

## CONFIRMATION OF ENROLMENT FORM

Completion of this Confirmation of Enrolment form and its return to the school acknowledges your acceptance of the Offer of Place, Enrolment Agreement and Financial Obligations.

### Confirmation of Student Enrolment Details

School Name

School Suburb

Student's Legal Surname

Student's Legal First Name

Student's Preferred Surname

*(to be used only with Principal's approval)*

Student's Preferred First Name

*(if different from Legal First name)*

Student's Date of Birth

BCE Student ID *(if known)*

Year Level

Enrolment Start Date

### Confirmation of Parent/Legal Guardian/Caregivers (1) Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname

*(if different from Legal Surname)*

Preferred First Name

*(if different from Legal First name)*

Title *(e.g. Mr/Ms/Dr)*

Gender

Male  Female

Date of Birth

Residential Address

*(not a post office box)*

Postal Address  Same as Residential Address  Different to Residential Address

Mobile Telephone Number   (Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address

*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.*

### Confirmation of Parent/Legal Guardian/Caregivers (2) Details

Legal Surname

Legal First Name

Other Given Names

Preferred Surname   
*(if different from Legal Surname)*

Preferred First Name   
*(if different from Legal First name)*

Title *(Mr/Ms/Mrs/Dr)*

Gender  Male  Female

Date of Birth

Residential Address   
*(not a post office box)*

Postal Address  Same as Residential Address  Different to Residential Address

Mobile Telephone Number   (Indicate best contact order)

Home Telephone Number

Work Telephone Number

Email Address

*(Please provide a different email address to Parent/Legal Guardian/Caregiver 1)*

*This unique email address is used for all school communications including emails, parent portal, permission slips, and fee statements.*

## Additional Contact Person Details

The following additional Contact Person Details refers to any person nominated by the Parent/Legal Guardian/Caregiver as providing some degree of care, acting as an emergency contact and/or having financial responsibility.

**Legal Surname**

**Legal First Name**

**Other Given Names**

**Preferred Surname**

*(if different from Legal Surname)*

**Preferred First Name**

*(if different from Legal First name)*

**Title** *(e.g. Mr/Ms/Dr)*

**Gender**

Male  Female

**Date of Birth**

**Residential Address**

*(not a post office box)*

**Postal Address**  Same as Residential Address

Different to Residential Address

**Mobile Telephone Number**

*(Indicate best contact order)*

**Home Telephone Number**

**Work Telephone Number**

**Email Address**

**What is the relationship of this person to the student?**

**Does this person perform any of the following roles in regard to the student?**

**Emergency Contact**

Yes *(indicate the priority be contacted e.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)*

No

**Legal Guardian**

If this person is not a birth or adoptive parent, then legal documentation must be attached.

Yes

No

**Caregiver**

A person who has responsibility for the general wellbeing of a student on a day-to-day basis.

Yes

No

**Is this person to receive any of the following forms of Communication?**

**Report Cards/Progress Reports**

- Yes
- No

**Newsletters**

- Yes
- No

**Invitations**

- Yes
- No

**Parent Portal Access**

- Yes
- No

**Does this person reside with the student?**

- Yes
- No

**Does this person require the assistance of an interpreter?**

- Yes
- No

**Acceptance of Enrolment Agreement**

1. I/We as the person/s responsible for the student, commit to fully supporting the school in its mission to foster the student's growth in a Catholic Community. I/We will support the school's Mission Statement and will encourage the student with the living out of its core values.
2. I/We accept and support the Behaviour and Uniform Policies. These support student management and are important for the safety and welfare of students.
3. I/We accept and support all other school policies and procedures. These have been formulated for the effective management of the school and support of students.
4. I/We understand that the student will use computing resources connected to the internet and that they will be required to accept conditions of use of this resource.
5. I/We accept that the student will participate in external activities such as excursions, camps, and work programs as part of the educational program. I/We will support these activities by ensuring an appropriate response is provided to school communications in relation to these by the dates indicated in each request.
6. I/We consent to the school by its servants or agents seeking medical or dental advice on behalf of the student as it sees fit in the event of accident or illness and, if in the opinion of an attending medical or dental practitioner or medical officer, the student requires medical or dental attention or treatment including, but not limited to, the administration of anaesthetic, blood transfusion or the performance of any surgical operation, to such medical or dental practitioner or medical officer giving such attention or treatment. The consent 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 at school, is present at school camps or is attending or participating in a work experience program, outing, excursion or function.
7. I/We understand that the school will take all reasonable care in the event of the student suffering accident or illness but that it will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such an 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 the student.

8. I/We (select one)

- certify that the student does not to my knowledge have any illness or disability which might interfere with or inhibit any medical or dental attention or treatment.
- give notice that the student has the following illness or disability and/or takes medication which might interfere with or inhibit any medical or dental attention or treatment but certify that to my knowledge the student does not have any other illness or disability or take medication which might interfere with or inhibit any medical or dental attention or treatment:

9. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of the student and understand that non-disclosure of relevant information will make the application, offer of enrolment and acceptance invalid.

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

d d / m m / y y y y

**Signature of Parent/Legal Guardian/Caregiver**

**Full Legal Name**

**Relationship to Student**

**Date Signed**

d d / m m / y y y y

## Acceptance of Financial Obligation

School fees and charges are set and published by the school each year. A Financial Agreement is to be entered into as part of the Confirmation of Enrolment process. Statements are sent to the nominated Account Holder(s).

By choosing and accepting **one** of the financial arrangement options below, the account holders:

- agree to be account holder(s) and accept financial responsibility for the school fees, levies and charges incurred for the enrolment of STUDENT'S LEGAL NAME
- agree that this arrangement is to be in place from d d / m m / y y y y and will apply to the fees, levies and charges incurred from this date until the conclusion of his/her enrolment at the school/college or until a new financial arrangement is made in writing
- undertake to pay school fees, levies and charges by the due date and understand that it is the responsibility of each account holder to approach the school to discuss payment options should difficulties arise meeting this obligation
- understand that as an account holder, additional details or changes to details such as addresses and contact numbers, are to be provided via the Additional Contact Person contact form
- understand that as a new account holder, the BCE Information Collection Notice must be signed.
- account holders 'acknowledge the BCE Credit Reporting Statement which is available on the BCE Public Website 'Privacy'.

**Financial Arrangement Options** (Please select one of the following *three options*)

<input type="checkbox"/> <b>Option 1: JOINT AND SEVERAL FINANCIAL RESPONSIBILITY</b> <i>(Both parties, each of whom are nominated as Account Holders, are jointly and severally responsible)            Where two parties, e.g. a mother <u>and</u> father, assume joint financial responsibility for 100% of the account</i>		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		<b>100%</b>
Acceptance:	Account Holder 1 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 2 Full Name:		
Acceptance:	Account Holder 2 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<input type="checkbox"/> <b>Option 2: SOLE FINANCIAL RESPONSIBILITY</b> <i>(100% responsibility is allocated to one person who is nominated as the Account Holder). Where only one party,            e.g. a mother <u>or</u> a father, assumes financial responsibility for 100% of the account</i>		<b>% of Fees, Levies and Charges</b>
Account Holder Full Name:		<b>100%</b>
Acceptance:	Account Holder Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<input type="checkbox"/> <b>Option 3: SPLIT FINANCIAL RESPONSIBILITY</b> <i>(Split financial responsibility is allocated to each party. Individual statements are sent to each Account Holder).            Where multiple parties are financially responsible for a portion of the account, e.g. mother - 50% <u>and</u> father -            40% <u>and</u> a grandmother - 10%.</i>		<b>% of Fees, Levies and Charges</b>
Account Holder 1 Full Name:		_____ %
Acceptance:	Account Holder 1 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 2 Full Name:		_____ %
Acceptance:	Account Holder 2 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 3 Full Name:		_____ %
Acceptance:	Account Holder 3 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
Account Holder 4 Full Name:		_____ %
Acceptance:	Account Holder 4 Signature	
Date Signed:	<u>  </u> <u>  </u> / <u>  </u> <u>  </u> / <u>  </u> <u>  </u> <u>  </u> <u>  </u>	
<b>Total (must equal 100%)</b>		<b>100 %</b>

# BRISBANE CATHOLIC EDUCATION (BCE) INFORMATION COLLECTION NOTICE



This notice explains how the school handles the personal information of students and parents or guardians (together, **you**). The school is conducted by Brisbane Catholic Education (**BCE**) and the BCE Office (**BCEO**). References to the School (and we, our) include BCE and the BCEO.

## How and why does the School Collect Personal Information?

1. The school collects personal information about you before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations. The types of personal information collected includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the provision of schooling to students enrolled at BCE schools, exercise BCE's duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of BCE Schools.
3. BCE has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws, as well as each School's duty of care to students.
4. A student's enrolment may be delayed or prevented if BCE cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide BCE with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to BCE and why. They should also be informed that they can access that information if they wish and of the contents of this notice generally.

## To Whom Does the School Disclose Information

6. BCE may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
  - personnel within BCEO;
  - other BCE schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student, (see also para 13 below);
  - government departments (including for policy and funding purposes);
  - the School's Archdiocese and the parish and other related church agencies/entities.
  - medical practitioners;
  - people providing educational, support and health services to the school, including specialist visiting teachers and consultants, specialist advisors, sports coaches, volunteers, and counsellors;
  - organisations that assist us with fundraising (see para 12 below);
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - the third-party providers of our information management and storage systems (for the purpose of the providers providing services to the school in connection with the systems);
  - people providing other information technology services to the school (see also para 9 below);
  - people providing administrative and financial services to the school.
  - third parties to allow the school to exercise a duty of care;
  - anyone to whom BCE is required or authorised to disclose the information to by law, including child protection laws; and
  - to entities for other purposes as set out in BCE's Privacy Statement or that you authorise BCE to disclose information to.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. School activities and news (including student achievements) are frequently published in the school's journals, newsletters and magazines, on our app BCE Connect, on our intranet and school social media accounts or otherwise shared with the school community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The school will obtain permissions annually if we would like to include photographs or videos of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.
9. BCE schools use centralised information management and storage systems (Systems). These Systems are provided by our preferred third-party service providers. Personal information is stored with and accessible by

third party service providers for the purpose of providing services to the BCE Schools in connection with the Systems.

10. Schools may include a student's contact details in a class list and school directory.

### **Overseas Storage and/or Disclosure**

11. BCE Schools may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the School's Privacy Statement.

### **Fundraising**

12. BCE Schools may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

### **Enrolment Applications within BCE**

13. If you make an enrolment application to another School within BCE, personal information provided during the application stage may be collected from, or shared with, the other School. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student at the new School. It may include:

- name, contact details (including next of kin), date of birth, gender, language background, previous School and religion;
- parents' names and contact details, education, occupation and language background;
- results, records, notes, and reports (if relevant to the student's continuing education).

### **Transferring schools within BCE**

14. If you make an enrolment application (and have been accepted) to transfer from your School to another BCE school, BCE and your School may disclose certain personal and sensitive information to the new school to facilitate the transfer of the student, to look after the student's education, social, spiritual and medical well-being (and that of other students at the new school) and to enable the new School to exercise its duty of care. The disclosure is not for any purpose relating to the new School's decision as to the student's suitability for enrolment. The sensitive information that we disclose may include:

- health information (such as details of disability and/or allergies, learning supports, medical reports, counselling reports and names of doctors), health fund or Medicare information;
- Information about referrals to government welfare agencies, notes of criminal activity or concerning behaviour (such as weapons, drugs, bullying or harassment);
- Court orders and domestic violence orders.

Disclosure to the new School will be on a secure basis and limited to only those personnel at the new School who need to have access to the information.

If any information we hold about you has become out of date or inaccurate, please advise us so that we can update it accordingly before it is transferred to the new school.

### **Your Rights and How to Make a Complaint**

15. The BCE Privacy Statement, accessible at [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au), sets out how you can:

- seek access to and correction of your personal information which the school holds; and
- make a privacy complaint and how we will handle the complaint.

If seeking to access and/or correct your personal information, please note that there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to a student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

### Our privacy position

16. BCE is bound by the *Privacy Act 1988* and the thirteen (13) Australian Privacy Principles. The BCE Privacy Statement detailing BCE's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the BCE website [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). To the extent that BCE collects, uses, and discloses credit information (relating to its billing practices), BCE's Credit Reporting Statement will also apply. The Credit Reporting Statement is available at [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au). A hard copy of either Statement can be provided on request.

### Your consent

17. If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student. Please sign where indicated below to confirm that BCE is authorised to collect, use, and disclose the personal and sensitive information as described above.

#### Name of school

#### Signature of Parent/Legal Guardian/Caregiver

#### Signature of Parent/Legal Guardian/Caregiver

#### Full Legal Name

#### Full Legal Name

#### Relationship to Student

#### Relationship to Student

#### Date Signed

#### Date Signed

## CONFIRMATION OF ENROLMENT FORM CHECKLIST

Please ensure the following documents are signed and attached before final submission to the school.  
All documents need to be returned to finalise enrolment

#### Documents required:

- Confirmation of Enrolment Form
  - *Acceptance of Enrolment Agreement*
  - *Acceptance of Financial Obligation*
- BCE Information Collection Notice
- Media Consent
- Student Device and Internet Resource Consent form
- Individual School Consent forms
- Individual School Policy documents
- Enrolment Deposit

#### Completed

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- 
- (if applicable)*
- (if applicable)*
- (if applicable)*
- (if applicable)*
- (if applicable)*