNESSES, E.G. ASTHMA		

List previous schools attended (list most recent school first and years attended) including language school from the last 3 years.

START DATE	FINISH DATE	INSTITUTION	LEVEL
1.			
2.			
3.			

PAYMENT BEING MADE BY

- Credit Card (please complete credit card details below).
- Cheque (please attach a copy to this form).
- Bank Transfer (see payment instructions below).

CREDIT CARD PAYMENT DETAILS

NAME ON CARD			
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Bankcard	
AMOUNT	CREDIT CARD NUMBER	EXPIRY DATE	

INSTRUCTIONS FOR BANK TRANSFER

BANK	Commonwealth Bank of Australia
BRANCH	240 Queen Street, Brisbane QLD 4000
BSB	064 000
ACCOUNT NUMBER	1165 2306
SWIFT CODE	CTBAAU2S
ACCOUNT NAME	Archdiocesan Development Fund

****Quote Student's full name as Reference when making payment****

RESPECTING YOUR PRIVACY

All information on the Application for Student Enrolment form is strictly confidential and will be kept by your school and Edmund Rice Education Australia (EREA). The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education in the Edmund Rice tradition. In addition, some of the information we collect, and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians/carers.

Catholic Schools and EREA are bound by the *Privacy Amendment (Private Sector) Act 2000* and have adopted the ten (10) National Privacy Principles. A privacy statement detailing our practices and procedures for the use and management of the personal, sensitive and health information we collect, and record can be obtained upon request at your school's office.

We need your enrolment details for the following:

Student, Parents, Homestay Parents, Agent, Emergency Contact Details

- Pages 2 and 3

- Email address, telephone, living address details for student/parents/guardians/carers – for contact in an emergency, to discuss matters regarding the student's education, or for other educational purposes.

Student Background Information

- Pages 1 and 2

- This information is a standard requirement on all enrolment forms Australia-wide as part of the Australian Government *Schools Assistance Act 2004*.
- This includes information about the student's country of birth, indigenous status and languages spoken, along with student visa status.
- The information you provide will assist school education authorities in ensuring funding and teaching resources are appropriately allocated to Catholic Schools and will assist in planning for future educational needs.
- Some of this information will be forwarded to the Australian Government, but EREA's strict reporting protocols ensure data does not identify individual students or parents/guardians/carers.

Emergency Contacts

- Page 2

- Required in the event the school is unable to contact parents/guardians/carers/agent/homestay parents. Please ensure that the people named agree to their details being provided to schools.

Student Medical Information

- Page 3

- Health information – so that our staff can properly care for your child. Please ensure this is up-to-date, as incomplete or inaccurate health information may put your child's health at risk.
- We require details of student medical conditions and/or disabilities, and medication they may need whilst at school. It is the responsibility of the parent/guardian/carer/agent/homestay parents to provide medication to the school in an authorised pharmacy packet. ***Please contact your school if you require further information or clarification regarding the Medications Policy.***
- Inform the school if your child develops a medical condition that may require regular or emergency attention from school staff. In the event that this information is not provided, the school will not be liable for any failure to render assistance to the child.
- Medical information will be shared with school staff on a "need to know" basis. Relevant sections of your child's medical records may be held at the school in suitable locations to ensure that appropriate action is taken in emergencies.

Consents

- Page 8

- Consent is required by the parent/guardian/carer of the child for all Category A (short duration and day) activities and all Category B (extended activities/excursions) activities.
- Consent is also required by the parent/guardian/carer of the child for media and communication releases. Such material will be used for the purposes of advertising, promotion, media publicity, school website, publication, and display for any EREA or Queensland Catholic Education Commission purpose in whole or in part.

These consents are ongoing. If you wish to withdraw consent, please inform the school in writing.

General

In this contract, the expression "Principal" includes any person from time to time acting, delegated or nominated as Principal or other staff members for the time being carrying out the duties or exercising the authority of the Principal.

In the event that the College makes an offer of a place at the school to the student as named above then I/we, the undersigned, being the parents/legal guardians of the above-named student will accept the offer of a place in the class and year of entry, as indicated above and I/we accept the following conditions upon which the offer is made:

1. I/we seek a Catholic education for our son/daughter and I/we support the Christian values of the school and the values of the *EREA Charter*, the Religious Education and other school initiatives that actively espouse and promote Christian values. I/we understand that while my/our child is a student at the school, he/she is expected to take part in and support these faith activities and respect the religious principles and practices of the school, and that failure to do so could lead to cancellation of enrolment.
2. I/we accept that our son/daughter is admitted to the school on the condition that he/she will abide by the school rules, codes of behaviour and policies, including those regarding curriculum, discipline, dress, conduct and well-being and that I/we will support school expectations and policies.
3. In this support, I/we will keep the school indemnified against any loss or damage caused by any failure of my/our son/daughter to observe the school rules, codes of behaviour and policies.
4. I/we accept that during the time the student attends the school he/she will live in the care and control of at least one of the above-named enrolling parties to this contract. Should there be any change in this regard the continuation of enrolment of the student will be conditional upon a written addendum to the enrolment form attesting to the responsibilities undertaken by the head of the household in which the student is to reside and acceptance of the arrangement by the Principal.
5. I/we agree to work in partnership with the school in the best interests of our son/daughter and all other students.
6. I/we acknowledge the educational expertise of St James College and will support its educational initiatives for my/our son/daughter.
7. I/we agree that the codes of behaviour and policies of St James College and EREA may be altered or added to at any time, using due process.
8. If the student is to cease his/her enrolment, I/we will give written notice of the proposed change at the earliest opportunity.

Tuition Fees

9. The College reserves the right to vary this schedule upon notice to the Fee Payer whose signature/s appear on the Application Form. Should the name of the Fee Payer change for any reason, that person/s has the responsibility to inform the College immediately. Fee and levies are billed at the commencement of each semester. Payment may be made in a variety of methods agreed to in consultation with the College Business Manager.
 - I/ We acknowledge that we are jointly and severally liable for the payment of fees and levies.
 - Should my/our account be placed in the hands of debt recovery consultants, then I/we hereby agree to pay all expenses relating to the recovery of my/our account, and we understand that any default debt may be reported to a credit reporting agency.
 - I/we acknowledge to give written notice as soon as possible should I/we choose to withdraw our son/daughter from the College and we agree that all outstanding fees will be finalised by the date of departure.
 - If I am eligible for a fee concession rate, this must be negotiated with the Business Manager prior to the student commencing at St James College.

Medical or Emergency Situations

10. In the event of any medical or other emergency arising in which the school considers it impossible or impracticable to communicate with the undersigned parents/guardians/carers, I/we accept and give consent that the school will take all reasonable care of my/our son/daughter but will not be responsible for the costs of any medical or dental attention or treatment administered to my/our son/daughter 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 son/daughter including attention provided at the School Sick Bay.

Behaviour, Attendance, Property

11. This consent which I/we have given is valid at all times while the student is in the custody of the school, including but not limited to, such times as the student is on campus, is present at school camps or is attending or participating in a work experience program including structured work placements, traineeships or apprenticeships, excursions or functions.
12. The Principal, or delegate/nominee, has authority to apply whatever disciplinary measures are appropriate or necessary in relation to the conduct of my/our son/daughter, both inside the school and at outside school related events. This includes behaviour whether inside or outside the school that might bring the good name of the school into disrepute and may include the decision to suspend/exclude/expel the student for any cause judged to be sufficient. The law and the Student Protection Policy require the school to contact State Authorities in cases of suspected harm or sexual abuse to students.
13. The school does not insure my/our son's/daughter's personal property of any description. (e.g. mobile phones, computers etc).
14. I/we will use my/our best endeavours to ensure the student will not be absent from or late to school without leave of absence, and that term dates as advertised will be adhered to.
15. Students absent without leave being granted may forfeit credit for assessments missed during their absence.

This contract will be binding and remain in force for the duration of my/our son's/daughter's enrolment at the College. It will remain binding for matters relating to the collection of outstanding fees and the collection of school owned resources beyond the term of enrolment.

CONSENTS

Excursion, Camps, Functions: There are two categories of such events.

- **Category A activities are curricular or co-curricular activities that are of short duration within a single school day.**
 - **Category B activities are curricular or co-curricular activities that extended activities over more than one day such as camps, tours, carnivals or any other activity that may have a higher than average inherent risk factor attached.**
1. Provided we are informed in writing of a proposed **Category A** curricular or co-curricular activities conducted with the approval of the Principal (including day excursions and functions), I/we consent to the student participating in such activities. If he/she is unable to participate for any reason, I/we will contact the school.
 2. In addition to the above, I/we consent to the student travelling with appropriate supervision on school and/or public transport to participate in all regular **Category A** activities e.g. curricular, sporting and extra-curricular activities conducted with the approval of the Principal, including day trips, short excursions and functions.
 3. I/we accept that this consent lasts for the period the student is at the school and that, apart from being given notice of the activity, no further consent may be sought for **Category A** activities.
 4. For **Category B** activities, I/we can expect to be informed by the College *in writing* to seek specific consent for such activities and that our response will be required *in writing*. Should the response not be received by the closing date nominated in the original communication, then our child will not be permitted to attend the activity.

Student Privacy

5. I/we authorise my child's school to take (or authorise others to take) and use photographs, video or sound recordings of my child and any other reproductions or adaptations of my child's likeness, either in full or part, in conjunction with any wording or drawings. I/we understand this material will be used for the purposes of advertising, promotion, media publicity, publication, the school web page, display of my child's school and/or for any other Edmund Rice Education Australia or Queensland Catholic Education Commission purpose in whole or in part. I/we understand that a consent form is not required for and does not apply to class photos and school team photos which may be used in the school magazine and that any objection I/we have to these internal publications must be specifically made to the school. I/we understand that I/we or my child does not have any interest in the copyright to the material nor shall we receive any payment.
6. I/we consent to the school sharing my/our personal information (limited to name, address, telephone numbers, occupation) to its associated supporting groups (e.g. Parents & Friends Association, sporting and cultural support groups), and my son's/daughter's details to the College's Past Students' Association when he/she leaves the school, if applicable.
7. I understand that in the event of a referral for personal counselling at the College, efforts are routinely made to inform parents that the child has been referred. The student may also refer themselves without first consulting a parent. There are also circumstances in which a counsellor will honour a student's request that they refrain from contacting a parent to advise of any referral or engagement. In all instances, College counsellors are obliged to inform parents or relevant authorities if a student appears to be at significant risk of harm to self or others.
8. I/we have made full disclosure of all information requested by the school in the Application for Enrolment Form and am/are aware of our continuing obligations to keep the school informed of any changes which may affect the applicant's wellbeing or progress at the school.

STUDENT SIGNATURE		DATE	
MOTHER SIGNATURE		DATE	
FATHER SIGNATURE		DATE	
PRINCIPAL SIGNATURE		DATE	

STUDENT BEHAVIOUR CODES

Student Management Policies including Drug Policy

(This document will be completed at the interview with Parent/Guardian and Applicant after explanation.)

St James College is committed to providing an environment which maximises educational opportunities and outcomes for all within the context of Gospel values and the ethos of Edmund Rice Education Australia. It is expected that parents and students will support behaviours that are socially responsible in respect of College rules, behaviour codes, policies and the law as detailed in the current Student Diary.

In addition, all students enrolling at this College are required, by the following written agreement, to comply with the College's policy of prohibition in respect to illegal drugs and other prohibited substances within the College context and to accept the actions and consequences which will follow as a result of a breach of that policy.

Edmund Rice Education Australia

St James College

Use of Illegal Drugs and Other Prohibited Substances by Students

1. A student at school, in the vicinity of the school, travelling to and from school or a school event, in College uniform, or at College events, or events related to or interpreted as being under the control of St James College, shall not:
 - a) knowingly have in their possession an illicit drug or prohibited substance; or
 - b) supply to another person and/or administer to himself/herself, or permit another person to administer/supply to himself/herself, an illicit drug, or prohibited substance; or
 - c) have in their possession any piece of equipment for use in connection with the manufacture, smoking, consumption or administration of an illicit drug.
2. In the event that a student breaches this prohibition, the College Drug Policy Procedures and response will be followed.

AGREEMENT – STUDENT

(To be completed at the interview.)

I, _____, promise to keep the College Rules, Behaviour Code and the Law while at school and at all school-related events and activities. I agree to comply with all aspects of the policy, stated above, in respect to drugs. I further agree that should I be involved in a breach of College policies as set out in the Student Diary, I undertake to comply with any pastoral support programs and disciplinary responses as may be decided as appropriate by the College in the circumstances.

I have read the agreement and understood my obligations under it.

STUDENT NAME			
STUDENT SIGNATURE		DATE	

STUDENT AND PARENT LAPTOP COMPUTER GUIDELINES

1. Education Purposes

- a. Students are to use their laptop computer only for educational purposes.
- b. The laptop computer comes pre-installed with all the necessary software for student use. Only authorised software is to be stored on the laptop computer.
- c. The College reserves the right to carry out software, hardware and data inspections of laptop computers at anytime.

2. Student Responsibilities

- a. Laptops are to be kept clean and free from graffiti and stickers.
- b. It is the student's responsibility to charge their laptop computer at home each evening. A limited number of spare batteries and charging facilities will be available
- c. Students are not to remove any identification labels from their laptop computer.
- d. While travelling to and from school laptop computers are to be carried in the protective case provided and placed in school bags.
- e. Laptop computers are not to be taken out of school bags and used during recess and lunch and should be in their protective case inside the student's bag or locker.
- f. The software loaded on the laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the computer when at home including their Internet use.
- c. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
- d. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 12.

4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data as recommended by the College.
- b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and installed Anti-Virus Software).

5. Technical Support

- a. Students will be given full local administrator rights of their laptop computer.
- b. Students will be trained on how to support and maintain their laptop computer.
- c. In the event of a software malfunction students may contact the College ICT Department for assistance.
- d. Students are required to keep their laptop with latest Microsoft and Anti-Virus updates

6. Use of the College Wireless Network and Internet Access

- a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student laptop computers.
- b. The downloading of large files is not permitted due to bandwidth restrictions.
- c. Students are not to remove the virus software provided and replace it with another type of virus software.
- d. Specific network settings are not to be removed or altered as this could affect the laptop computers ability to connect to the College Wireless Network.

7. Warranty, Insurance, Loss, Theft or Damage

- a. All instances of loss, damage or theft must be reported to the College ICT Support personnel as soon as possible.
- b. Student laptop computers are covered by a three year warranty with Accidental Damage Protection. This warranty does not cover theft and/or fire damage.
- c. If there is any damage to the laptop and /or case, or if the laptop and/or case is lost or stolen, and this damage or loss is due to wilful, deliberate or negligent actions, (apart from fair wear and tear), you agree to make good the damage or loss or compensate the College for the cost of repair and/or restitution.
- d. Should the student's enrolment at the College cease, the laptop and case must be returned to the College in good order and condition, (allowing for fair wear and tear).
- e. In the event of a hardware malfunction a report must be made to ICLT Services as soon as possible for warranty repair to be organised.

8. Assessment and Homework

- a. Students are encouraged to use their laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

9. Classroom Usage

- a. Student laptop computers are to be brought to school each day, however the classroom teacher will manage the use of the laptop computers in the classroom.
- b. No student is to take out or use a laptop computer without the permission of the classroom teacher.
- c. When in use, the laptop should be placed on a table or desk, not on laps. The laptop should not be carried around whilst the screen is open.

10. Ownership

- a. Students have use of the laptop computer whilst they are enrolled at the College. If students leave the College before the completion of Year 12 the laptop (including the case) must be returned to the College. Students who complete Year 12 at the college will have the laptop signed over to them if the laptop and SD Card are over 3.5 years in age.

By signing this form, I agree to the *Student and Parent Laptop Computer Guidelines* (Appendix B) and the *Acceptable Information Technology Use Policy* (Appendix C) of the *St James College Student Laptop Computer Program, Policy, Procedures and Guidelines* (both attached).

Student's Year Level

Student's Homeroom

Students Name (Please Print)

Signed

Parent/Guardian's Name (Please Print)

Signed

Date