

ENROLMENT AGREEMENT

Background

Shepparton ACE Secondary College is a registered secondary college for students who will thrive in a small school that provides a safe, supportive learning environment.

Aims

The purpose of the enrolment agreement is to provide a fair and consistent process for the enrolment of students from Year 7 – 12 and to outline expectations and responsibilities.

Process

Details of the process include:

- A tour of the school
- Provide previous reports and Enrolment Assessment Form
- An educational assessment where deemed necessary
- Offer of enrolment
- Provision of an enrolment pack and a statement of fees
- The opportunity to be placed on a waiting list if classes are at capacity

Education

- We will educate the student to the best of our ability.
- For personal matters related to your child we will contact you by telephone and in exceptional circumstances or for serious incidents we will communicate with you in writing.
- General school matters will be advised by newsletter or Facebook page.
- Students will not be disadvantaged by lack of access to the internet at home.
- Students will not be disadvantaged due to individual circumstances or ability.
- We will act in the best interest of both the student and the students as a group.
- We reserve the right to cancel an enrolment based on incidents of bullying, drug use, vaping, violence, extended and untenable difficulties with engagement, regularly leaving school without permission, breaching school policies or as a result of inadequate or incorrect information being given by a parent.

Expectations

- You are requested to advise the college of any Protective, Family Violence or Family Court Orders and provide a copy of the Court Order.
- You are requested to advise of any changes in the student's health or medication.
- You are required to provide current contact details for use in the event of any emergency or serious issue at school including a student who leaves school regularly without permission.
- We have the important expectation that you will support the bullying prevention ethos of the college.
- You are requested to assist the school in dealing with social media bullying that occurs outside school hours by removing the device from your child or ensuring your child blocks offenders.
- Both parents, where applicable, need to sign the Enrolment Agreement.

Fees

- Tuition fees are reviewed and set each year.
- You are to pay deposit of \$100.00 on enrolment.
- The deposit paid is non-refundable.
- The enrolment deposit confirms and secures an enrolment and covers the cost of the enrolment process.

- Full payment should be made in the current year.
- On enrolment you can choose to pay the remainder of the tuition fees by Centre Pay or meet with the business manager to make a payment plan that suits you.
- Please note that the fees cover all stationary, books, sport and frequent excursions and camps.
- In cases of financial hardship, you may apply to have all or part of the fees waived.

Personal Information

Shepparton ACE Secondary College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act in how the College uses and manages personal information provided to or collected by it.

The Applicant acknowledges that the College will collect personal information about them and the student which may be required by the College to function and conduct its activities, consistent with the College's Privacy Policy.

A copy of the College's Privacy Policy is available on the College website.

Links to other policies

- Enrolment Policy
- Student Code of Conduct
- Parent and Carer Code of Conduct
- Behaviour Management Policy and Process
- Privacy Policy

Date	Version No.	Change	Author(s)
April 2020	1.0	Issued for VRQA School Review	Bronwyn Rose Irene James
May 2021	1.1	Update address	Irene James
September 2021	1.2	Deposit fee changed; fee points amended	Kylie Richards
October 2023	1.3	Process and Education points amended. Change to request both parents to sign	Bronwyn Rose Kylie Richards
March 2024	1.4	Fees points amended	Kylie Richards
April 2024	1.5	Privacy Information added	Kylie Richards

Student's Name: _____

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Principal/Assistant
Principal's Signature: _____

Date: _____