



Enrolment Application

for:

*Toowoomba Christian College exists to provide a
Christian education that will prepare students in spirit, soul
and body to serve the Living God in today's world.*

A Christian School in the Liberal Arts Tradition

Conditions Of Enrolment

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

1	That the parents ¹ will accept and support the school's Mission Statement and Statement of Faith ² and their outworking in the school as we offer Christian education to our students.
2	That the parents will support the principles and expectations as outlined in the School Policy Documents ³ which the school makes available through the TCC Edumate Parent Portal ⁴ .
3	That the parents will support the principles and expectations of our offering of Christian education as outlined in the School Standards.
4	That the student will be allowed to participate fully in the life and program of the school.
5	That the student will adhere to the School's Uniform Policy.
6	That the parents and the student will abide by the School's Social Media policy.
7	That the parents accept and support the School's Discipline Policy.
8	That the parents will meet their financial obligations to the School regarding fees.
9	That the parents keep the School up to date with information that may affect the student's learning and/or behaviour.
10	If during the course of your child's education we request that you seek independent assessment of your child's learning or physical abilities, or any other matter that may affect the School's delivery of education, you agree to seek such assessment within a reasonable timeframe.
11	That the student accepts and supports the School's policies, philosophy and practice.
12	That the School may suspend a student at its discretion.
13	That the School reserves the right to terminate the enrolment of a student when the parent or caregiver is involved in serious or persistent misconduct in relation to a student, a member of staff, another parent or to the reputation of the School ⁵ .
14	We may terminate this enrolment if: i) You or the student are in breach of these conditions of enrolment and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so; ii) Mutual trust and co-operation between us breaks down;
15	That the School may place specific conditions at any time on an enrolment including a period of probation.

¹ Includes single parent, guardians, foster carers and defacto guardians such as grandparents or other relatives.

² "Statement of Faith" means the Statement of Faith adopted by Toowoomba City Church, the single member of TCC Ltd.

³ Includes the Enrolment Application, the Conditions of Enrolment, the School Standards, the Behaviour & Performance Expectations and the School Policies (collectively called the "School Policy Documents")

⁴ "Edumate Parent Portal" means the Edumate Parent Portal or such other communication portals as may be notified by the School from time to time.

⁵ "The focus of any school should be upon the education and welfare of the children who attend. Of course, parents need to play a full role and take a keen interest in their children. All of that is right and proper. Equally parents must, and most do, appreciate a school is a community that needs to be permitted to get on with its principle [sic] task of educating children collectively. No school should be bombarded with unwarrantable demands by parents. Teaching and other staff bear a heavy responsibility in what they do." Judge Jeremy Richardson QC. T v Hall Schools of Wimbledon LLP [2013] EWHC 2728 (QB).

Amending School Documents

You acknowledge and accept that the School Policy Documents may be amended during the time of your child's enrolment and that the amended School Policy Documents will form the basis of the ongoing enrolment. The School reserves the right to change the School Policy Documents from time to time. If any such change is made, then the change is binding once the school community have been given notice of the change via the TCC Edumate Parent Portal, and the change will take effect from the date which is specified as the effective date of change specified on the TCC Edumate Parent Portal. By sending your child to school after the effective date of change, you confirm that you are aware of and accept the change or changes to the School Policy Documents. If you do not wish to accept any such change, you are entitled to terminate your child's enrolment.

Author: Principal
Last Updated: 30 March 2022

Details of Student's Schooling

Student Details				
Christian or Given Name(s)		Family Name		
Date of Birth		A copy of your child's Birth Certificate is attached		
		Yes		No
Country of Birth		A copy of your child's Visa/Passport is attached (if applicable)		
		Yes		No

Student's Current School				
Is your child currently enrolled in any school?		Yes		No
Where is your child currently enrolled?				
School			Grade	
Copy of your child's latest school report attached?		Yes		No

Commencement of Enrolment				
What Grade and Year would you like your child to start at Toowoomba Christian College?		Grade		Year

Previous School Experience					
Please list below other schools your child has attended					
School		Grade		Year	
School		Grade		Year	
School		Grade		Year	
Reason for leaving most recent school?					
Has your child ever been suspended, expelled or refused admission to another school?		Yes		No	
If yes, please explain below:					

Student's Christian Faith				
Please summarise below, your child's understanding of Christianity:				
Does your child attend RE classes at their current school?	Yes		No	

Learning Support

Does your child currently receive learning support from their current school?	Yes		No	
If yes, please supply details:				
Has your child repeated any year?	Yes		No	
If you have answered yes to either of the above, what are your expectations of TCC in educating your child?				

Physical and/or Behavioural Difficulties

Does your child have any physical difficulties?	Yes		No	
Does your child have any behavioural difficulties?	Yes		No	
Has any formal assessment been undertaken by a medical specialist(s)? i.e. Pediatrician or Occupational Therapist (e.g. ASD, HI, PI, VI, II, etc.)?	Yes		No	
If you answered 'yes' to any of the above questions, please outline in further detail below:				
Please attach copies of any relevant information, including the outcome of assessment by a medical specialist(s)				
Do you give permission for the School to contact the specialist(s) to discuss how the School may best help your child in light of these issues?	Yes		No	

Mental Health Issues

Does your child have any mental health issues?	Yes		No	
Does your child have any behavioural difficulties?	Yes		No	
If Yes, has any formal assessment been undertaken by a medical specialist(s)? i.e. Psychologist, CYMHS	Yes		No	
If you answered 'yes' to any of the above questions, please outline in further detail below:				
Please attach copies of any relevant information, including the outcome of assessment by a medical specialist(s)				
Do you give permission for the School to contact the specialist(s) to discuss how the School may best help your child in light of these issues?	Yes		No	

Details of Student Home Life

Student's Address	
Student's Home Address	Postal Address

Parent/Caregiver Information			
Please outline below the parents/carers who are looking after this child at the address given above.			
Full Name		Full Name	
Gender		Gender	
Date of Birth		Date of Birth	
Contact Phone Numbers			
Home			
Work		Work	
Mobile		Mobile	
Email	Email		
Occupation		Occupation	
Place of Occupation		Place of Occupation	
Current Church			
Pastor/Minister			
Brief Statement of Christian Faith		Brief Statement of Christian Faith	

Details of Parent Not Residing with Student (if applicable)

Details of Parent Not Residing With Student			
Full Name		Address	
Date of Birth			
Mobile		Work	
Email			

Particular Family Circumstances

Are there any particular circumstances we need to be aware of (Family Custody Orders, Parenting Plan or DVOS, etc.)?

Yes

No

If Yes, please outline all details, including current parenting arrangements *(if insufficient space, please attach separate piece of paper)*:

Please attach any relevant documentation

Reason for Applying for Enrolment at Toowoomba Christian College

Why do you wish to send your child/ren to Toowoomba Christian College?

How did you hear about Toowoomba Christian College?

Do you endorse the outworking of the School's Mission Statement and the Statement of Faith in the education of your child/ren?

Yes

No

Financial Obligations

Can you foresee any difficulties paying fees on time?

Yes

No

If Yes, please provide details:

Important Information – Please Read

Communication Procedure

The School uses school management software called Edumate as its database and for communications with parents and caregivers. Parents and caregivers residing with the child receive their unique login for access to the TCC Edumate Parent Portal and mobile phone app prior to their child's first day of attendance.

The nominated parent recorded in Edumate will receive communications requiring permissions for excursions, camps etc through the TCC Edumate Parent Portal. The nominated parent is expected to complete all required responses through this portal in the nominated time. After the student is enrolled the Edumate Coordinator will explain this process. Information the School holds on students, such as medical and contact details, is available to parents and caregivers through the Parent Portal and should be checked and updated regularly to ensure the School has the most up to date information.

It is expected that parents will check the Portal or app regularly for any tasks they may be required to do, such as providing a reason for their child's recent absence or giving permission for excursions and camps. We will display in the TCC Edumate Parent Portal the policies and rules with which you and the student are expected to comply. Communications regarding school activities, policy updates, celebrations of students' achievements etc will be posted on the various 'Spaces'.

The School has set up a text message service when it is necessary to communicate with parents in a very short period of time. Those carers residing at the student's address will be the ones notified by the text message.

The School will provide formal academic reports on the educational performance of the student to the student's parents or other appropriate person. Unless otherwise directed, the school will provide these reports on request from the student's natural parent when they do not reside with the student.

School Policies

We will display on our Edumate Parent Portal the policies and School Documents with which you and the student are expected to comply. The School Documents do not form part of this enrolment contract. The School may update, amend, innovate, supplement, vary or replace (change) our School Documents at any time by the provision of notice.

Full and Frank Disclosure

Please Note: full and frank disclosure is required on this form. Any failure to do so may negate the initial or ongoing enrolment of your child at the School. The obligation to supply information to the School that may affect your child's enrolment at the School is ongoing.

In the event that any of this information is subsequently revealed to be inaccurate, false or misleading, the School reserves the right to review the enrolment and may decide to withdraw or refuse the offer, as applicable, or if it has been accepted, terminate the Agreement.

Parent/Caregiver Disagreement

When one of the parents or caregivers notifies the school that they do not support the enrolment of their child, the enrolment will not proceed until there is agreement between the parents or caregivers, which is expressed by both signatures on this application showing their support for the enrolment.

TCC Privacy Policy

Our Privacy Policy can be found on our [school website](#), or on the Edumate Portal once your child is enrolled.

Family Issues and Enrolment

When a parent states they are the only caregiver:	When a parent arranges an enrolment interview and expresses in person that they are the sole carer of a child or that there are no orders in place, the School will take this statement in good faith and will process the application in light of that statement.
When Court Orders are in place:	<p>If the Orders specifically state who has the right to decide where the child attends school, the School will accept for enrolment purposes the signature of the parent who has the right to make the decision. If the Orders state that both parents must agree before enrolling the child in school, then both parents will be required to sign the enrolment application.</p> <p>If the Orders are silent on whether both parents need to agree but include that the parents have “joint parental responsibility for major long-term issues”, then both parents should consult with each other and make a genuine effort to come to a joint decision about the enrolment.</p> <p>Please note that it is not the School’s responsibility to facilitate resolution of a dispute, nor interpret family court orders when parents or caregivers disagree about matters pertaining to their child’s education.</p>

Change in Family Circumstances

When the enrolling parents/caregivers have a change in their circumstances, e.g. they separate or want to change their financial arrangements regarding the payment of school fees, and a disagreement arises that affects the student’s ongoing enrolment, it is the responsibility of the enrolling parties to reach an agreement independently from the School either through consultation, mediation or court action. The School will not become involved as the arbiter in disputes of this kind.

The School may put in writing a 3-month limit on the determination of the disagreement with the possible consequence of termination of the enrolment if the matter is not resolved.

Terminating Enrolment

You may terminate this enrolment contract with Written Notice of at least ten school weeks if you decide that you do not wish to continue this Agreement for any reason. If you do not provide us with ten school weeks’ notice, you must pay us 10 weeks fees, in acknowledgement of the loss suffered by the School, which committing resources on the basis of confirmed enrolments, will incur expense in filling the student’s place and otherwise suffer loss from the early termination.

Request For Enrolment

You understand that by completing and submitting this Enrolment Application, you acknowledge and support the Conditions of Enrolment, and wish to be interviewed with respect to enrolling your child/ren. Your obligations under this Agreement are joint and several. This means, together with the other signatories (excluding the School) you are both individually and jointly responsible for the obligations and liabilities agreed to in this Agreement.

Name of Parent		Signature	
Name of Parent		Signature	
Date			

Office Use Only

Year of Entry		Date Received	
Year Level		Birth Certificate	
Current School Report		NAPLAN Results	
Visa/Passport		Date of Interview with Principal	